CITY OF SANTA FE SPRINGS
ADJOURNED MEETINGS OF THE PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING SUCCESSOR, SUCCESSOR AGENCY, AND CITY COUNCIL AGENDA

TUESDAY, NOVEMBER 12, 2024
AT 5:00 P.M.

CITY HALL COUNCIL CHAMBERS
11710 TELEGRAPH ROAD
SANTA FE SPRINGS, CA 90670

CITY COUNCIL

Jay Sarno, Mayor
William K. Rounds, Mayor Pro Tem
Joe Angel Zamora, Councilmember
Annette Rodriguez, Councilmember
Juanita Martin, Councilmember

CITY MANAGER
René Bobadilla, P.E.

CITY ATTORNEY
Rick Olivarez

CITY STAFF

Assistant City Manager	**Nicholas Razo**
Fire Chief	**Chad Van Meeteren**
Police Chief	**Aviv Bar**
Director of Community Services	**Maricela Balderas**
Director of Finance	**Lana Dich**
Director of Parks & Recreation	**Gus Hernandez**
Director of Community Development	**Cuong Nguyen**
Director of Police Services	**Dino Torres**
Director of Public Works	**James Enriquez**

NOTICES

This City Council Meeting ("Council") will be held in person and will meet at City Hall – City Council Chambers, 11710 E. Telegraph Road, Santa Fe Springs, California. The meeting will be live streamed on the City's YouTube Channel and can be accessed on the City's website via the following link:
https://santafesprings.org/city_council/city_council_meetings/index.php

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

SB 1439: Effective January 1, 2023, City Council Members are subject to SB 1439 and cannot participate in certain decisions for a year after accepting campaign contributions of more than $250 from an interested person. The Council Member would need to disclose the donation and abstain from voting.

Public Comments: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council on the day of the meeting, please fill out a speaker card provided at the door and submit it to City Clerk staff. You may also submit comments in writing by sending them to the City Clerk's Office at cityclerk@santafesprings.org. All written comments received by 12:00 p.m. the day of the City Council Meeting will be distributed to the City Council and made a part of the official record of the meeting. Written comments will not be read at the meeting, only the name of the person submitting the comment will be announced. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Council Meeting Start Times: If there is a closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 5:00 p.m. and open session shall start at 6:00 p.m. If there is no closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 6:00 p.m.

Please Note: Staff reports and supplemental attachments are available for inspection at the office of the City Clerk in City Hall, during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday. Telephone: (562) 868-0511.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

At this time, the general public may address the City Council on closed session items *only*. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the City Council.

1. CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Pursuant to Government Code Section 54956.9(d)(2) and 54956.9(e)(3)): One matter

2. CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Pursuant to Government Code Section 54056.9(d)(2) and 54956.9(e)(1): One matter

3. CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: Parcel No. 77065 which includes 77065-01-01 and 78260-01-01
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiating parties: Caltrans
Under negotiation: Price and Terms.

4. CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: Parcel No. 77067 which includes 77067-01-01, 77068-02-01 and 78259-01-01
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiating parties: Caltrans
Under negotiation: Price and Terms

5. CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: 8177-029-908, 8177-029-903, 8177-029-905, 8177-031-018, 8177-031-019, and 8177-029-005
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development

Negotiation parties: Kenneth G. Spiker, Spiker Rendon Consulting, Inc.
Under negotiation: Price and terms of payment as relates to interests in real property.

CLOSED SESSION REPORT

REGULAR SESSION – BEGINNING AT 6:00 P.M.

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATIONS

6. HERITAGE ARTS ADVISORY COMMITTEE UPDATE (COMMUNITY SERVICES)

7. RECOGNITION OF LANTERN TOUR PROGRAM VOLUNTEERS (COMMUNITY SERVICES)

8. CALIFORNIA STATE LIBRARY – PUBLIC RELATIONS EXCELLENCE "BEST IN SHOW" SANTA FE SPRINGS AWARD FOR "ARTFUL PUBLIC RELATIONS: JOVENES CREADORES UNLEASH TEEN TALENT AT SFS ART FEST" (COMMUNITY SERVICES)

CHANGES TO AGENDA

PUBLIC COMMENTS ON NON-AGENDA & NON-PUBLIC HEARING AGENDA ITEMS
At this time, the general public may address the City Council on both non-agenda *and* non-public hearing agenda items. Comments relating to public hearing items will be heard during the public hearing. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the City Council.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING SUCCESSOR, SUCCESSOR AGENCY, AND CITY COUNCIL AGENDA

PUBLIC HEARING

9. PUBLIC HEARING TO CONSIDER ADOPTION OF URGENCY ORDINANCE NO. 1152 – AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AMENDING SECTION 155.425 (SPECIAL NOISE SOURCES) OF CHAPTER 155 (ZONING) OF TITLE 15 (LAND USAGE) OF

THE SANTA FE SPRINGS MUNICIPAL CODE AND DECLARING THE URGENCY THEREOF, IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937 (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Open the Public Hearing and receive the written and oral staff report and comments from the public regarding the proposed urgency ordinance; and

2) Find and determine in accordance with California Government Code Sections 36934 and 36937 that this matter is of city-wide importance, and adoption of this Urgency Ordinance and a reasonable and necessary measure for the immediate preservation of public peace, health and safety relating to construction generated noise; and

3) Introduce and, by a four-fifths vote, adopt Urgency Ordinance No. 1152, that would take effect immediately, amending Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 (Land Usage) of the Santa Fe Springs Municipal Code; and

4) Take such additional, related action that may be desirable.

10. ADOPTION OF RESOLUTION NO. 9933 TO AMEND THE CITY OF SANTA FE SPRINGS COMPREHENSIVE FEE SCHEDULE FOR FISCAL YEAR 2024-25 (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Open the Public Hearing;

2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing;

3) Adopt Resolution No. 9933 to amend the City of Santa Fe Springs Comprehensive Fee Schedule for Fiscal Year 2024-25; and

4) Take such additional, related, action that may be desirable.

OLD BUSINESS – NONE

REGULAR BUSINESS

11. FY 2024-2025 FIRST QUARTER BUDGET REVIEW AND MODIFICATIONS (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve staff recommendations of an additional $803,499 in General Fund expenditures; and

2) Approve staff recommendation revenue adjustments in the amount of $163,979 of various funding sources;

3) Approve adjustments for two (2) positions:
   a. One (1) new full-time position
   b. One (1) hourly employee with 25 hours/week (9-month budget for total of 975 hours)

12. APPROVE PROFESSIONAL SERVICES AGREEMENT WITH IBE DIGITAL TO UPGRADE AND MODERNIZE INFORMATION TECHNOLOGY NEEDS IN THE CITY (CITY MANAGER)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize the City Manager to execute a Professional Services Agreement with IBE Digital to Upgrade and Modernize Information Technology needs in the City in the amount of $4,950,057; and

2) Approve a five (5) percent project contingency in the amount of $247,502; and

3) Authorize the City Manager, at their discretion, to execute a finance agreement for the payment of hardware, software, and implementation services associated with the project; and

4) Take such additional, related action that may be desirable.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

PUBLIC FINANCING AUTHORITY

13. MINUTES OF THE OCTOBER 15, 2024 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Approve the minutes as submitted.

14. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Receive and file the report.

WATER UTILITY AUTHORITY

15. MINUTES OF THE OCTOBER 15, 2024 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

16. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Receive and file the report.

HOUSING SUCCESSOR

17. MINUTES OF THE OCTOBER 1 AND 15, 2024 HOUSING SUCCESSOR MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

18. MINUTES OF THE OCTOBER 1 AND 15, 2024 SUCCESSOR AGENCY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Approve the minutes as submitted.

CITY COUNCIL

19. MINUTES OF THE OCTOBER 1 , 9 AND 15, 2024 REGULAR AND SPECIAL CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the minutes as submitted.

20. RESOLUTION NO. 9938 – ESTABLISHING A CITY COUNCIL MEETING SCHEDULE FOR CALENDAR YEAR 2025 (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Resolution No. 9938:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ESTABLISHING A CITY COUNCIL MEETING SCHEDULE THROUGH CALENDAR YEAR 2025.

2) Take such additional, related action that may be desirable.

21. PROPOSED ORDINANCE AMENDMENTS TO CITY COMMISSIONS AND COMMITTEES – AMENDING SECTIONS 32.33, 32.34, AND 32.36 OF CHAPTER 32 OF TITLE III, AND SECTION 38.45 OF CHAPTER 38 OF TITLE III OF THE CODE OF SANTA FE SPRINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the first reading of, and approve the ordinance amending Sections 32.33, 32.34, and 32.36 of Chapter 32 (Commissions and Committees) of Title III, and Section 38.45 of Chapter 38 (City Policies) of Title III of the Santa Fe Springs Municipal Code; and

2) Waive all further readings of this ordinance; and

3) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the ordinance change; and

4) Take such additional, related action that may be desirable.

22. RESOLUTION NOS. 9936 AND 9937 – RESOLUTIONS OF THE SANTA FE SPRINGS CITY COUNCIL, AMENDING CERTAIN RULES FOR ADVISORY COMMITTEES (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve Resolution No. 9936; and

2) Approve Resolution No. 9937; and

3) Take such additional, related action that may be desirable.

23. TREASURER'S REPORT OF INVESTMENTS FOR THE QUARTER ENDED SEPTEMBER 30, 2024 (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Receive and file the report.

24. APPROVE PROFESSIONAL SERVICE AGREEMENTS FOR UNIFORMS AND CUSTOM LOGO APPAREL (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve an agreement with Municipal Emergency Services (MES) in the amount of $40,000 per fiscal year (total amount shall not exceed $80,000 during the initial term); and

2) Approve an agreement with Conceptual Marketing (Conceptual Marketing) in the amount of $40,000 per fiscal year (total amount shall not exceed $80,000 during the initial term); and

3) Authorize the City Manager to exercise the extension options of each agreement, if needed; and

4) Take such additional, related, action that may be desirable.

25. APPROVE PROFESSIONAL SERVICE AGREEMENT FOR AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve a three (3) year agreement with Mayfield Environmental Engineering (Mayfield) in the amount of $125,000 per fiscal year (total initial amount shall not exceed $375,000); and

2) Approve a three (3) year agreement with O.C. Vacuum, Inc. (O.C. Vacuum) in the amount of $125,000 per fiscal year (total initial amount shall not exceed $375,000); and

3) Approve a three (3) year agreement with Ocean Blue Environmental Services, Inc. (Ocean Blue) in the amount of $50,000 per fiscal year (total initial amount shall not exceed $150,000); and

4) Authorize the City Manager to exercise the one (1) year extension option of each agreement, if needed; and

5) Take such additional, related, action that may be desirable.

26. AUTHORIZATION TO DISPOSITION SURPLUS ITEMS (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize the disposition of eight (8) vehicles and three (3) additional items; and

2) Direct staff to record revenue related to the auction of any items as miscellaneous general fund revenue; and

3) Authorize the City Manager to take any related and necessary actions.

4) Take such additional, related action that may be desirable.

27. PROFESSIONAL SERVICES AGREEMENT FOR DOCUMENT SCANNING AND DIGITIZING SERVICES (FIRE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the Professional Services Agreement with Viatron Systems, Inc. and allocate $644,627 for Document Scanning and Digitizing Services; and

2) Authorize appropriation for FY 2024-25 in the amount of $200,000 to City Managers' – City Clerk account (No. 10101115-542050) Contractual Services.

3) Take such additional, related, action that may be desirable.

28. HISTORIC SEAGRAVE FIRE ENGINE RESTORATION (FIRE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the 1958 Seagrave restoration project completed by West Coast Customs

2) Authorize a budget transfer from the Arts & Public Places Fund Account number 2510 in the amount of $150,000 to General Fund Fire Rescue – Suppression account (No. 10102110-810000) for the Historic Fire Engine Restoration project.

3) Establish a corresponding expense allocation of $150,000 in the Fire-Rescue - Fire Suppression activity expenditure account (No.10102110- 543067) Miscellaneous Vehicle Repairs.

4) Take such additional, related action that may be desirable.

29. DONATION OF USED FIRE EQUIPMENT TO NAVOJOA FIRE DEPARTMENT (FIRE)

RECOMMENDATION: It is recommended that the City Council:

1) The City Council authorizes donating used firefighting equipment to the City of Navojoa Fire Department.

2) Take such additional, related action that may be desirable.

30. RESOLUTION NO. 9934 – SB-1205 ANNUAL INSPECTION OF CERTAIN PROPERTIES (FIRE)

RECOMMENDATION: It is recommended that the City Council:

1) Acknowledge Receipt of Department of Fire-Rescue Report Regarding the Annual Inspection of Certain Properties.

31. POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS FINAL REPORT (TERMINATION OF EMERGENCY DECLARATION) (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Pursuant to California Public Contract Code Section 22050, by a four-fifths vote terminate the Emergency Declaration; and

2) Authorize the City Manager to issue final payments for all related expenses as listed herein; and

3) Take such additional, related action that may be desirable.

32. LOS ANGELES COUNTY TRAFFIC SIGNAL SYNCHRONIZATION PROJECTS (TSSP): SLAUSON AVENUE, NORWALK BOULEVARD, LEFFINGWELL ROAD – ADD PROJECTS TO CAPITAL IMPROVEMENT PROGRAM (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve adding the Los Angeles County Traffic Signal Synchronization Projects (TSSPs) including Slauson Avenue, Norwalk Boulevard and Leffingwell Road to the Capital Improvement Program; and

2) Appropriate $63,305 from the Utility Users Tax (UUT) Capital Improvement Fund to the Los Angeles County Traffic Signal Synchronization Project (TSSP) on Slauson Avenue; and

3) Appropriate $53,000 from the Utility Users Tax (UUT) Capital Improvement Fund to the Los Angeles County Traffic Signal Synchronization Project (TSSP) on Norwalk Boulevard; and

4) Authorize payment of City's share of project cost for the Slauson Avenue Project in the amount of $63,305, and Norwalk Boulevard Project in the amount of $53,000 to Los Angeles County via the County's City Service Request Tracking System; and

5) Take such additional, related action that may be desirable.

33. CITY HALL WEST WING OFFICE RENOVATION – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve adding the City Hall West Wing Office Renovation project to the Capital Improvement Program; and

2) Appropriate $1,665,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the City Hall West Wing Office Renovation project; and

3) Approve the Plans and Specifications for the subject project; and

4) Authorize the City Engineer to advertise for construction bids; and

5) Authorize the purchase of office furniture for the City Hall West Wing from Tangram, utilizing cooperative purchasing through Sourcewell Contract Number 091423-STI and authorize the Finance Director to issue a purchase order to Tangram in the amount of $410,844.14; and

6) Authorize the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, purchase orders, agreements, amendments, payment requests and so forth, which may be necessary for the completion of project; and

7) Authorize the City Clerk to file a Notice of Exemption for the subject project with the Los Angeles Registrar-Recorder; and

8) Take such additional, related action that may be desirable.

34. FIRE STATION HEADQUARTERS OFFICE RENOVATION – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve adding the Fire Station Headquarters Office Renovation project to the Capital Improvement Program; and

2) Appropriate $1,134,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the Fire Station Headquarters Office Renovation project; and

3) Approve the Plans and Specifications for the subject project; and

4) Authorize the City Engineer to advertise for construction bids; and

5) Authorize the purchase of office furniture for the Fire Station Headquarters from Tangram, utilizing cooperative purchasing through Sourcewell Contract Number

091423-STI and authorize the Finance Director to issue a purchase order to Tangram in the amount of $175,116.59; and

6) Authorize the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, purchase orders, agreements, amendments, payment requests and so forth, which may be necessary for the completion of project; and

7) Authorize the City Manager to execute a contract with WILLSCOT in the amount of $59,620.35 for Fire Department temporary office trailers; and

8) Authorize the City Clerk to file a Notice of Exemption for the subject project with the Los Angeles Registrar-Recorder; and

9) Take such additional, related action that may be desirable.

35. CITY-WIDE STREET LIGHT LED CONVERSION PROJECT – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the Contract Documents for the project; and

2) Authorize the City Engineer to advertise for construction bids, and

3) Take such additional, related action that may be desirable.

36. APPROVE A CONTRACT SERVICES AGREEMENT WITH DANIEL ZAMORA'S LANDSCAPING FOR LANDSCAPING SERVICES (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve a Contract Services Agreement with Daniel Zamora's Landscaping for landscaping services for an annual not-to-exceed fee of $45,060 and a term of five (5) years with two optional one-year extensions; and

2) Authorize the City Manager to execute the agreement on behalf of the City; and

3) Take such additional, related action that may be desirable.

37. AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS (RFP) FOR A COMPEHENSIVE ZONING CODE UPDATE (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize staff to advertise the Request for Proposals (RFP) for the Comprehensive Zoning Code Update, in accordance with the proposed bid schedule; and

2) Take such additional, related action that may be desirable.

38. APPROVAL OF THREE OPERATING AGREEMENTS WITH CLEAR CHANNEL OUTDOOR, LLC FOR POSTER BILLBOARD CONVERSIONS (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the attached Operating Agreements between the City of Santa Fe Springs and Clear Channel Outdoor, LLC, allowing Clear Channel Outdoor, LLC to convert five existing static poster billboard faces to electronic poster billboards; and

2) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreements; and

3) Take such additional, related action that may be desirable.

39. PUBLIC ARTWORK FOR RAISING CANE'S RESTAURANT COMPANY (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the public artwork for Raising Cane's (Raising Cane's) Restaurant Company, and

2) Take such additional, related action that may be desirable.

40. CALIFORNIA STATE LIBRARY GRANT AWARD FOR THE ZIP BOOKS PROJECT AT THE SANTA FE SPRINGS LIBRARY (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Approve and authorize the Director of Community Services to execute the agreement grant agreement from the California State Library for the Zip Books Project at the Santa Fe Springs City Library; and

2) Approve the recognition of $5,627 in grant funds awarded by the California State Library, and authorize the deposit of these funds into the Library & Cultural Services Administration's State Grants/Subventions revenue account (No. 10105699-442000); and

3) Approve an increase in expense authority by $5,627 in the Library & Cultural Services Administration's Books & Subscriptions expenditure account (No. 10105699-522000) to allow for the expenditure of the grant funds; and

4) Take such additional, related action that may be desirable.

41. PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM MEMORANDUM OF UNDERSTANDING FOR REPORT YEAR 2022 (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize the City Manager to execute the Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for the Proposition A Discretionary Incentive Grant Program National Transit Database (NTD) for report year 2022; and

2) Approve the recognition of $8,812 in Proposition A grant funds awarded for our voluntary collection and reporting of FY 2021-22 ridership data. These funds will be recorded in the Special County Transit Tax Fund, account 2410-2427; and

3) Establish a corresponding expense allocation of $8,812 in the Community Services – Transit Services activity expenditure account (No.10105850-521000) to support cost of collection and reporting data; and

4) Take such additional, related action that may be desirable.

42. APPROVAL OF A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF SANTA FE SPRINGS AND THE WHITTIER UNION HIGH SCHOOL DISTRICT REGARDING COLLABORATION AND FINANCIAL COMMITMENT TO THE PROPOSED ATHLETIC FACILITIES PROJECT AT SANTA FE HIGH SCHOOL (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the attached Memorandum of Understanding By and Between the City of Santa Fe Springs and the Whittier Union High School District Regarding Collaboration and Financial Commitment to the Proposed Athletic Facilities Project at Santa Fe High School; and

2) Appropriate $1.76 million from the City's Utility Users Tax to fund the City's contribution to this project

3) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

4) Take such additional, related action that may be desirable.

43. AUTHORIZE TRANSFER OF FUNDS FROM HERITAGE ARTS FUND TO AQUATIC CENTER CAPITAL PROJECT FUND (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize a transfer from the Heritage Arts Fund (Fund 2510) to the Aquatic Center Capital Project Fund 4154 (Project Number PW220014) in the amount of $190,000; and

2) Authorize an appropriation adjustment to account 4154 Project Number PW220014 (Aquatic Center Project) for art-related enhancements; and

3) Take such additional, related action that may be desirable.

44. AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH SOLOTECH FOR UPGRADES TO AUDIO AND VISUAL EQUIPMENT AT 4 CITY FACILITIES (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize a transfer from the FY 2024-25 General Fund Reserve to Capital Project Fund 4154 (Project Number CS250001) Audio and Visual Equipment Upgrades in the amount of $329,932.30; and

2) Approve an appropriate adjustment to account 4154 (Project number:CS250001) Audio and Visual Equipment Upgrades for the AV equipment project; and

3) Approve the Professional Services Agreement between the City of Santa Fe Springs and Solotech for procurement and installation of new audio and visual equipment at 4 City facilities; and

4) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

5) Take such additional, related action that may be desirable.

45. APPROVAL OF FACILITY RESERVATION AND USE POLICY (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the new Facility Use and Reservation Policy, designed to establish a uniform framework for managing reservations and facility use across all City facilities; and

2) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

3) Take such additional, related action that may be desirable.

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING

Council member announcements; requests for future agenda items; conference/meetings reports. Members of the City Council will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

ADJOURNMENT

I, Fernando N. Muñoz, Deputy City Clerk for the City of Santa Fe Springs hereby certify that a copy of this agenda has been posted no less than 72 hours at the following locations; City's website at www.santafesprings.org; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road.

ITEM # 9

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **PUBLIC HEARING TO CONSIDER ADOPTION OF URGENCY ORDINANCE NO. 1152 – AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AMENDING SECTION 155.425 (SPECIAL NOISE SOURCES) OF CHAPTER 155 (ZONING) OF TITLE 15 (LAND USAGE) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DECLARING THE URGENCY THEREOF, IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Open the Public Hearing and receive the written and oral staff report and comments from the public regarding the proposed urgency ordinance; and

2) Find and determine in accordance with California Government Code Sections 36934 and 36937 that this matter is of city-wide importance, and adoption of this Urgency Ordinance and a reasonable and necessary measure for the immediate preservation of public peace, health and safety relating to construction generated noise; and

3) Introduce and, by a four-fifths vote, adopt Urgency Ordinance No. 1152, that would take effect immediately, amending Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 (Land Usage) of the Santa Fe Springs Municipal Code; and

4) Take such additional, related action that may be desirable.

FISCAL IMPACT

The recommended amendments to the written language of the Santa Fe Springs Municipal Code will not have a fiscal impact.

BACKGROUND

Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 (Land Usage) of the Santa Fe Springs Municipal Code currently regulates construction noise by permitting the operation of certain equipment or performance of outside construction or repair work within a residential zone, or within a radius of 500 feet therefrom, and permitting maintenance on real property between the hours of 7:00 a.m. to 7:00 p.m. every day. City staff and members of the City Council have recently received a growing number of complaints from city residents regarding construction noise. The predominant complaint is that the current allowable work hours and days are causing excessive disturbances in the City's residential neighborhoods and affecting quality of life.

ANALYSIS

The recommended Urgency Ordinance amends the applicable sections of the Santa Fe Springs Municipal Code revising the allowable work hours/days within a residential zone, or within a radius of 500 feet therefrom, as follows:

- Work hours: 7:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturdays.
- No work will be allowed on Sundays or Holidays (New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day).

The recommended Urgency Ordinance also includes exceptions to the work hour restrictions as follows:

- Public agencies (including its employees, agents or contractors) performing work necessitated by emergency conditions or deemed necessary by the City to serve the best interest of the public and to protect public health, safety and welfare;
- An individual homeowner engaged in construction or maintenance and repair activities of the homeowner's primary dwelling unit; and
- An individual who has been granted a Waiver pursuant to Section 155.427 of the SFSMC by way of a Conditional Use Permit.

PUBLIC NOTICE

The Public Hearing Notice was published as legally required in the Whittier Daily News on October 31, 2024. The Proof of Publication in included in Attachment B.

ENVIRONMENTAL

The recommended actions have been reviewed for compliance with the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 *et seq.*), the CEQA guidelines and the City's environmental procedures, and have been found to be exempt pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 *et seq.*) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required.

SUMMARY/NEXT STEPS

Upon approval of the recommended actions by the City Council, the recommended Urgency Ordinance will go into effect immediately.

ATTACHMENTS:

A. Urgency Ordinance No. 1152
B. Hearing Notice – Proof of Publication

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A

URGENCY ORDINANCE NO. 1152

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AMENDING SECTION 155.425 (SPECIAL NOISE SOURCES) OF CHAPTER 155 (ZONING) OF TITLE 15 (LAND USAGE) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DECLARING THE URGENCY THEREOF, IN ACCORDANCE WITH THE GOVERNMENT CODE SECTIONS 36934 AND 36937.

WHEREAS, the City of Santa Fe Springs (the "City") is a general law city, incorporated under the laws of the State of California; and

WHEREAS, California Constitution Article XI, Section 7, enables the City to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, pursuant to its police power, the City may enact and enforce laws within its boundaries that promote the public health, morals, safety, or general welfare of the community, and are not in conflict with general laws; and

WHEREAS, the City currently regulates construction noise by permitting the operation of certain equipment or performance of outside construction or repair work within a residential zone, or within a radius of 500 feet therefrom, and to perform maintenance on real property between the hours of 7:00 a.m. to 7:00 p.m. every day; and

WHEREAS, both City staff and the City Council have recently received a growing number of complaints from City residents regarding construction noise and permissible hours of construction that are causing a disturbance in the City's existing residential neighborhoods; and

WHEREAS, these noises have disturbed the quiet enjoyment of residential properties within the City limits; and

WHEREAS, City staff has been unable to effectively respond to such noise complaints if such occurrences take place during the City's currently permissible construction hours; and

WHEREAS, the City Council declares and finds that it desires to minimize people's exposure to noise related to construction or maintenance and repair activities; and

WHEREAS, consistent with Policies N-3.1 and N-3.3 of the General Plan's Noise Element, this Urgency Ordinance will alleviate noise deemed to be a public nuisance by limiting the permitted hours of construction activity to create quieter neighborhoods and homes; and

WHEREAS, Government Code Sections 36934 and 36937 authorizes the City Council to adopt an urgency ordinance by a four-fifths vote for the immediate preservation of the public health, safety, or welfare, and to prohibit a land use that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council, Planning Commission, or the Community Development Department is considering or studying or intends to study within a reasonable time; and

WHEREAS, on November 12, 2024, the City Council held a duly noticed public hearing regarding Urgency Ordinance No. 1152, considered all public comments received before and during the public hearing, the presentation by City staff, the relevant staff report, and all other pertinent documents regarding the proposed Urgency Ordinance; and

WHEREAS, the City Council finds that this matter is of city-wide importance, and adoption of this Urgency Ordinance and a reasonable and necessary measure for the immediate preservation of public peace, health and safety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND ORDAIN AS FOLLOWS:

SECTION 1. Recitals.

The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Urgency Findings.

Based on the findings set forth in the above Recitals, there is a need to adopt this Urgency Ordinance that immediately revises the City's construction noise regulations for the immediate preservation of the public health, safety and welfare.

SECTION 3. Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 of the City of Santa Fe Springs Municipal Code is hereby amended as follows, (unless otherwise noted, where ~~Strikethrough Text~~ is language to be removed from the existing Code and Underline Text is language to be added to the Code):

The following additional provisions shall apply to certain special noise sources:

(A) *Radios, television sets, and similar devices*. It shall be unlawful for any person within the city to use or operate any radio receiving set, musical instrument, phonograph, television set, or other similar device for the producing or reproducing of sound in any manner or to use bells, whistles, or any device conveying speech content or music as may be generated by sound amplifying equipment so as to create any noise which would cause the noise level to exceed the ambient noise level a maximum of five dB(A) at the boundary of any property within a residential zone or at the boundary of any

private residential open space, or within the common outdoor area of any multiple residential development.

(B) *Construction of buildings and projects.* It shall be unlawful for any person within a residential zone, or within a radius of 500 feet therefrom, to operate equipment or perform any outside construction or repair work on buildings, structures, or projects, including delivery of equipment and materials, or to operate any pile driver, power shovel, pneumatic hammer, derrick, power hoist, or any other similar construction type equipment or device, including powered hand tools, ~~between the hours of 7:00 p.m. of one day and 7:00 a.m. on the next day~~ on Sundays, Holidays, and outside of the allowable work hours.

(1) Holidays shall include New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

(2) Allowable work hours shall be from:

(a) 7:00 a.m. to 5:00 p.m. Monday through Friday; and

(b) 8:00 a.m. to 5:00 p.m. on Saturdays.

(C) *Maintenance*. It shall be unlawful for any person~~, including city and utility crews,~~ to perform maintenance of real property, other than emergency work, between 5:00 p.m. on one day and 7:00 a.m. of the following day, if such maintenance activity produces noise above the ambient level at any lot line of property within a residential zone.

(D) *Exception.* The provisions of this section shall not apply to:

(1) Construction or maintenance and repair activities conducted by a public agency, its employees, agents, or contractors necessitated by emergency conditions or deemed necessary by the City to serve the best interest of the public and to protect that public health, safety and welfare. These operations may include, but are not limited to, street sweeping, debris and limb removal, removal of downed wires, restoring electrical service, repairing traffic lights, unplugging sewers, vacuuming catch basins, repairing water hydrants and mains, gas lines, oil lines, storm drains, roads, sidewalks;

(2) An individual homeowner engaged in construction or maintenance and repair activities of the homeowner's primary dwelling unit; or

(3) An individual who has been granted a Waiver pursuant to Section 155.427 of the SFSMC.

SECTION 4. CEQA.

This Urgency Ordinance is exempt from the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 *et seq.*) pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 *et seq.*) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required.

SECTION 5. Penalty.

Violation of any provision of this Urgency Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Section 10.97 of the SFSMC. Each and every day such a violation exists shall constitute a separate and distinct violation of this Urgency Ordinance. In addition to the foregoing, any violation of this Urgency Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

SECTION 6. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Urgency Ordinance, or any part thereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Urgency Ordinance or of Chapter 155 (Zoning) of the SFSMC, or any part thereof. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Urgency Ordinance irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 7. Savings Clause.

Neither the adoption of this Urgency Ordinance nor the repeal or amendment by this Urgency Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Urgency Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Effective Date and Extension of Ordinance.

If adopted by at least four-fifths vote of the City Council, this Urgency Ordinance shall be effective commencing immediately pursuant to Government Code Sections 36934 and 36937.

SECTION 9. Certification and Posting.

The City Clerk shall certify to the passage and adoption of this Urgency Ordinance and shall cause this Urgency Ordinance to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting on this 12th day of November 2024.

_____
Jay Sarno, Mayor

ATTEST:

_____
Fernando Muñoz, Deputy City Clerk

APPROVED AS TO FORM:

_____
Rick R. Olivarez, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF SANTA FE SPRINGS)

I, Fernando Muñoz, City Clerk of the City of Santa Fe Springs, do hereby certify that the foregoing Urgency Ordinance was adopted at a regular meeting of the City Council held on the 12th day of November, 2024, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Fernando Muñoz, Deputy City Clerk

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City of Santa Fe Springs
Attn: Claribel Catalan
Santa Fe Springs, California 90670

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Notice ID:	B2UDinhQ9gsN2etRSxm5
Invoice Text:	CITY OF SANTA FE SPRINGS NOTICE OF PUBLIC HEARING & CEQA EXEMPTION AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AMENDING SECTION 155.425 (SPECIAL NOISE SOURCES) OF CHAPTER 155 (ZONING) OF TITLE 15 (LAND USAGE) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DECLARING THE URGENCY THEREOF, IN ACCORDANCE WITH THE GOVERNMENT CODE SECTIONS 36934 AND 36937. NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Fe Springs will hold a Public Hearing to consider the following: PROJECT: A Zoning Code Amendment (ZCA) to amend Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 (Land Usage) of the Santa Fe Springs Municipal Code and declare the urgency thereof, in accordance with the Government Code Sections 36934 and 36937. PROJECT LOCATION/APPLICANT: Citywide, Santa Fe Springs, CA 90670 APPLICANT: City of Santa Fe Springs CEQA STATUS: The Zoning Code Amendment is exempt from the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 et seq.) pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 et seq.) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required. THE HEARING will be held before the City Council of the City of Santa Fe Springs in the Council Chambers of City Hall, 11710 Telegraph Road, Santa Fe Springs, on Tuesday, November 12, 2024, at 6:00 p.m. ALL INTERESTED PERSONS are invited to participate in the Public

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Whittier Daily News
181 W. Huntington Drive Suite#209
Monrovia, California 91016
(626) 544-0885

FILE NO. 0011700363

PROOF OF PUBLICATION
(2015.5 C.C.P.)

STATE OF CALIFORNIA
County of Los Angeles County

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not party to or interested in the above-entitled matter. I am the principal clerk of the printer of WHITTIER DAILY NEWS, a newspaper of general circulation for the City of Whittier, by the Superior Court of the County of Los Angeles County, State of California, on the date of October 10, 1960, Case Number 369393. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

10/31/2024

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, California
On this 31st day of October, 2024.

Eva Almeida
Signature

CITY OF SANTA FE SPRINGS
NOTICE OF PUBLIC HEARING & CEQA EXEMPTION
AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AMENDING SECTION 155.425 (SPECIAL NOISE SOURCES) OF CHAPTER 155 (ZONING) OF TITLE 15 (LAND USAGE) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DECLARING THE URGENCY THEREOF, IN ACCORDANCE WITH THE GOVERNMENT CODE SECTIONS 36934 AND 36937.

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Fe Springs will hold a Public Hearing to consider the following:

PROJECT: A Zoning Code Amendment (ZCA) to amend Section 155.425 (Special Noise Sources) of Chapter 155 (Zoning) of Title 15 (Land Usage) of the Santa Fe Springs Municipal Code and declare the urgency thereof, in accordance with the Government Code Sections 36934 and 36937.

PROJECT LOCATION/APPLICANT: Citywide, Santa Fe Springs, CA 90670

APPLICANT: City of Santa Fe Springs

CEQA STATUS: The Zoning Code Amendment is exempt from the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 et seq.) pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 et seq.) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required.

THE HEARING will be held before the City Council of the City of Santa Fe Springs in the Council Chambers of City Hall, 11710 Telegraph Road, Santa Fe Springs, on **Tuesday, November 12, 2024, at 6:00 p.m.**

ALL INTERESTED PERSONS are invited to participate in the Public Hearing and express their opinion on the item listed above. Please note that if you challenge the afore-mentioned item in court, you may be limited to raising only those issues raised at the Public Hearing, or in written correspondence to the office of the City Council at, or prior to the Public Hearing.

PUBLIC COMMENTS may be submitted in writing to the Public Works Department at City Hall, 11710 Telegraph Road, Santa Fe Springs CA 90670 or, otherwise, e-mail Public Works at VivianDeLeon@santafesprings.org. Please submit your written comments by 12:00 p.m. on the day of the City Council meeting. You may also contact the Public Works Department at (562) 868-0511 ext. 7540.

FURTHER INFORMATION on this item may be obtained from James Enriquez, Director of Public Works/City Engineer, via e-mail at: JamesEnriquez@santafesprings.org or otherwise by phone at: (562) 868-0511 ext. 7611.
Whittier Daily News
Published: 10/31/24

ITEM # 10

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance

SUBJECT: **ADOPTION OF RESOLUTION NO. 9933 TO AMEND THE CITY OF SANTA FE SPRINGS COMPREHENSIVE FEE SCHEDULE FOR FISCAL YEAR 2024-25**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Open the Public Hearing;

2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing;

3) Adopt Resolution No. 9933 to amend the City of Santa Fe Springs Comprehensive Fee Schedule for Fiscal Year 2024-25; and

4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

If adopted by the City Council as recommended in the Comprehensive Fee Schedule, the City could recover costs by approximate $1.5 million on an annual basis. The changes to the fee schedule should result in approximately $1.5 million in additional cost recovery per fiscal year. The actual amounts will vary based on activity levels, such as application numbers and utilization rates. Adoption of the attached Policy, which includes an annual cost of living adjustment with an annual inflator, will ensure that fees keep pace with inflation, allowing the City to achieve its cost recovery goals.

BACKGROUND

In June 2024, the City engaged Revenues & Cost Specialist LLC ("RCS") to perform a Comprehensive Fee Study, which is attached for the City Council's review and consideration. The last time that the City had a fee study was in FY 2010-11. In 2016, many of these fees were adjusted for inflation (i.e., Consumer's Price Index or "CPI") for FY 2016-17 and FY 2017-18. In the eight (8) years since the last fee update, changes have occurred in the cost of materials and employee labor costs; and consequently, have further outpaced the revenues generated by such fees. It is recommended that fee studies be performed every 4-5 years to identify full cost of city services.

RCS delineates two major categories for services:

Personal Choice Services

Personal choice services are city services that members of the public and residents choose to obtain or participate in. These services are characterized by three major distinguishing factors:

1. User is Identifyable
2. Service is Direct and Measureable
3. Benefits a single Individual or Group

These types of services are often in Development Services, Parks & Recreation, and Community Services. They include services for which users a charged a fee for direct services for which the individual/owner derives a direct benefit, such as a building permit, recreation class, or inspection fee.

The key issue for such services is whether the City Council. as a matter of policy (or practical considerations), desires to structure the fees for such services on a full-cost recovery basis or to subsidize such services. Typically, development-related services (i.e., building permits, inspections, etc.) and water/utility costs a set on a full-cost recovery basis. The fees charge for such services cannot exceed the cost of full recovery, and often must comply with specific legal requirements (i.e., Proposition 4, 218 and 26), which requires additional steps for approval – such as public hearings and property owner notifications.

Recreation services, on the other hand, do not have legal requirements for approval. These services are often set below the cost of full recovery. Most communities provide subsidize their recreation services to benefit residents and enhance their overall quality of life.

Community Support Services

Community support services are city services that members of the public and residents obtain as a general benefit. These services are characterized by two typical distinguishing factors:

1. Cannot Select the Service
2. Service Benefits Community as a Whole

These services typically include fire, public safety services, park and road maintenance, and code enforcement. These services are often subsidized and are paid for by city general taxes.

ANALYSIS

RCS evaluated the City's various fees and charges. The study identified the full costs of services using FY 2023-2024 data.

RCS grouped the City's fees into five major service group.

the current fees, service costs and projected increase in cost recovery is summarized in the chart below.

		Cost Recovery	Service Costs	Subsidy	%	Potential Additional Cost REcovery
109	Development Services	$3,864,362	$3,357,531	$506,831	87%	$900,100
89	Fire Services	5,003,187	2,163,638	2,839,549	43%	462,700
41	Public Safety Services	525,289	299,999	225,290	57%	39,300
4	Community Services	11,662,429	1,606,200	10,056,220	14%	133,200
14	Administrative Services	169,638	208,097	38,459	82%	32,100
249	**TOTAL**	**$7,597,006**	**$21,263,364**	**$13,666,358**	**36%**	**$1,567,400**

Development Services - Has a total of 109 different fees and charges and permit and license fees. This department generates approximately $3.4 million in cost recovery currently, which was calculated to represent 87% cost recovery ratio. The Study recommends increasing fees, especially for Plan Check, Zoning, and Development Plan reviews and approvals, which could potentially generate an additional $900,000 per annum.

Fire Services - Fire services has a total of 89 different fees and charges, many of which focus on the handling of hazardous materials Services such as public safety and fire service are often community support services that are paid from general taxes – they are not intended to operate under a full cost recovery model. Therefore, many of Fire's fees and charges require a subsidy (57% subsidy) - paramedic services require the largest subsidy. It is important to note that Paramedics may be deployed in many instances where cost recovery is not possible, practical or desired. The department generates

approximately $5.0 million in cost recovery currently, which was calculated to represent 43% cost recovery ratio. The Study recommends increasing Environmental Protection Services fees, which could generate an additional $338,000 – of the total $463,000 in recommended fee increases.

Public Safety Services - Has a total of 41 different fees and charges. As noted above, many of Police's fees and charges require a subsidy (43% subsidy). Animal care services require the largest subsidy. This department generates approximately $5.0 million in cost recovery currently, which was calculated to represent 43% cost recovery ratio. The Study recommends increasing fees, which could potentially generate an additional $39,300 per annum.

Community Services and Parks & Recreation – is grouped into 3 major sub-groups: library, facilities reservations, and creation programs and activites. There are numerous user fees and charges in each area. Overall, fees in this area require a 86% subsidy. The largest copoint of costs for this Department are for the maintenance of the Clarke Estate. The report recommends that:

> *"Community Service cost recovery goals be set as a percentage of revenues over direct costs, excluding indirect costs. This practice is quite common in local government operations, not because indirect costs do not exist and are not important, but rather to ensure that the cost recovery goals remain relevant, market competitive, and are easily reproducible".*

Moreover, the report states that the City Council should develop policies as to what programs and to what extent, should be subsidized with tax monies in promoting social benefit (and the reasoning for such decisions).

To better align with the City's goals for equitable cost recovery, the updated fee schedule differentiates between residents and non-residents, with non-resident fees set at approximately 20% higher than resident rates. This adjustment reflects the additional administrative and service costs associated with non-resident usage, supporting a fair contribution toward community resources. It's also important to note that due to grant funding requirements, certain facilities must maintain uniform standard fees across all users, preventing a resident/non-resident distinction in those specific cases.

Administrative Services - Has a total of 13 fees and charges covering: business license related fees, candidates filing, film and fireworks permits, and other cost recovery. The majority of these costs are set at 100% cost recovery. The business license renewal permit has been recommended for a fee increase of $29,000.

ENVIRONMENTAL

NA

DISCUSSION

The objective of updating our Fees Schedule was to ensure the fees adequately offset the City's cost of providing the services while keeping them comparable to those in other communities.

RCS performed a review of the City's fees and user charges with the goal of determining the full cost to deliver City services and understanding the amount of subsidy using a basic three-step process:

1. Identify the services provided, then align these City fees with City services.
2. Calculate the service cost (i.e., required labor to perform the task)
3. Determine if there is a subsidy between the service delivered/performed and the amount of fees and user charges

RCS held a series of meetings with City staff by department to fully understand the cost structure of each department and to determine the staff time required for each service/task and thus the fully-burdened hourly rate. These costs are further refined over the course of a number of meetings, which is based on the "costs reasonably borne" test established by Section 8(c) of Proposition 4, now Article XIIIB of the California Constitution.

In determining the full cost of providing services, this study serves as a catalyst to establish a dialogue regarding which community services should be subsidized and to what extent.

"User fee" activities are defined as services the City provides to individuals who receive some material benefit from them; and therefore, the cost of providing these services should be borne by the group receiving the benefit, not the community as a whole.

User fee services are differentiated from general public benefit services, such as police and fire, which are largely tax-supported. For the most part, City fees should be set at full cost recovery to avoid subsidizing the activities of specific groups/individuals. However, to promote activities and actions, fees may be set at less than full cover recovery. An example of subsidizing services to benefit the community is the establishment of swimming fees at less than full cost recovery to promote exercise and good health.

City Staff has drafted a User Fees Cost Recovery Policy (Attachment D), which proposes to set the majority of Development Services and Administrative Fees based on full cost recovery levels, and to subsidize Police, Fire and Community Services Fees, which are intended to be subsidized from other General Fund dollars.

Furthermore, the Policy establishes that all fees should be adjusted by an annual price inflator. Development Services Fees should be adjusted each year by the Engineering News Record (ENR) to keep pace with the cost of construction, while all other fees should be adjusted by the Consumer Price Index (CPI) to keep pace with general inflationary levels.

SUMMARY/NEXT STEPS

RCS has developed fee recommendations based on best practice. The recommendations presented by staff in this report ensure not only that charges keep pace with the costs of providing certain services but also that they are competitive with comparable programs (where applicable) and responsive to community demand for the service.

If approved, it is recommended that the new fees become effective on January 12, 2024, as that is 60 days after the resolution is adopted. Please note that fees for some programs have already been advertised, as such, the new fee will be adopted at the next subsequent opportunity

ATTACHMENT(S):

A. Resolution No. 9933
B. Final Community Services and Parks & Recreations Fee Schedule
C. Fee Tables (Unit Costs)
D. User Fees Cost Recovery Policy
E. Cost of Services Study Report

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

APPROVED:
ITEM NO.:

RESOLUTION NO. 9933

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS APPROVING AN UPDATE OF THE CITY'S DEVELOPMENT SERVICES FEE SCHEDULE AND AMENDING AND REVISING THE CITY'S COMPREHENSIVE FEE SCHEDULE

WHEREAS, the Santa Fe Springs Municipal Code establishes fees for the City's public facilities and essential services whereby such fees are established by Resolution; and

WHEREAS, the purpose of fees is to mitigate costs on the City's public facilities and essential services whereby fees follow the "costs reasonably borne" test established by Article XIIIB of the California Constitution; and

WHEREAS, the City's Comprehensive Fee Schedule was last revised by the City Council on July 28, 2016, by Resolution 9520; and

WHEREAS, the Mitigation Fee Act (Government Code sections 66000-66025) requires that a city which increases certain fees must establish that there is a reasonable relationship between the specific amount of the fee imposed as a condition of approval and the cost of the public facility attributable to that project; and

WHEREAS, the City has engaged Revenue & Cost Specialists, LLC to conduct a Cost of Services Study ("COS Study") to meet the requirements of Article XIIIB of the California Constitution and the Mitigation Fee Act; and

WHEREAS, based upon the COS Study, City staff has recommended an update of the Comprehensive Fee Schedule as set forth in Exhibit A to this Resolution; and

WHEREAS, based on the COS Study, City essential services are best supported by annual adjustments whereby development services fees are adjusted each year by the Engineering News Record (ENR) to keep pace with the cost of construction, while all other fees are adjusted by the Consumer Price Index (CPI) to keep pace with general inflationary levels; and

WHEREAS, a public hearing was duly noticed for the City Council meeting of November 12, 2024, by publishing the notice in Whittier Daily News newspaper on October 25, 2024; and

WHEREAS, the proposed update to the Comprehensive Fee Schedule is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the California Public Resources Code, also known as the "Common Sense Exemption." This is because CEQA only applies to projects that have the potential for causing a significant effect on the environment. Since there is no possibility that the proposed updated Comprehensive Fee Schedule will have a significant effect on the environment, the project is not subject to CEQA.

APPROVED:
ITEM NO.:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS HEREBY DETERMINES, FINDS, AND RESOLVES AS FOLLOWS:

Section 1. Resolution No. 9520, and any other previous adopted resolution regarding the Comprehensive Fee Schedule, is hereby rescinded.

Section 2. In compliance with Article XIIIB of the California Constitution and the Mitigation Fee Act, the City Council hereby establishes fees for the services set forth in the attached Exhibit A listing of fees in the "City of Santa Fe Springs" Comprehensive Fee Schedule for Fiscal Years 2025-26, in the amounts set forth therein.

Section 3. Said fees shall be effective January12, 2025 and supersede all previously established fees for said services.

Section 4. Any party may protest the imposition on a development project of a fee established by this Resolution within 90 days after the date the city imposes the fee in its approval of the project, in accordance with Section 66020 of the Mitigation Fee Act. Upon receiving such protest or appeal, the City Manager, or designated agent, shall set the matter for hearing before an impartial third-party hearing officer. The party appealing the imposition of the fee shall bear the burden of establishing that the fee is improper.

Section 5. The City Clerk shall certify to the passage and adoption of this Resolution and it shall be in full force and effect.

PASSED, APPROVED AND ADOPTED on this 12th day of November, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF SANTA FE SPRINGS

By: _____
Jay Sarno, Mayor

ATTEST:

_____
Fernando N. Muñoz, CMC
Deputy City Clerk

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
LIBRARY						
Inter-Library Loan	$5			$5		
LOST or DAMAGED ITEMS						
Processing Lost or Damaged Books, DVD, CD's, or computer eqiupment				$5		
Processing Lost or Damaged Paperbacks				$2		
Lost or Damaged Item Replacement				Replacement cost		
OTHER LIBRARY FEES						
Fee Supported Library Programs					Cost Recovery (25%-100%)	Cost Recovery (25%-100%)+$10
Passport Processing Fee + Federal Government Fee	$35 + Federal Fee			$35 + Federal Fee		
Passport Photo	$10			$10		
FACILITY RENTALS & PICNIC RESERVATIONS						
Cocktail Table Rental-Per Table Fee				$15		
Arch/Gazebo-Per Arch/Gazebo Fee				$100		
Photo Opportunity Booth-Per Event				$200		
City Employee Discount				15%, or up to $300		
Facility Deposit/Downpayment for City employees				$0		
Demand Price Premium for Non-Residents (May, June, July)						Additional 15%
Certificate of Liability Insurance				At Cost		
Additional Setup/Cleanup-per hour fee	$30			$35		
Video Game or Food Truck Permit Fee-Per Event				$150		
LIBRARY						
Library Community Room Facility Use-Hourly Fee	$75			$75		
CLARK ESTATE						
Deposit/Downpayment	$750			$1,000		
Ceremony & Reception 0-100	$2,310					

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Ceremony & Reception 101-150	$2,385					
Ceremony & Reception 151-200	$2,460					
Ceremony & Reception / Full Event Rental (7 Hour Rental) 1-100				$3,000		
Ceremony & Reception / Full Event Rental (7 Hour Rental) 101-200				$4,000		
Reception Only 0-100	$2,310					
Reception Only 101-150	$2,385					
Reception Only 151-200	$2,460					
Reception Only (6 Hour Rental) 1-100				$2,400		
Reception Only (6 Hour Rental) 101-200				$3,000		
Ceremony Only 0-100	$433					
Ceremony Only 101-150	$508					
Ceremony Only 151-200	$583					
Ceremonly Only (2 Hour Rental) 1-100				$1,000		
Ceremonly Only (2 Hour Rental) 101-200				$1,500		
Photo Session-per hour fee (2 hour minimum)				$100		
Photo Session Deposit/Downpayment				$50		
Upstairs Meeting Room-per hour fee	$66			$75		
Downstairs Meeting Room-per hour fee	$76			$105		
Meeting Room Deposit/Downpayment				$75		
Funeral Reception (4 Hour Rental, 3 Hours setup, 1 Hour Cleanup)				$550		
Funeral Deposit/Downpayment				$250		
HERITAGE PARK						
Deposit/Downpayment	$750			$1,000		
Ceremony & Reception 0-100	$2,490					
Ceremony & Reception 101-150	$2,645					
Ceremony & Reception 151-200	$2,905					
Ceremony & Reception 201-300	$3,500					

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Ceremony & Reception / Full Event Rental (7 Hour Rental) 1-150				$3,500		
Ceremony & Reception / Full Event Rental (7 Hour Rental) 151-300				$4,500		
Reception Only 0-100	$2,160					
Reception Only 101-150	$2,180					
Reception Only 151-200	$2,220					
Reception Only 151-200	$2,670					
Reception Only (6 Hour Rental) 1-150				$2,800		
Reception Only (6 Hour Rental) 151-300				$3,800		
Photo Session-Per Hour Fee (2 hour minimum)				$100		
Photo Session Deposit/Downpayment				$50		
Carriage Barn Meeting Space Rental-Per Hour Fee	$35			$105		
Train Depot Meeting Room-per hour fee	$35			$75		
Meeting Space Deposit/Downpayment				$75		
Caboose Rental 1-40-per use fee (4 Hour Rental)	$130			$150		
Caboose Rental Deposit/Downpayment				$100		
Heritage Park Plaza Reservation (4 Hour Rental)	$300			$400		
Heritage Park Plaza Reservation Deposit/Downpayment				$100		
Picnic Area Reservation 1-90 (4 Hour Rental)	$185			$300		
Picnic Area Reservation Deposit/Downpayment	$50			$100		
Picnic Area Reservation Deposit/Downpayment	$50			$100		
Heritage Park Resident Discount					20% Off	
Funeral Reception (4 Hour Rental, 3 Hours setup, 1 Hour Cleanup)				$550		
Funeral Deposit/Downpayment				$250		
TOWN CENTER HALL						
Deposit/Downpayment	$750			$1,000		
Social Hall, Saturday Fee (6 Hour Rental, 3 Hours setup, 1 Hour Cleanup)		$1,140	$1,450		$1,350	$2,300

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Social Hall, Sunday-Friday Fee (6 Hour Rental, 3 Hours of setup, 1 Hour of Cleanup)		$1,025	$1,225		$1,150	$1,550
Business Meeting (4 Hour Rental)-For SFS Businesses Only	$305			$500		
Business Meeting Deposit Downpayment-For SFS Business Only	$100			$250		
Funeral Reception (4 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$120			$400		
Funeral Reception Deposit/Downpayment	$500			$200		
Meeting Room #1 Rental (3 Hour Rental)	$105			$225		
Meeting Room Deposit/Downpayment	$50			$100		
Rehearsal Fee (during regular business hours)	$30			$35		
Teen Lounge (4 Hour Rental, 3 Hour Setup, 1 Hour Cleanup)	$260				$300	$500
Teen Lounge Deposit/Downpayment	$200			$150		
GUS VELASCO NEIGHBORHOOD CENTER						
Deposit/Downpayment	$500			$750		
Pio Pico Room, Saturday Fee (6 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$706			$1,500		
Pio Pico Room, Sunday-Friday Fee (6 Hour Rental, 3 Hours of setup, 1 Hour of Cleanup)	$670			$1,000		
Ontiveros Room, Saturday Fee (6 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$622			$900		
Ontiveros Room, Sunday-Friday Fee (6 Hour Rental, 3 Hours of setup, 1 Hour of Cleanup)	$570			$750		
Meeting Room #1 Rental (3 Hour Rental)	$105			$200		
Meeting Room Deposit/Downpayment	$50			$100		

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Funeral Reception (4 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$120			$400		
Funeral Reception Deposit/Downpayment	$500			$200		
BETTY WILSON CENTER						
Deposit/Downpayment	$500			$750		
Multi-purpose Room, Saturday Fee (6 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$622			$750		
Multi-purpose Room, Sunday-Friday Fee (6 Hour Rental, 3 Hours of setup, 1 Hour of Cleanup)	$570			$575		
Funeral Reception (4 Hour Rental, 3 Hours setup, 1 Hour Cleanup)	$120			$400		
Funeral Reception Deposit/Downpayment	$500			$200		
LITTLE LAKE PARK						
Meeting Room (6 Hour Rental, 1 Hour setup, 1 Hour Cleanup) 1-64	$130			$200		
Meeting Room Deposit/Downpayment	$100			$100		
PARK COVERED PICNIC AREAS (5 Hour Rental, 1 Hour setup, 1 Hour Cleanup)						
Deposit/Downpayment (LLP, LNP, SFSP)	$100			$100		
Deposit/Downpayment (LVP)	$50			$50		
Los Nietos Park, Santa Fe Springs Park 1-180		$200	$225		$200	$250
Little Lake Park 1-75	$100			$125		
Lakeview Park		$60	$75		$100	$200
Inflatable Amusement (Bouncehouse) Fee	$25				$50	$75
ACTIVITY CENTER						
Deposit/Downpayment (Gym)				$100		
Deposit/Downpayment (Racquetball Courts)				$30		
Main Gym Floor-Per Hour Fee (4 Hour Minimum)	$30			$50		
Racquetball Courts-Per Hour Fee	$30			$30		
AQUATIC CENTER						
Deposit/Downpayment (Pool Rental)	$200			$200		

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Pool Rental 1-100 - Per Hour Fee		$140	$200		$140	$200
Pool Rental 101-200 - Per Hour Fee		$200	$260		$200	$260
Deposit/Downpayment (Meeting Room)	$50			$100		
Meeting Room - Per Use Fee (3 Hour Maximum)	$50			$200		
Deposit/Downpayment (Picnic Area During Rec Swim)	$50			$50		
Picnic Area (During Rec Swim)-Per Hour Rate	$55			$75		
Deposit/Downpayment (Picnic Area + Private Pool Rental)	$100			$200		
Picnic Area + Private Pool Rental (1-100) (3 Hour Minimum)					$150	$225
Picnic Area + Private Pool Rental (101-200) (3 Hour Minimum)					$200	$260
Depoist/Downpayment (Private Pool Only Rental)	$100			$100		
1 Pool Per Hour Rate (3 Hour Minimum)					$160	$185
2 Pools Per Hour Rate (3 Hour Minimum)					$200	$260
Competition Pool Lane Rental Per Hour Fee (Teams Only) (2 Hour Minimum)					$75	$85
ATHLETIC FIELDS						
Ballfield Rental-1 Field-Per Hour Fee	$30			$40		
Ballfield Rental-2+ Fields-Per Hour Fee	$20			$30		
Light Fee-Per Hour Fee	$10			$15		
Ballfield Prep Fee-Per Prep, Per Field	$20			$25		
Soccer Prep Fee-Per Prep, Per Field				$35		
Soccer Goal Rental Fee-Per Pair				$35		
PROGRAMS & ACTIVITIES						
OLDER ADULT PROGRAMS - FOR PARTICIPANTS AGES 50+						
Fitness Room Annual Membership (50 year old or older)		$0	$150		$0	$150
Special Events (Dances, Holiday Celebrations)	$10			$10		
Exercise Classes		$0	$3		$0	$5
Community Senior Ball					$5	At Cost

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
FAMILY & HUMAN SERVICES						
Notary Services	$15			$15		
RECREATION ACTIVITIES & PROGRAMS						
Fitness Facility Daily Pass (Youth & Business Resident)		$0	$2		$0	$3
Fitness Facility Membership-Monthly (Includes Business Residents)					$5	$35
Fitness Facility Membership-Annual (Includes Business Residents)		$50			$50	$150
Swim Lessons-Group		$40	$62		$50	$90
Swim Lessons-Group (Varied Days)				Varies	Varies	Varies
Swim Lessons-Private		$80	$95		$95	$140
Adaptive Swim Lessons-Private					$95	$140
Recreation Swim-Youth		$2	$3		$2	$3
Recreation Swim-Adult		$2	$3		$2	$4
Water Aerobics	$3				$3	$4
Water Aerobics, Recreation Swim, Lap Swim-City Employee				$0		
Water Aerobics, Recreation Swim, Lap Swim-Seniors					$2	
Water Aerobics, Recreation Swim, Lap Swim-Veterans					$2	$2
Swim Team-Quarterly Rate		$70	$110		$70	$120
Jr. Lifeguard Program		$97	$118		$100	$130
Day Camp-2 Week Session		$125	$151		$140	$180
Day Camp-1 Week Session					$70	$90
Spring Camp					$94	$115
Daily Day Camp					$15	$30
Day Camp Excursion (For Daily Camp)				Cost of Trip		
Family Camp-Adult		$75			$100	
Family Camp-Youth		$50			$75	

Community Services and Parks and Recreation Fees

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
Art Camp	$75				$100	$125
5K-Adult Regular Fees		$15	$15		$20	$30
5K-Youth Regular Fees	$5			$8		
5K Kids Run	$4			$4		
5K-Adult Early Bird Fees (34-75 Days Prior to 5K)		$10	$10		$15	$25
5K-Youth Early Bird Fees (34-75 Days Prior to 5K)	$5			$5		
5K Early Bird Run (34-75 Days Prior to 5K)						
5K-Adult Super Early Bird Fees (76-120 Days Prior to 5K)					$12	$20
5K-Youth Super Early Bird Fees (76-120 Days Prior to 5K)				$4		
5K Early Super Bird Run (76-120 Days Prior to 5K)				$3		
5K-Adult (First Week Promotional Rate)					$10	$15
5K-Youth (First Week Promotional Rate)				$3		
5K Early (First Week Promotional Rate)				$2		
5K Same Day Fees-Adult					$25	$35
5K Same Day Fees-Youth				$13		
5K Same Day Fees-Kids Run				$9		
Adult Softball Team Fee	$530				$530	$630
Adult Basketball/Volleyball Team Fee	$560				$560	$660
Adult Tournament Team Fee	$125				$175	$275
Adult Sports Free Agent Fee	$45				$65	$85
Adult Sports Forfeit Fee	$25			Cost of Game		
Adult Sports Late Payment	$25			$35		
Youth Sports Individual League Fee		$34	$45		$50	$85
Lake Center Youth Sports	$45			$50		
Youth Sports Tournament Fee	$125			$150		
Community Garden Annual Parcel		$20	$40		$20	$40
Recreation Classes	Varies			Varies	Varies	Varies + $10
Excursion Program	Varies			Varies	Varies	Varies + $10
SPECIAL EVENT FEES						

Name of Fee	Current Fee			Recommended Fee		
	Standard Fee	Resident Fee	Non-Resident Fee	Standard Fee	Resident Fee	Non-Resident Fee
ArtFest Student Artist Fee	$0			$0		
ArtFest Artist Fee	$20			$20		
ArtFest Film Fest	$25			$25		
Vendor Fees-Large Events-Food Truck	$100			$150		
Vendor Fees-Large Events-Food Booth	$100			$200		
Vendor Fees-Large Events-Carft/Artisan/Retail Vendor	$50			$100		
Vendor Fees-Small Events-Food Truck	$50			$65		
Vendor Fees-Small Events-Food Booth	$50			$100		
Vendor Fees-Small Events-Carft/Artisan/Retail Vendor	$50			$65		

CITY OF SANTA FE SPRINGS
User Fees Cost Recovery Policy

The following presents a User Fee Policy for the City of Santa Fe Springs (City) that includes guidelines for establishing and maintaining a comprehensive user fee schedule. The user fee policy establishes the method for setting up fees and the extent to which such fees shall cover the cost of the service provided.

The Government Finance Officers Association (GFOA) supports the use of fees and charges as a method of paying for governmental goods and services. The GFOA recommends that public agencies establish a user fee policy and periodically update such policy based on a new user fee cost study.

This policy has been established using the GFOA's Best Practices as a guideline.

Background - The City charges a range of fees for services provided to residents and businesses; such as fees for recreational services, inspections and permits, use of City property, and other services. Many fees are based on the rate required to recover the fully burdened costs of providing such services. Other fees are set in accordance to benchmarking studies, and/or based on a desired fixed dollar amount, which are "subsidized" to provide a public good or community benefit.

User Fee Study – The City shall periodically conduct a comprehensive User Fee Study, to identify the costs associated with providing certain city services. The primary objective of the study shall determine the Full Cost Recovery associated with each User Fee. The study shall meet this objective by determining the staff time spent on each activity, including salary and benefit expenses of each City position involved in delivery of those services, as well as any other Direct Costs and Indirect Costs to calculate the fully-burdened costs to provide the service.

User Fee Services - User fee services are differentiated from services provided as a general public benefit, such as police and fire services, which are largely tax-supported. User fee activities are defined as services the City provides to individuals who receive some benefit. Therefore, the cost of providing such services should be borne by the individual or group receiving the benefit, not the community as a whole.

The User Fees Study shall calculate the full cost of service that is recovered to determine what percentage is being recovered under the current fee. The City Council shall review the percentage of costs recuperated by each group of fees and determine, as a policy objective, the recovery level or level of subsidy they want to achieve for each group of or individual fees.

Cost Allocation / Subsidy – The majority of User Fees should be set at full cost recovery to avoid subsidizing the activities of specific groups/individuals. Development Services and Administrative Fees should be established based on the full cost of providing services. Community Services and Recreation fees may be set at less than full cover recovery to promote certain policy objectives. The City Council may establish "subsidized" fees for recreation services and access to community facilities to promote exercise and good health and promote general welfare of City residents. The City Council may differentiate fees charges to residents and non-residents, as well as establish an order of prioritization for the use of facilities.

The study should also conduct benchmarking to ensure that fees and charges are comparable to neighboring jurisdictions, also to differentiate service levels and reveal pricing options.

Legal Requirements - The City Attorney shall ensure that such fees and charges comply with any requisite laws (Propositions 4, 13, 26 and 218) regarding property-owner and resident notification and participation in the rate/fee-setting process.

Annual Review & Adjustment for Inflation - The City's User Fees shall be reviewed and adjusted annually. Development Services Fees should be adjusted each year by the Engineering News Record (ENR) to keep pace with the cost of construction, while all other fees should be adjusted by the Consumer Price Index (CPI) or other appropriate cost inflator to keep pace with general inflationary levels. This annual adjustment should take place as part of the budget adoption process, but also may be amended throughout the year to account for changes in service or programming.

The City shall seek to perform a new User Cost Study every 4-5 year years.

Adoption Process - Changes to the City's User Fees should be adopted at a City Council meeting during a public hearing in order to obtain community feedback.

Definitions:

User Fee - activities are defined as services the City provides to individuals who receive some material benefit from them; and therefore, the cost of providing these services should be borne by the group receiving the benefit, not the community as a whole. A User Fee is charged by the City to residents, businesses and customers for the services they receive or select; the amount of the fee is usually related to the cost of the service provided.

Full Cost Recovery - is all costs associated with a particular service provided by the City to the public, including Direct Costs, Indirect Costs, overhead and materials (if applicable) to determine the true cost of providing each City service associated with each User Fee. as well as indirect costs attributable to enterprise and other chargeable fund

Direct Costs - are the costs incurred directly by providing a specified service. These costs are associated with staff time spent performing service-related duties and include employee salary and benefits. In general, direct costs are any costs that can be traced directly to the production of a given service or product.

Indirect Costs - are costs not directly accountable or associated with the production of a service. Indirect costs consist of departmental overhead (operating expenses and internal administrative costs) as well as citywide overhead costs, insurance and other fixed costs that support City programs and services.

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-001	CONDITIONAL USE PERMIT	$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,240 per application plus any outside environmental consultant costs	Review and approve Conditional Use on specific parcels of land to determine conformance with City codes, regulations and standards.	$4,046	$12,240	($8,194)	8	100%	$65,600	
S-002	ADMIN. CONDITIONAL USE PERMIT	$2,253 per application Daycare - $100 per application	$4,605 per application	Review and approve Administrative Conditional Use on specific parcels of land to determine conformance with City codes, regulations and standards.	$2,253	$4,607	($2,354)	3	100%	$7,100	
S-003	COND USE PERMIT - AMENDMENT	$1,140 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$9,290 per application plus any outside environmental consultant costs	Review and approved Conditional Use Permit Amendment to determine conformance with City codes, regulations and standards.	$2,933	$9,290	($6,357)	2	100%	$12,700	
S-004	COND USE PERMIT - WIRELESS TELE FAC	$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,240 per application plus any outside environmental consultant costs	Review and approve Conditional Use Permit of Wireless Telecommunications Facility review to determine conformance with City codes, regulations and standards.	$4,046	$12,199	($8,153)	7	100%	$57,100	
S-005	CUP COMPLIANCE REVIEW	$563 per review	$1,515 per review	Review to ensure that approved land use conditions as part of a Conditional Use Permit are complied with.	$563	$1,513	($950)	20	100%	$19,000	
S-006	DEVELOPMENT PLAN APPROVAL	$2,253 - Principal $1,140 - Incidental plus $1,140 public hearing fee plus $ 653 CEQA review fee	$15,970 per application plus any outside environmental consultant costs	Review and approval of Development Plan for Principal Use to determine conformance with City codes, regulations and standards.	$5,186	$15,969	($10,783)	10	100%	$107,800	
S-007	ADMIN. DEVELOPMENT PLAN APPROVAL	$1,140 - Incidental	$4,605 per application	Review and approved Administrative Development Plan Approval on specific parcels of land to determine conformance with City codes, regulations and standards.	$1,140	$4,607	($3,467)	3	100%	$10,400	
S-008	DEVELOPMENT PLAN APPROVAL AMENDMENT	$1,140 per application	$8,340 per application	Review and approval of an Amendment to Development Plan to determine conformance with City codes, regulations and standards.	$1,140	$8,340	($7,200)	2	100%	$14,400	
S-009	ZONE CHANGE	$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,445 per application plus any outside environmental consultant costs If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.	Planning Commission and City Council consideration of an amendment to the zoning ordinance text or zoning map.	$4,046	$12,446	($8,400)	1	100%	$0	(a)
S-010	ZONE MODIFICATION - RESIDENTIAL	$48 per application	$7,210 per application If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.	Planning Commission consideration of an amendment to the City residential zoning ordinance.	$48	$7,209	($7,161)	2	100%	$14,300	
S-011	ZONE MODIFICATION - ALL OTHER	$1,140 per application	$7,900 per application If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.	Planning Commission consideration of a deviation from the zoning ordinance text or zoning map.	$1,140	$7,898	($6,758)	12	100%	$81,100	
S-012	ZONING CODE AMENDMENT	$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$16,685 per application	Planning Commission and City Council consideration of an amendment to the zoning ordinance text.	$4,046	$16,687	($12,641)	1	100%	$0	(a)
S-013	GENERAL PLAN AMENDMENT	$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,445 per application plus any outside environmental consultant costs If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.	Planning Commission and City Council consideration of proposed amendment to the General Plan.	$4,046	$12,446	($8,400)	1	100%	$0	(a)
S-014	DEVELOPMENT AGREEMENT	$2,253 per application plus $1,140 public hearing fee	$5,915 plus any outside costs	Review and processing of Development Agreements ensuring project agreements allowing negotiations and are in conformance with City ordinances, codes, regulations and standards.	$3,393	$5,914	($2,521)	1	100%	$0	(a)
S-015	COVENANTS, COND & RESTRICTIONS REV	$318 - $653 per application	$1,635 plus any outside costs	Review and approval of covenants, conditions and restrictions (CC&Rs).	$486	$1,634	($1,148)	1	100%	$0	(a)
S-016	TENTATIVE TRACT/PARCEL MAP	$4,970 plus $295 per lot/unit plus $1,140 public hearing fee	$3,685 per application	Review and approval of a tentative tract/parcel map to ensure accuracy and compliance with City codes and standards.	$6,110	$3,687	$2,424	2	100%	($4,800)	
S-017	LOT LINE ADJUSTMENT (PLANNING)	$3,592 per application	$4,580 per application plus any outside costs If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.	Review and approval of a proposed change to the boundary between two or three properties and to issue a certificate of compliance.	$3,592	$4,580	($988)	2	100%	$2,000	
S-018	REVIEW OF MITIGATED NEG DEC	$1,306 per application	Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.	Review of a proposed Negative Declaration or Mitigated Negative Declaration under the terms of the California Environmental Quality Act.	$1,306	$4,182	($2,876)	6	100%	$17,300	
S-019	REVIEW OF NEGATIVE DECLARATION	$1,306 - "No impact" per Department of Fish & Game Additional $3,292 if project has "Determined Impact" per California Department of Fish & Wildlife	Charge 20% of the Consultant Contract cost for City Staff review Applicant will directly pay any required California Department of Fish & Wildlife fees	Review of environmental documents of a proposed development and the review necessary to determine that a project requires a Negative Declaration.	$4,598	$2,677	$1,922	2	100%	($3,800)	
S-020	REVIEW OF ENVIRONMENTAL IMPACT REP	$2,610 plus costs Additional $2,839.25 if project "Impacts" per California Department of Fish & Wildlife	Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.	Staff review and remark on prepared Environmental Impact Report.	$5,442	$10,436	($4,994)	1	100%	$5,000	
S-021	PRELIMINARY APPLICATION REVIEW	$400 per review	$1,225 - 1st review $ 650 - ea addl review 50% of the fee is fully credited towards Planning application if submitted within six months	Preliminary review process with City staff to explore project viability, major requirements, fees, timeframes, and overall processing issues before filing an application, preparing detailed plans, and other commitments.	$400	$1,082	($682)	4	100%	$2,700	
S-022	TIME EXTENSION	$1,140 per request	$1,715 per application	Consideration of extending a CUP, DPA or mapping application.	$1,140	$1,713	($573)	3	100%	$1,700	
S-023	TIME EXTENSION - NON CONFORMING USE	$1,140 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$1,000 deposit with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review and approval request for administrative extension to a Planning application/permit in conformance with City codes, regulations and standards. Formerly Time extension non-conforming use.	$2,933	$11,697	($8,764)	1	100%	$0	(a)
S-024	APPEAL TO PLANNING COMMISSION	None	$4,080 per appeal	Review and process of an appeal to a staff decision.	$0	$4,079	($4,079)	1	100%	$0	(a)
S-025	APPEAL TO CITY COUNCIL	None	$4,080 per appeal	Review and process to appeal decision by City staff or the Planning Commission to have a higher authority review that action.	$0	$4,079	($4,079)	1	100%	$0	(a)
S-026	LANDSCAPE PLAN REVIEW	$105 - Residential $115 - Non-Residential	$ 125 - Single Family Residential $ 335 - All Other (Non-MWELO) $1,005 - All Other (MWELO)	Process Non-residential Landscape Review Plan Check in conformance with City codes, regulations and standards.	$220	$340	($120)	16	100%	$1,900	
S-027	DDCV & SPRINKLER PLAN CHECK	$275 per application	$165 per application	Review and plan check of double detector check valve (DDCV) and fire sprinkler system in conformance with City codes, regulations and standards.	$275	$167	$108	10	100%	($1,100)	
S-028	OIL WELL SITE PLAN REVIEW	None	$210 per project plus any outside costs	Planning review of oil well site plan to determine site access, easement and other land use conditions are in conformance with City codes, regulations and standards.	$0	$209	($209)	1	100%	$0	(a)
S-029	WIRELESS TELECOM FACIL - ADMIN	$1,793 per application	$3,430 per application	Administrative review of telecommunication facility	$1,793	$3,429	($1,636)	12	100%	$19,600	
S-030	MASTER WIRELESS AGREEMENT	None	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review and development of master wireless agreement.	$0	$0	$0	3	100%	$0	(b)
S-031	SITE LEASE AGREEMENT	None	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review and development of site lease agreement for lease of City-owned land	$0	$0	$0	1	100%	$0	(b)
S-032	BANNER PERMIT REVIEW	$48 per permit	$85 per permit	Review and approval of hanging of a banner in conformance with City codes, guidelines, regulations and standards.	$48	$84	($36)	8	100%	$300	
S-033	SIGN REVIEW	$105 per application	$125 per application	Review of and inspection of commercial sign in conformance with the City's sign ordinance, guidelines, codes and regulations.	$105	$125	($20)	84	100%	$1,700	
S-034	SIGN PROGRAM REVIEW	$491 per application	$670 per application	Review and approval allowing building occupants or project including a number of buildings to combine compliant sign coverage into one or more signs in an integrated design concept in conformance to City Sign Program, codes, regulation and standards.	$491	$669	($178)	1	100%	$0	(a)
S-035	BUSINESS LICENSE REVIEW (PLANNING)	None	$85 per review	Review of a new business registration to ensure business operations comply with permitted land uses.	$0	$84	($84)	325	100%	$27,200	
S-036	HOME OCCUPATION PERMIT (PLANNING)	$39 per permit	$125 per permit	Review and approve of new Home Occupation Permit for party conducting business within a dwelling unit or residential site, employing occupants of the dwelling, with the business activity being subordinate to the residential use of the property.	$39	$125	($86)	20	100%	$1,700	
S-037	OFFICE TRAILER PERMIT	$437 per permit	$165 per permit	review of office trailer to ensure that it is safe for occupancy and use in conformance with City Ordinances, codes, regulations and standards.	$437	$167	$270	4	100%	($1,100)	
S-038	TEMPORARY STORAGE PERMIT	None	$3,270 per application	Review and approve Temporary Storage Permit on specific parcels of land to determine conformance with City codes, regulations and standards.	$0	$3,269	($3,269)	1	100%	$3,300	

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-039	ZONING CERTIFICATION LETTER	$105 per parcel	$725 per letter	Letter certifying the property history and number of residential dwelling units at the property that are legal in conformance with City Ordinances, codes, regulations and standards.	$105	$724	($619)	32	100%	$19,800	
S-040	OFFSITE RECORD/PLAN RETRIEVAL	None	Charge actual outside costs that are in compliance with the Public Records Act.	Staff research and retrieval of city records stored at offsite facility	$0	$0	$0	1	100%	$0	(c)
S-041	ADDITIONAL/MISC PLAN REVIEW	Fully allocated hourly rate	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Additional review of various development plans, beyond the number of standard reviews by the City.	$0	$0	$0	1	100%	$0	(b)
S-042	PLANNING DEPT PLAN CHECK	$102 - Site Plan $105 - Residential $115 - Non-Residential $118 - Outside of Redevelopment Project Areas and Non-Residential	Charge 25% of the Building Plan Check fee	Process and review residential site plans in conformance with City codes, regulations and standards. Formerly Planning Department Plan Check (Site Plan).	$125,000	$226,954	($101,954)	1	100%	$102,000	
S-043	GENERAL PLAN MAINTENANCE	None	3.0% of building permit fees	Update and maintenance of the City General Plan.	$0	$80	($80)	943	100%	$75,000	
S-044	DEVELOP/FIRE TECHNOLOGY SURCHARGE	None	1% of Building and Fire permit fees	Replacement of technology needed for Development and Fire Services	$0	$27	($27)	943	100%	$25,000	
S-045	BUILDING PLAN CHECK & INSPECTION	Varies	With the new contract provider, the City should re-study this service within the next year to determine if the current fees are appropriate.	Plan review of building construction on private property and inspection of that work for conformance with City codes, regulations and standards.	$2,505	$2,127	$377	943	100%	$0	
S-046	r/ ZONE MODIFICATION - TIME EXTEND	$567 per application	Remove. Service no longer provided	Consideration of time extension for zone change or zone modification.	$0	$0	$0	0	100%	$0	(e)
S-047	r/ RECONSIDERATION OF DPA OR CUP	$1,140 per application	Remove. Service included in other fees	Reconsideration of a development plan approval or conditional use permit.	$0	$0	$0	0	100%	$0	(e)
S-048	r/ DEVELOPMENT PLAN APPR - BLDG ADD	$1,140 - Building Addition (>1,000 sq. ft.)	Remove. Service no longer provided	Review and approval of Development Plan for a Building Addition greater than 1,000 square feet to determine conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-049	r/ PUBLIC HEARING	$1,140 per application	Remove. Service included in other fees	Public Hearing process for Planning Department services.	$0	$0	$0	0	100%	$0	(e)
S-050	r/ CEQA REVIEW - INITIAL STUDY	$653 per application	Remove. Combined with other services/fees	CEQA Review - Initial Study (including County Registration Fee)	$0	$0	$0	0	100%	$0	(e)
S-051	r/ PREPARATION OF MITIGATED NEG DEC	$1,140 plus costs	Remove. Applicant directly pays consultant for services	Processing of environmental documents of a proposed development and the review necessary to determine that a project requires a Negative Declaration.	$0	$0	$0	0	100%	$0	(e)
S-052	r/ PREPARATION OF SOIL & GAS STUD	$2,626 plus costs	Remove. Service provided in other fees	Review and process Preparation of Soil and Soil Gas Study in conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-053	r/ SOIL GAS STUDY REVIEW	$528 per application	Remove. Service no longer provided	Planning review of required soil and gas study.	$0	$0	$0	0	100%	$0	(e)
S-054	r/ SOIL STUDY REVIEW	$1,760 per application	Remove. Service provided in other fees	Review and analysis of Soil Study in development areas in conformance with City ordinance, codes, and regulations.	$0	$0	$0	0	100%	$0	(e)
S-055	r/ OIL WELL PERMIT	$704 per permit	Remove. Service provided in other fees	Review and approval permitting and tracking an oil or gas well, in conformance with City and State code, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-056	r/ OIL WELL DRILLING PERMIT	$352 per permit	Remove. Service provided in other fees	Review and approval permitting and tracking drilling an oil or gas well, in conformance with City and State code, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-057	r/ PROPERTY INFO (REALQUEST)	$46 per report	Remove. Service no longer provided	Provide Property Information (RealQuest Search) in conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-058	r/ TENANT IMPROVEMENT PLAN CHECK	$105 per unit	Remove. Service included in Building Permits	Review of plan check for tenant improvements, also known as Leasehold improvements are the custom interior finish outs a landlord or tenant makes to a commercial rental space (office, retail, or warehouse space).	$0	$0	$0	0	100%	$0	(e)
S-059	r/ RADIUS MAP/LABEL CREATION	$250 per project	Remove. Service no longer provided	Providing copy and creation of radius map/label showing radius circle around a location set your proximity distance.	$0	$0	$0	0	100%	$0	(e)
S-060	r/ PUBLIC HEARING SURCHARGE	$1,140 per application	Remove. Service included in other fees	Review and approve Conditional Use Public Hearing Surcharge to determine conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-061	r/ HAZARDOUS MATERIAL SURCHARGE	$2,253 per application	Remove. Service no longer provided	Surcharge for City's administration and reporting of hazardous materials	$0	$0	$0	0	100%	$0	(e)
S-062	r/ AERIAL PHOTO VIEWING	No charge	Remove. Service is free	Availability of City aerial photo for review.	$0	$0	$0	0	100%	$0	(e)
S-063	r/ COPY - PLANNING DOCUMENTS	Varies	Remove. Service no longer available	Provide copy of Planning documents such as aerial photo, General Plan, Housing Element, site plans, zoning maps, zoning ordinances, etc.	$0	$0	$0	0	100%	$0	(e)
S-064	r/ STREET/ALLEY VACATION	$4,965 - General street/alley vacation $2,253 - Summary street vacation	Remove. Service provided in other fees	Review and approval of vacating general street/alley in conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-065	r/ STREET ENCROACHMENT PERMIT	$2,253 per application plus cost	Remove. Service provided in other fees	Review and approval permitting street encroachment necessary to utilize any part of the road right of way (from property line to property line) for storing materials, detouring traffic or parking equipment in the street overnight.	$0	$0	$0	0	100%	$0	(e)
S-066	r/ RELOCATION OF BUILDING	$2,253 per application	Remove. Service no longer provided	Review and process structure relocation from one location to another in conformance with City code, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-067	r/ RESIDENTIAL RENTAL INSPECTION	$108 per inspection - Apartment Units - Initial/Annual $ 68 per inspection - Apartment Units - Reinspection $108 per inspection - Condominium/Townhouses - Initial/Annual $ 68 per inspection - Condominium/Townhouses - Reinspection $108 per inspection - Single Family Dwellings - Initial/Annual $ 68 per inspection - Single Family Dwellings - Reinspection	Remove. Service no longer provided	Review, process and inspection Rental Housing residential rental properties on a routine and comprehensive basis to assure overall conformance with City codes, regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-068	FINAL PARCEL/TRACT MAP	$4,970 plus $295 per lot/unit	$4,470 per map plus actual costs for contract surveyor	Review of a final parcel or tract map for compliance, including for accuracy and format, with City codes, regulations and standards, as well as the Subdivision Map Act.	$4,970	$4,469	$501	6	100%	($3,000)	
S-069	LOT LINE ADJUSTMENT (PW)	$3,554 per application plus any outside costs	$2,085 per application plus actual costs for contract surveyor	Review and approval of a proposed change to the boundary between two or three properties and to issue a certificate of compliance.	$4,265	$2,085	$2,180	5	100%	($10,900)	
S-070	LOT MERGER	None	$2,085 per application plus actual costs for contract surveyor	Review and approval of proposed merger of two or more lots.	$0	$2,085	($2,085)	2	100%	$4,200	
S-071	LOT TIE AGREEMENT	$2,340 per application ($961 Planning + $1,379 PW)	$2,085 per application plus actual costs for contract surveyor	Review and approval of lot tie agreement to hold property as one parcel. The lot tie ensures that the owner does not sell a parcel where a portion of a building straddles two parcels or where tied lots allow the required lot area allowing construction.	$2,340	$2,085	$255	2	100%	($500)	
S-072	STREET/ALLEY VACATION	$4,965 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review and approval of vacating general street/alley in conformance with City codes, regulations and standards.	$4,965	$13,102	($8,137)	1	100%	$0	(b)
S-073	SUMMARY STREET VACATION	$4,965 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review, process, report and recommendation of summary street vacation by planning staff, and notifying affected property owners and agencies in conformance with City ordinances, codes and regulations.	$4,965	$13,102	($8,137)	1	100%	$0	(b)
S-074	CONST - COMMERCIAL DRIVEWAY	$183.50 - without demolition $275.75 - with demolition $52 - permit issuance	$550 per permit	Plan review and inspection of Commercial Driveway construction in conformance with City codes, regulations and standards.	$282	$552	($271)	10	100%	$2,700	
S-075	CONST - RESIDENTIAL DRIVEWAY	$30.50 per permit $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Residential Driveway construction in conformance with City codes and regulations.	$83	$553	($470)	2	100%	$900	
S-076	CONST - SIDEWALK	$2.85 L.F. (without demolition) / $3.45 L.F. (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Sidewalk Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.	$212	$552	($340)	1	100%	$300	
S-077	CONST - CURB & GUTTER	$3.65 L.F. (without demolition) / $4.55 L.F. (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Curb and Gutter Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.	$257	$553	($296)	2	100%	$600	
S-078	CONST - PARKWAY CULVERT	$131 Each (without demolition) / $195 Each (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Parkway Culvert Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.	$215	$553	($338)	2	100%	$700	
S-079	CONST - CURB RAMP	$141 each without demolition, $210.75 each with demolition $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Curb Ramp Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.	$228	$552	($324)	1	100%	$300	

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-080	CONST - CURB CORE FOR DRAIN PIPE	$30 per permit $52 - permit issuance	$550 per permit	Review, inspection and issuance of permit for Curb Core for Drain Pipe (residential area) construction in conformance with City codes, regulations and standards.	$82	$552	($470)	1	100%	$500	
S-081	EXCAVATION PERMIT PROCESSING	$52 per permit	$355 per permit	Review, approval and issuance of permit for excavation in conformance with City codes, regulations and standards.	$52	$356	($304)	120	100%	$36,500	
S-082	EXCAVATION INSPECTION	$104 per hour (2 hr minimum)	Regular Hours - $132 per hour (2 hour minimum) After Hours - $160 per hour (2 hour minimum)	Review and inspection of construction encroachment and excavation within public rights-of way.	$208	$263	($55)	120	100%	$6,600	(b)
S-083	TRAFFIC CONTROL PLAN REVIEW	$103 per hour (1 hour minimum)	$385 per plan	Review of traffic control plan and inspection during encroachment work.	$103	$384	($281)	180	100%	$50,500	
S-084	PUBLIC WORKS PLAN CHECK/INSPECTION	17% of first $500,000 of Approved Construction Cost (ACC) 8.50% of second $500,000 of ACC 4.25% of third $500,000 of ACC Flat Fee of 10% if ACC is over $1.5 Million	16% of ACC - Up to $500,000 Approved Construction Cost 7% of ACC - Amount beyond $500,000 ACC	Public Works review of plans and inspection of contruction in conformance with City codes, regulations and standards.	$99,167	$91,590	$7,576	3	100%	($22,700)	
S-085	TRAFFIC STUDY REVIEW	None	First review - $1,260 Each additional review - $875	Review of traffic study for conformance with City codes, regulations and standards.	$0	$1,195	($1,195)	6	100%	$7,200	
S-086	IRRIGATION PLAN CHECK	None	$830 per sheet	Review and approve irrigation plan that will be included in a project in conformance with City codes, regulations and standards.	$0	$832	($832)	5	100%	$4,200	
S-087	DRAINAGE PLAN REVIEW & INSPECTION	14% Est. Cost (on-site) ($600 minimum) 19% Est. Drainage (off-site) ($600 minimum)	Deposit determined by 15% of Estimated Construction Costs with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review of drainage plan and inspection in conformance with City codes, regulations and standards.	$8,800	$2,861	$5,939	18	100%	$0	(b)
S-088	SEWER STUDY REVIEW	None	$1,360 per study	Review and approve sewer study to estimate preliminary sewer flow rates generated by the proposed project and presents the hydraulic calculations for the proposed sewer facilities.	$0	$1,359	($1,359)	5	100%	$6,800	
S-089	MS4 PERMIT COMPLIANCE PLAN CHECK	Less than 1 acre - $520 1 acre or greater - $760	Charge actual contract costs	Plan review to ensure the project is in conformance of MS4 stormwater guidelines	$580	$1,921	($1,341)	20	100%	$26,800	(b)
S-090	MS4 PERMIT COMPLIANCE INSPECTION	$202 per day	$270 per inspection plus actual contract costs	Daily inspection to ensure the project is in conformance of MS4 stormwater guidelines	$202	$268	($66)	25	100%	$1,700	
S-091	ADDITIONAL PUBLIC WORKS PLAN REVIEW	None	$425 per review	Providing additional plan reviews over and above three plan reviews.	$0	$423	($423)	1	100%	$400	
S-092	ADDITIONAL PUBLIC WORKS INSPECTION	None	Regular Hours - $132 per hour (2 hour minimum) After Hours - $160 per hour (2 hour minimum)	Providing additional inspections over and above the standard number of inspections when needed.	$0	$0	$0	1	100%	$0	(b)
S-093	UTILITY FRANCHISE APPLICATION	$4,810 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.	Review and establishment of conditions for a utility franchise to encroach onto city right of way and properties. Renewals occur approximately every 10 years, when current application expires. Renewal process requires same amount of time.	$4,810	$6,295	($1,485)	1	100%	$0	(b)
S-094	INSURANCE CERTIFICATE REVIEW	$83 (first review per certificate) $36 each additional review	First review - No Charge Second review and beyond - $120 per review	Review of Insurance Certificate for work on City projects.	$79	$120	($42)	11	10%	($700)	
S-095	STREET SIGN INSTALLATION	None	$385 per review plus $735 per sign if approved	Review, permitting and installation of a street sign.	$0	$1,121	($1,121)	18	100%	$20,200	
S-096	DISABLED PARKING REVIEW	None	$1,135 per review plus $800 for installation if approved	Review, permitting and installation of a request for a disabled parking space in front of a residence in conformance with City codes, regulations and standards.	$0	$1,933	($1,933)	3	100%	$5,800	
S-097	EASEMENT DEED REVIEW	$525 - First 2 review $105 - Ea addl review	First 2 reviews - $825 Each additional review - $415	Review and inspection easement deed allowing a party to use a portion of the land of another owner, in conformance with City codes, regulations and standards.	$487	$788	($301)	11	100%	$3,300	
S-098	TREE REMOVAL PERMIT	None	$820 per review plus $465 per removal if approved	Administrative review and inspection of a request for the removal of a tree in the public parkway in conformance with City codes, regulations and standards.	$0	$1,285	($1,285)	12	100%	$15,400	
S-099	TEMP. REFUSE BIN/STORAGE POD PERMIT	None	$200 per permit	Review and inspection of a temporary refuse bin or storage pod in the public right of way.	$0	$199	($199)	15	100%	$3,000	
S-100	REPRODUCTION - DEVELOPMENT PLANS	$20.00 - 1st sheet blueprint $ 9.50 - ea addl sheet blueprint $24.00 - 1st sheet vellum $13.00 - ea addl sheet vellum $27.00 - 1st print of digital file $ 2.00 - ea addl digital file	$30 each sheet	Reproduction of development plans	$16	$34	($18)	6	100%	$0	(a)
S-101	BACKFLOW DEVICE TESTING PROCESSING	None	$40 per device per year	Processing of the Annual Self-Testing of a backflow prevention device that is forwarded by the property owner to ensure water system integrity.	$0	$38	($38)	1,400	100%	$53,400	
S-102	SEWER FLOW TEST	Actual Cost / $2,325 minimum	$2,500 deposit for actual staff and outside costs	Performing a sewer flow test.	$800	$868	($68)	1	100%	$0	(b)
S-103	UTILITY RESEARCH	$81.50 per hour (1/2 hour minimum)	$135 per hour (1/2 hour minimum)	Utility research request	$82	$134	($53)	10	100%	$500	(b)
S-104	MAILING SPECIFICATIONS	Number of Plan Sheets/Number of Spec Pages $9 1-5 Plan Sheets/ 1-25 Spec Pages $11 6-10 Plan Sheets/ 26-40 Spec Pages $13.25 11-15 Plan Sheets/ 41-75 Spec Pages $15.25 16-20 Plan Sheets/ 76-100 Spec Pages $17.50 21-25 Plan Sheets/101-150 Spec Pages $22.25 26-50 Plan Sheets/150+ Spec Pages	$30 per spec page	Mailing of specifications to requested parties.	$11	$32	($21)	25	100%	$500	
S-105	r/ PERMANENT/TEMP ENCROACHMENTS	Actual cost ($2,503 minimum) per permit	Remove. Service no longer provided	Review and inspection of a temporary encroachment in the public right-of-way, such as portable restrooms, moving vans, cranes, utility vault accesses, etc.	$0	$0	$0	0	100%	$0	(e)
S-106	r/ REPRODUCTION - LINEN	$16.75 Plan & Profile $16.75 Plan $16.75 Double Plan & Profile	Remove. Service no longer provided	Reproduction of plans on linen	$0	$0	$0	0	100%	$0	(e)
S-107	r/ REPRODUCTION - POLYESTER (MYLAR)	$27.50 per film	Remove. Service no longer provided	Copy of plans onto polyester film (mylar).	$0	$0	$0	0	100%	$0	(e)
S-108	r/ STANDARD PLANS	$1.00 per sheet $18.50 per book	Remove. Service no longer provided	Copy of standard plans	$0	$0	$0	0	100%	$0	(e)
S-109	r/ WATCH MANUAL	$13.50 each	Remove. Service no longer provided	Copy of watch manual	$0	$0	$0	0	100%	$0	(e)

SUBTOTAL - COMMUNITY DEVELOPMENT **$900,100**

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-110	FIRE PLAN REVIEW & INSPECTION	$ 600 - Up to 20,000 sq ft per floor per bldg $ 900 - 20,000 to 50,000 sq ft per floor per bldg $1,185 - 50,001 to 100,000 sq ft per floor per bldg $1,785 - More than 100,000 sq ft per floor per bldg	$ 680 - <20,000 sf/floor/bldg $ 890 - 20,001-50,000 sf/floor/bldg $1,215 - 50,001-100,000 sf/floor/bldg $ 21 - Ea addl 10,000 sf above 100,000 sf/floor/bldg	New construction fire plan review and inspection.	$867	$869	($2)	11	100%	$0	
S-111	MEDICAL GAS SYSTEM PLAN/INSP	None	Plan Check - $700 Inspection - $470	New medical gas system fire plan review and inspection.	$0	$1,170	($1,170)	1	100%	$1,200	
S-112	CARBON DIOXIDE BEV DISP SYST PLAN	None	$935 per plan	New Carbon Dioxide Beverage Dispensing System fire plan review.	$0	$936	($936)	1	100%	$900	
S-113	SITE PLAN & ACCESS REVIEW	$235 per review	$120 per review	Site plan and access review to ensure compliance with fire safety codes and regulations.	$235	$117	$118	12	100%	($1,400)	
S-114	SOLAR PANEL - RESIDENTIAL	$ 50 - 15kW or less, per system $100 - More than 15kW, per system	$220 per permit	Plan review and inspection of residential solar system for compliance with fire safety codes and regulations.	$50	$222	($172)	31	100%	$5,300	
S-115	SOLAR PANEL - COMMERCIAL	$235 per permit	up to 50 kW - $445 per permit 51-250kW - additional $7 per kW over 50 kW 250kW - additional $5 per kW over 50 kW	Plan review and inspection of commercial solar system for compliance with fire safety codes and regulations.	$235	$444	($209)	6	100%	$1,300	
S-116	ADDITIONAL FIRE PLAN CHECK	$235 per review	$235 per review	Additional review of plans, beyond the standard two reviews	$235	$234	$1	1	100%	$0	
S-117	FIRE PERMIT EXTENSION/REISSUANCE	$107 per request	$235 per request	Review of fire permit extension or reissuance	$107	$234	($127)	1	100%	$100	
S-118	EXPEDITED PLAN REVIEW	$107 per hour (2 hour minimum)	1.2 x FBHR, 1 hour minimum	Expedited plan review by Fire department	$107	$281	($174)	2	100%	$0	(b)
S-119	FIRE ALARM SYSTEM PC/INSP	$235 - 20 devices or less $450 - More than 20 devices	$ 665 - 10 devices or less $1,100 - 11 to 50 devices $ 445 - Ea addl 50 devices beyond 50	Plan review and inspection of fire alarm system for compliance with fire safety codes and regulations.	$260	$783	($522)	50	100%	$26,100	
S-120	FIRE EXTINGUISHING SYSTEM	$235 per permit	$560 per permit	Plan review and inspection of fire extinguishing system for compliance with fire safety codes and regulations.	$985	$561	$424	5	100%	($2,100)	
S-121	FIRE SPRINKLER SYSTEM PC/INSP	Up to 20 heads $ 745 - Up to 20,000 sq ft per floor $1,045 - 20,001 to 50,000 sq ft per floor $1,335 - 50,001 to 100,000 sq ft per floor $1,770 - More than 100,001 sq ft per floor	$270 - Systems with 20 heads or less $890 - Systems with 21 to 100 heads $220 - Ea addl 100 heads beyond 100	Plan check and inspection of a new fire sprinkler system to ensure compliance with fire safety codes and regulations.	$253	$300	($47)	35	100%	$1,600	
S-122	NFPA 13D SINGLE FAMILY PC/INSP	$150 per permit	$890 per permit	Plan review and inspection of NFPA 13D single family for compliance with fire safety codes and regulations.	$150	$888	($738)	1	100%	$700	

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-123	FIRE NEW RES UNIT SPRINKLER PC/INSP	$135 per unit	Up to 5 units - $444 6-10 units - $865 Each additional 10 units - $210	Plan review and inspection of sprinklers for new construction residential units for compliance with fire safety codes and regulations.	$135	$531	($396)	7	100%	$2,800	
S-124	FIRE UNDERGROUND SYSTEM PC/INSP	$450 per permit	$ 655 - 1 to 4 hydrants/risers $ 865 - 5 to 10 hydrants/risers $1,075 - 11 or more hydrants/risers	Plan review and inspection of underground construction for compliance with fire safety codes and regulations.	$450	$748	($298)	9	100%	$2,700	
S-125	FIRE TENANT IMPRV CONSTRUCT PC/INSP	$235 per permit	$325 per permit	Plan review and inspection of tenant improvement constructions such as walls, ceilings, egress, smoke vents, etc., for compliance with fire safety codes and regulations.	$235	$327	($92)	71	100%	$6,500	
S-126	TENANT IMPRV FIRE PROT SYS PC/INSP	$235 per inspection	$445 - 20 heads or less $770 - 21 to 100 heads $220 - Ea addl 100 heads beyond 100	Plan review and inspection of tenant improvement fire protection system for compliance with fire safety codes and regulations.	$235	$553	($318)	50	100%	$15,900	
S-127	EMERG RESP RADIO COVERAGE PLAN CHK	None	$935 per plan	Plan review of a new Emergency Responder Radio Coverage system.	$0	$936	($936)	1	100%	$900	
S-128	EMERG RESP RADIO COVERAGE INSPECT	None	$755 per inspection	Inspection of the installation of a new Emergency Responder Radio Coverage system.	$0	$756	($756)	1	100%	$800	
S-129	VAPOR RECOVERY/REMOVAL SYST PLAN	None	$700 per plan	Plan review of a new Vapor Recovery system.	$0	$702	($702)	1	100%	$700	
S-130	PRELIMINARY PLAN REVIEW	$235 per review	$235 per hour	Optional plan review by Fire department prior to formal plan submission.	$235	$234	$1	1	100%	$0	(b)
S-131	FIRE CODE-AUTOMATIC FIRE-EXTING	$235 per permit	$550 per permit	Fire code plan review and construction inspection of automatic fire extinguishing system.	$235	$549	($314)	1	100%	$300	
S-132	FIRE CODE-ENERGY STORAGE SYST	$235 per permit	$560 per permit	Fire code plan review and construction inspection of an energy storage system.	$235	$561	($326)	1	100%	$300	
S-133	FIRE CODE-COMPRESSED GASES	$235 per permit	$560 per permit	Fire code plan review and construction inspection of compressed gases.	$235	$561	($326)	1	100%	$300	
S-134	FIRE CODE-CRYOGENIC FLUIDS	$235 per permit	$560 per permit	Fire code plan review and construction inspection of cryogenic fluids.	$235	$561	($326)	1	100%	$300	
S-135	r/FIRE CODE-EMERG RESPONDER RADIO	$235 per permit	This fee should be removed from the fee schedule as it is included in other services.	Fire code plan review and construction inspection of emergency responder radio system.	$0	$0	$0	0	100%	$0	
S-136	FIRE CODE-FIRE PUMPS AND RELATED	$940 per permit	$875 per permit	Fire code plan review and construction inspection of fire pump or related.	$940	$877	$64	4	100%	($300)	
S-137	FIRE CODE-FLAMM/COMBUSTIB LIQUIDS	$235 per permit	$1,355 per permit	Fire code plan review and construction inspection of flammable and combustible liquid materials.	$235	$1,356	($1,121)	1	100%	$1,100	
S-138	FIRE CODE-FUEL CELL POWER SYSTEMS	$235 per permit	$560 per permit	Fire code plan review and construction inspection of fuel cell powers system.	$235	$561	($326)	1	100%	$300	
S-139	FIRE CODE-GAS DETECTION SYSTEMS	$235 per permit	$665 per permit	Fire code plan review and construction inspection of gas detection system.	$235	$666	($431)	1	100%	$400	
S-140	FIRE CODE-GATES AND BARRICADES	$235 per permit	$220 per permit	Fire code plan review and construction inspection of gates and barricades.	$235	$222	$13	1	100%	$0	
S-141	FIRE CODE-HAZ MAT (H-OCCUPANCY)	$235 per permit	$1,015 per permit	Fire code plan review and construction inspection of hazardous material (H-Occupancy).	$235	$1,017	($782)	1	100%	$800	
S-142	FIRE CODE-INDUSTRIAL OVENS	$235 per permit	$445 per permit	Fire code plan review and construction inspection of industrial oven.	$235	$444	($209)	1	100%	$200	
S-143	FIRE CODE-LP GAS	$235 per permit	$680 per permit	Fire code plan review and construction inspection of LP gas.	$235	$678	($443)	1	100%	$400	
S-144	FIRE CODE-MOTOR VEHICLE REPAIR ROOM	$235 per permit	$325 per permit	Fire code plan review and construction inspection of motor vehicle repair room.	$235	$327	($92)	1	100%	$100	
S-145	FIRE CODE-PLANT EXTRACTION SYSTEM	$235 per permit	$1,120 per permit. Covers up to 5 hours of staff time	Fire code plan review and construction inspection of plan extraction system.	$235	$1,122	($887)	1	100%	$900	
S-146	FIRE CODE-PRIVATE FIRE HYDRANTS	$235 per permit	$220 per permit	Fire code plan review and construction inspection of private fire hydrant.	$235	$222	$13	1	100%	$0	
S-147	FIRE CODE-SMOKE CONTROL/EXHAUST SYS	$235 per permit	$665 per permit	Fire code plan review and construction inspection of smoke control/exhaust system.	$235	$666	($431)	1	100%	$400	
S-148	FIRE CODE-SPECIAL EVENT STRUCTURE	$235 per permit	$420 per permit	Fire code plan review and construction inspection of special event structure.	$235	$421	($186)	1	100%	$200	
S-149	FIRE CODE-SPRAYING OR DIPPING	$235 per permit	$665 per permit	Fire code plan review and construction inspection of spraying or dipping system.	$235	$666	($431)	1	100%	$400	
S-150	FIRE CODE-STANDPIPE SYSTEMS	$235 per permit	$665 per permit	Fire code plan review and construction inspection of standpipe system.	$235	$666	($431)	1	100%	$400	
S-151	FIRE CODE-DUST COLLECTION SYSTEM	$235 per permit	$680 per permit	Fire code plan review and inspection of dust collection system.	$235	$678	($443)	1	100%	$400	
S-152	FIRE CODE-METHANE MITIGATION SYSTEM	None	$680 per permit	Review and inspection of methane detection and monitoring system.	$0	$678	($678)	1	100%	$700	
S-153	FIRE CODE-OIL WELL ABANDONMENT	None	$535 per permit	Fire department plan review and inspection of oil well abandonment.	$0	$537	($537)	1	100%	$500	
S-154	CHEMICAL CLASSIFICATION REVIEW	$330 per permit	This fee should be removed from the fee schedule as it is included in another service.	Chemical classification review for compliance with fire safety codes and regulations.	$0	$0	$0	0	100%	$0	
S-155	HIGH PILED COMBUSTIBLE STOCK	$305 - 501 sq ft to 3,500 sq ft $595 - 3,501 sq ft or more	$550 - Total of 5,000 sf or less $760 - Total of 5,001 to 10,000 sf $210 - Ea addl 5,000 sf beyond 10,000 sf	Fire code plan review and inspection of high piled combustible stock.	$300	$506	($206)	3	100%	$600	
S-156	OIL WELL - NEW INSTALLATION	$235 per permit	Actual staff and outside costs	Fire code plan review and inspection of new installation of oil well.	$0	$0	$0	1	100%	$0	(b)
S-157	HYDRANT FLOW REQUEST	$100 per test	$210 per test	Request for hydrant flow test.	$100	$210	($110)	24	100%	$0	
S-158	FIRE SAFETY WATCH	$150 per hour	Fully allocated hourly rate with minimum of 2 hours	Hourly rate for standby fire watch or inspection.	$0	$0	$0	2	100%	$0	(b)
S-159	FIRE RE-INSPECTION	$150 per hour	Fully allocated hourly rate with minimum of 1 hour	Fire reinspection of construction or business due to the actions of the customer.	$150	$210	($60)	12	100%	$0	(b)
S-160	REQUESTED FIRE INSPECTION	None	Fully allocated hourly rate with minimum of 1 hour	Fire inspection at the request of the customer.	$0	$210	($210)	1	100%	$0	(b)
S-161	AFTER-HOURS FIRE INSPECTION	None	120% of the Fully allocated hourly rate with minimum of 4 hours	After-hours fire inspection at the request of the customer.	$0	$841	($841)	1	100%	$0	(b)
S-162	NEW BUSINESS INSPECTION - FIRE	$215 - Up to 100,000 sq ft $420 - Over 100,000 sq ft	$210 - Up to 100,000 sq ft $420 - Over 100,000 sq ft	Inspection of new business for compliance to fire safety codes and regulations.	$246	$242	$4	282	100%	($1,100)	
S-163	ANNUAL ENGINE COMPANY INSPECTION	None	Fully allocated hourly rate with minimum of 1 hour	Annual inspection of existing businesses for compliance to fire safety codes and regulations.	$0	$176	($176)	1	100%	$200	(b)
S-164	FIRE CODE VIOLATIONS	No Charge - Initial inspection/ Violation 1st notice $ 100 - 1st reinspection/ Violation 2nd notice $ 510 - 2nd reinspection/ Violation 3rd notice $1,020 - 3rd reinspection/City attorney/Prosecutor action	No Charge - Initial inspection/ Violation 1st notice $ 100 - 1st reinspection/ Violation 2nd notice $ 510 - 2nd reinspection/ Violation 3rd notice $1,020 - 3rd reinspection/City attorney/Prosecutor action	Violation of fire code.	$0	$0	$0	3	100%	$0	
S-165	FIRE SUPPRESSION ACTIVITIES	None	Fully allocated hourly rates	Fire suppression response due to negligent activities.	$0	$0	$0	1	100%	$0	(b)
S-166	PARAMEDIC SERVICES	Paramedic Subscription Program - $60 per year per address $369.25 per response	Paramedic Subscription Program - $60 per year per address $369.25 per response	Paramedic services provided by the City. A Paramedic subscription program assists in funding the City's paramedic services, while reducing financial liability for the subscriber. Annual revenues of $360,000 includes $30,000 from paramedic subscriptions.	$76	$669	($593)	4,000	11%	$0	
S-167	FIRE FALSE ALARM RESPONSE	$355 per response	$355 per response	Emergency response due to "Failure to Notify" when working on or testing fire/alarm system.	$0	$0	$0	1	100%	$0	
S-168	ANNUAL FIRE CODE OPERATIONS PERMIT	Varies - $56 to $2,675	$260 per permit	Annual fire code operation permit inspection.	$56	$263	($207)	207	100%	$42,800	
S-169	ANNUAL FIRE CODE PERMIT - HOT WORK	$129 per permit	Less than 200 cubic feet - $105 per permit 200 cubic feet or greater - $210 per permit	Annual fire code operation permit inspection for hot work on premises.	$129	$150	($21)	175	100%	$3,700	
S-170	MISCELLANEOUS FIRE PERMIT	None	$210 per permit	Review of a miscellaneous fire permit issue not otherwise included in the fee schedule.	$0	$210	($210)	1	100%	$200	
S-171	ENVIRONMENTAL PROTECTION SVCS	See Appendix C for fee detail	See Appendix C for fee detail	Plan review, inspection and monitoring of businesses for compliance with environmental safety standards, rules and regulations.	$1,663,000	$2,001,252	($338,252)	1	100%	$338,300	
S-172	r/ APPEAL - FIRE	$510 per appeal	Remove. Service no longer provided	Appeal of a Fire permit decision.	$0	$0	$0	0	100%	$0	(e)
S-173	r/ FIRE INVESTIGATION CAUSE/ORIG	$15 per report	Remove. Combined with COPY - PRINT fee	Copy of fire investigation cause/origination report.	$0	$0	$0	0	100%	$0	(e)
S-174	IN-RACK FIRE SPRINKLER INSPECTION	$235 per permit plus $2.50 per head over 20 heads	$420 per permit plus $105 per each additional 100 heads over 100 heads	Inspection of in-rack fire sprinklers for compliance with fire safety codes and regulations.	$435	$526	($91)	1	100%	$100	
S-175	HOSE REEL/RACK/STAND PIPE INSPECT	$235 per permit	$420 per permit	Inspection of hose reels, hose racks or stand pipes for compliance with fire safety codes and regulations.	$235	$421	($186)	1	100%	$200	
S-176	FIRE PUMP HOUSE INSPECTION	$450 per permit	$630 per permit	Inspection of fire pump house for compliance with fire safety codes and regulations.	$450	$631	($181)	1	100%	$200	
S-177	FIRE CODE-FIRE ALARM INSPECTION	$235 per permit	First 50 devices - $420 Each additional 50 devices - $210	Fire code plan review and construction inspection of fire alarm and detect system.	$235	$631	($396)	1	100%	$400	
S-178	r/ FLOW COATING EQUIPMENT	$235 per permit	Remove. Service no longer provided	Fire code plan review and inspection of flow coating equipment.	$0	$0	$0	0	100%	$0	(e)
S-179	FLAM/COMB LIQUID PIPING SYS INSPECT	$235 per permit	$420 per permit	Inspection of flammable/combustible liquid piping system.	$235	$421	($186)	1	100%	$200	
S-180	FLAM/COMB LIQ-MANUF & PROCESS INSP	$235 per permit	$1,260 per permit plus actual time spent over 6 hours	Inspection of flammable/combustible liquid manufacturing & processing system.	$235	$1,262	($1,027)	1	100%	$1,000	
S-181	MECHANICAL REFRIGERATION SYST INSP	$235 per permit	$210 per permit	Fire code inspection of mechanical refrigeration system.	$235	$210	$25	1	100%	$0	
S-182	r/ STANDBY FIRE DEPT EQUIP	$450 per hour	Remove. Service no longer provided	Standby Fire Department equipment with crew.	$0	$0	$0	0	100%	$0	(e)
S-183	MULTI-FAMILY RESIDENTIAL FIRE INSP	$140 SFR, initial/annual $ 70 - SFR, reinspection	$230 per inspection	Inspection of multi-family residential property for compliance to fire safety codes and regulations.	$140	$232	($92)	1	100%	$100	
S-184	APARTMENT/TOWNHOUSE FIRE INSPECTION	$110 - Apartment, initial/annual $ 70 - Apartment, reinspection $110 - Condo, initial/annual $ 70 - Condo, reinspection	3-10 units - $230 per inspection 11-20 units - $350 per inspection Each additional 10 units over 20 - $60	Inspection of apartments and townhouses for compliance to fire safety codes and regulations.	$110	$320	($210)	2	100%	$400	

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-185	ASSIST LIVING FACILITY FIRE INSPECT	None	1-25 residents - $230 per inspections 26-50 inspections - $350 per inspection Each additional 25 residents over 50 - $60	Inspection of assisted living facilities for compliance to fire safety codes and regulations.	$0	$610	($610)	2	100%	$1,200	
S-186	REHAB/HALFWAY/STATE FACIL FIRE INSP	None	$695 per permit plus actual time spent over 6 hours	Inspection of drug rehabilitation, halfway houses, and other state facilities for compliance to fire safety codes and regulations.	$0	$697	($697)	1	100%	$700	
S-187	HOSPITAL/CLINIC FIRE INSPECTION	None	$695 per permit plus actual time spent over 6 hours	Inspection of hospital and clinics for compliance to fire safety codes and regulations.	$0	$697	($697)	1	100%	$700	
S-188	SCHOOL FIRE INSPECTION	None	$695 per permit plus actual time spent over 6 hours	Inspection of schools for compliance to fire safety codes and regulations.	$0	$697	($697)	1	100%	$700	
S-189	r/ RECORD SEARCH RATES	$100 per hour $0.25 per page	Remove. Service no longer provided	Records search performed by Fire department.	$0	$0	$0	0	100%	$0	(e)
	SUBTOTAL - FIRE SERVICES									**$462,700**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-190	BUSINESS REGULATORY PERMIT	Varies $297 - $4,774	$400 per permit	Required notification and Police Department review of certain businesses, as listed in Santa Fe Springs Municipal Code Title XI: Business Regulations.	$350	$398	($48)	10	100%	$500	
S-191	ALCOHOL SALES - APPLICATION	$2,856 per application	$5,535 per application	Review and approval of alcohol sales in the City. Referred to Police Chief for approval.	$2,856	$5,534	($2,678)	4	100%	$10,700	
S-192	ALCOHOL SALES - COMPLIANCE REVIEW	$714 per review	$1,730 per review	Review alcohol sales compliance in conformance with City codes.	$714	$1,728	($1,014)	7	100%	$7,100	
S-193	FOOD/SIDEWLK VEND/CATER TRCK-POLICE	$319 per application (new) $102 per renewal (annual) $ 36 per vehicle (annual)	$285 per business plus $140 per vehicle	Annual review of business regulatory permit for food and sidewalk vendors and catering truck businesses in conformance with City ordinances, codes and regulations.	$53	$176	($123)	116	100%	$14,200	
S-194	ENTERTAINMNT PRMT - APPLICATION	$4,792 - Adult $3,085 - Non-Adult $ 287 - Non-Commercial	$6,805 - Adult $5,345 - Non-Adult	Review and process of new entertainment permit by Police Department.	$3,939	$6,074	($2,136)	2	100%	$4,300	
S-195	ENTERTAINMNT PRMT - ANNUAL COMPL.	$4,792 - Adult $ 419 - Non-Adult $ 83 - Non-Commercial	$1,095 - Adult $ 400 - Non-Adult	Annual review and inspection of entertainment establishment by Police Department.	$1,148	$514	$634	6	100%	($3,800)	
S-196	FIREARM SALES SITE PERMIT	$2,759 per permit	$905 per permit	Police review and determination of conditions of use for proposed business specific to firearm sales.	$2,759	$906	$1,853	1	100%	($1,900)	
S-197	DUI EMERGENCY ACCIDENT RESPONSE	California Government Code 53155 Charge the actual costs incurred up to $12,000 per response for all responding personnel	California Government Code 53155 Charge the actual costs incurred up to $12,000 per response for all responding personnel	Time spent responding to accidents with a DUI involvement.	$0	$0	$0	1	100%	$0	(b)
S-198	IMPOUNDED VEHICLE RELEASE	$166 per vehicle $319 per vehicle (DUI - Not Guilty)	$166 per vehicle $319 per vehicle (DUI - Not Guilty)	Review and process release of impounded vehicle.	$166	$159	$8	2	100%	$0	
S-199	REPOSSESSED VEHICLE RELEASE	$16 per vehicle (State Mandated)	California Government Code 26751 $15 per vehicle	Processing of a notification that a vehicle has been repossessed.	$16	$25	($9)	12	60%	$0	(c)
S-200	CITATION SIGN OFF/VIN VERIFICATION	$17 per citation/vehicle	$25 per citation/vehicle	Vehicular equipment citation sign-off or a verification of a vehicle identification number.	$17	$25	($8)	10	100%	$100	
S-201	TRAFFIC ACCIDENT REPORT	$12 per report	$15 per report Fee should comply with the terms of the Public Records Act.	Copy of traffic accident report	$12	$14	($2)	1,230	100%	$2,900	
S-202	LOCAL CRIMINAL HISTORY RECORD	$22 per report	$50 per report	Requested local criminal history record.	$22	$50	($28)	12	100%	$300	
S-203	IMMIGRATION LETTER	$28 per letter	$25 per letter	Providing Police letter for immigration purposes	$28	$25	$3	4	100%	$0	
S-204	VISA CLEARANCE LETTERS	$24 per letter	$50 per letter	Investigate and prepare Visa clearance letter.	$24	$50	($26)	12	100%	$300	
S-205	POLICE FALSE ALARM RESPONSE	$118 per response	$125 per response	Public safety response to a false alarm.	$118	$125	($7)	1,660	100%	$0	
S-206	YARD SALE PERMIT	$14 per application. Free for seniors	$10 per permit. Free for seniors	Review and approval of yard sale activity for local residents.	$7	$8	($1)	200	100%	($400)	
S-207	ANIMAL CARE SERVICES	$23 per license - Spayed (Non-Seniors) $8 per license - Spayed (Senior Citizen) $45 per license - Not Spayed $8 - Duplicate Dog License $27 - Fine/Penalty	$23 per license - Spayed (Non-Seniors) $8 per license - Spayed (Senior Citizen) $90 per license - Not Spayed $8 - Duplicate Dog License $27 - Fine/Penalty	City contracts with Southeast Area Animal Control Authority (SEAACA) for animal care services. Licensing fees are collected by the City. Cats are currently not required to be licensed.	$30	$163	($133)	1,300	31%	$0	
S-208	PUBLIC SAFETY OFFICR-EVENT COVERAGE	$160 per event	$360 per event	Public Safety Officer required at a private event on city park or facility.	$160	$361	($201)	25	100%	$5,000	
S-209	SUBPOENA - WITNESS AND DOCUMENTS	$28 per subpoena	Subpoenaed Non-Sworn - $35 per day plus $0.20 per mile (CA Govt Code 68093) Subpoenaed Peace Officer - full cost to the public entity incurred in paying the peace officer, firefighter his or her salary or other compensation and traveling expense for each day that such officer is required to remain in attendance (CA Govt Code 68097.2) Subpoena Duces Tecum - $15 (CA Evidence Code 1563(b)(6))	Staff subpoenaed as witness (subpoena ad testificandum), or staff subpoenaed to produce documents (subpoena duces tecum).	$0	$0	$0	1	100%	$0	(c)
S-210	r/ COPY - AUDIO TAPE	$213 per copy	Remove. Combined with COPY - DIGITAL fee	Copy availability of recorded calls in compliance with legal codes regulations and standards.	$0	$0	$0	0	100%	$0	(e)
S-211	r/ BICYCLE REGISTRATION	$6 per bicycle	Remove. Service no longer provided	Registration of bicycle with the Police department.	$0	$0	$0	0	100%	$0	(e)
S-212	r/ COMM ROOM - POLICE SERVICES CTR	$65 per rental	Remove. Service no longer provided	Community Room - Police Services Center (Rental)	$0	$0	$0	0	100%	$0	(e)
S-213	r/ POLICE CLASSES	$ 28 - BEPN Training (Members) $170 - BEPN Training (Non Members) Actual cost - Business First Aid classes TBA - Business Workshops $ 43 - Health, Family, Education $ 17 - SNT, Including first Aid/CPR (Residents) $ 43 - SNT, Including first Aid/CPR (Non-Residents) $ 43 - SNT, Including first Aid/CPR (Business Residents)	Remove. Service no longer provided	Classes provided by Police Department.	$0	$0	$0	0	100%	$0	(e)
S-214	r/ COMMUNITY SVCS - COURT ORDERED	$64 per court order	Remove. Service no longer provided	Coordination and sign-off of court ordered community services.	$0	$0	$0	0	100%	$0	(e)
S-215	r/ CONCEALED WEAPONS PERMIT	$186 per permit	Remove. Service no longer provided	Review and approval of Concealed Weapons Permit.	$0	$0	$0	0	100%	$0	(e)
S-216	r/ CRIMINAL CHARGES - TYPED SHEET	$13 per typed sheet	Remove. Combined with COPY - PRINT fee	Provide copy of Criminal Charges.	$0	$0	$0	0	100%	$0	(e)
S-217	r/ ENTERTAINMNT - OTHER USES/BURLES	$4,655 per permit	Remove. Combined with other fees	Review and process entertainment, burlesque and other use permit.	$0	$0	$0	0	100%	$0	(e)
S-218	r/ ENTERTAINMNT - OTHER AMUSEMENT	$2,865 - Commercial Permit $ 276 - Non-Commercial Permit	Remove. Combined with other fees	Review and process permitting all other amusement/entertainment.	$0	$0	$0	0	100%	$0	(e)
S-219	r/ FINGERPRINTING	$22 per applicant	Remove. Service no longer provided by the City	Review and process fingerprinting application.	$0	$0	$0	0	100%	$0	(e)
S-220	r/ FIREARM REGISTRATION	$27 per application	Remove. Service no longer provided by the City	Police review and processing of firearm registration.	$0	$0	$0	0	100%	$0	(e)
S-221	r/ FIREARM SALES SITE APPLICATION	$2,971 per application	Remove. Service combined with other fees	Police review, process and approval of a firearm sales business within the City.	$0	$0	$0	0	100%	$0	(e)
S-222	r/ FIREARM SALES SITE INSPECTION	$107 per inspection	Remove. Service no longer provided	Review, inspection and approval of Firearm Sales Site Inspection.	$0	$0	$0	0	100%	$0	(e)
S-223	r/ COPY - POLICE REPORT	$13 per report	Remove. Combined with COPY - PRINT fee	Copy of police reports.	$0	$0	$0	0	100%	$0	(e)
S-224	r/ COPY - PARKING/MOVING CITATION	$17 per copy	Remove. Combined with COPY - PRINT fee	Copy of delinquent parking/moving citation.	$0	$0	$0	0	100%	$0	(e)
S-225	r/ COPY - INCIDENT PHOTOGRAPH	$28 per copy	Remove. Service no longer provided	Copy of incident photographs.	$0	$0	$0	0	100%	$0	(e)
S-226	r/ COPY - CRIME INCIDENT REPORT	$13 per copy	Remove. Combined with COPY - PRINT fee	Copy of crime incident report.	$0	$0	$0	0	100%	$0	(e)
S-227	r/ STATISTICAL SURVEYS	$83 per survey	Remove. Services no longer provided	Copy of Statistical Surveys.	$0	$0	$0	0	100%	$0	(e)
S-228	r/ TOW IMPOUND	Per contract	Remove. Service no longer provided by the City	Tow Impound.	$0	$0	$0	0	100%	$0	(e)
S-229	r/ TRAFFIC RESTITUTION	$26 per incident	Remove. Service no longer provided	Processing of restitution for damages to city property caused by a traffic accident.	$0	$0	$0	0	100%	$0	(e)
S-230	r/ COPY - VIDEO	$176 per video	Remove. Combined with COPY - DIGITAL fee	Copy of Police video of incident.	$0	$0	$0	0	100%	$0	(e)
S-231	r/ VIDEO RENTAL - DEPOSIT	$7 per video	Remove. Service no longer provided	Deposit to borrow Police services video.	$0	$0	$0	0	100%	$0	(e)
	SUBTOTAL - POLICE SERVICES									**$39,300**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-232	COMMUNITY SERVICES ADMINISTRATION	See Appendix D	See Appendix D	Provides guidance and leadership to a multidisciplinary team to address community needs, conduct community problem solving and implement City Council goals and priorities relating to leisure, social, cultural and library services to the community.	$644,000	$1,316,810	($672,810)	1	39%	$0	(d)

CITY OF SANTA FE SPRINGS
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-233	PARKS & RECREATION SVCS	See Appendix D	See Appendix D	The Parks and Recreation Services Division provides recreational activities to stimulate and create physical and emotional growth for all residents of Santa Fe Springs.	$594,500	$5,338,470	($4,743,970)	1	22%	$132,200	(d)
S-234	LIBRARY & CULTURAL SVCS	See Appendix D	See Appendix D	The Library and Cultural Services Division works collaboratively in an integrated services approach to meet the educational, leisure and cultural needs of the residents in Santa Fe Springs.	$83,400	$2,524,633	($2,441,233)	1	5%	$1,000	(d)
S-235	FAMILY & HUMAN SVCS	See Appendix D	See Appendix D	FHS works collaboratively in an integrated services approach to provide essential human services to SFS residents in the areas of child care and development services, older adult services, family services, social services and case management.	$284,300	$2,482,516	($2,198,216)	1	15%	$0	(d)
	SUBTOTAL - LEISURE & CULTURAL SERVICES									**$133,200**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

REF #	SERVICE	CURRENT FEE	SUGGESTED FEE	SERVICE DESCRIPTION	UNIT REVENUE	UNIT COST	UNIT PROFIT / (SUBSIDY)	POSSIBLE ANNUAL NEW # UNITS	SUGGEST	REVENUE	
S-236	BUSINESS LICENSE - NEW	$50 per business	$50 per business	Processing application for a new business license.	$50	$44	$6	561	100%	$0	
S-237	BUSINESS LICENSE - RENEWAL	$35 per business	$45 per business	Annual renewal of a business registration and updating of City records.	$35	$43	($8)	3,599	100%	$29,200	
S-238	BUSINESS LICENSE CHANGE OF ADDRESS	$30 per business	$45 per business	Updating of business license records.	$30	$44	($14)	35	100%	$500	
S-239	NSF CHECK PROCESSING	$25 - 1st time $35 - 2nd or more times	$60 per returned check	Processing checks returned for non-sufficient funds.	$25	$60	($35)	1	100%	$0	(c)
S-240	COPY - PRINTED	$0.10 per page	$0.20 per page - standard $0.10 per page - FPPC related document per California Government Code 81008	Providing photocopies of city documents.	$0	$2	($2)	120	25%	$0	(c)
S-241	COPY - DIGITAL	None	$7 per device	Cost for copies of files onto digital media, such as cd, DVD or flash drive.	$0	$7	($7)	10	100%	$100	
S-242	DOCUMENT CERTIFICATION	None	$65 per document	Certification of a City document on request.	$0	$65	($65)	12	100%	$800	(c)
S-243	NOTARY PUBLIC	$10 per signature	This fee is limited by California Government Code 8211 $15 per signature	Providing notary service to the general public.	$10	$28	($18)	60	50%	$200	(c)
S-244	AGENDA MAILING	None	$400 per subscriber per year	Copy and mail City Council agenda and minutes on request.	$0	$360	($360)	5	100%	$0	(d)
S-245	LOCAL CANDIDATE FILING	$25 per candidate Candidate Statement - $200	This fee is limited by State law: Processing fee - $25 per candidate FPPC Late Filing Fee - $10 per day for each day a statement is late up to a maximum of $100 Candidate Statement - LA County and staff costs	Processing an application for an intent to run for a City elected office.	$25	$1,046	($1,021)	5	2%	$0	(c)
S-246	LOCAL INITIATIVE FILING	None	This fee is limited by State law $200 per initiative, fully refundable if initiative is placed on ballot	Processing an intent to place a local initiative on the ballot.	$0	$1,570	($1,570)	1	15%	$0	(c)
S-247	FILM PERMIT	Permit w/o special effects - $625/day + cost first 3 days. $57/day on the 4th day and beyond Permit with special effects - $910 + cost first 3 days. $57/day on the 4th day and beyond Permit for students - $110 + cost	$190 per permit	Processing and review of commercial filming located within the City.	$0	$189	($189)	15	100%	$2,800	
S-248	RECYCLER DEALER PERMIT	$1,061 - application $ 510 - annual $ 36 - per vehicle (annual)	$285 - new $190 - renewal	Review of a recycler dealer operating within the City.	$531	$192	$339	26	100%	($8,800)	
S-249	FIREWORK STAND PERMIT	None	$815 per application	Inspection and permit processing of a public fireworks display to ensure compliance with safety codes and regulations.	$0	$813	($813)	9	100%	$7,300	
	SUBTOTAL - ADMINISTRATIVE SERVICES									**$32,100**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

Cost of Services Study for the City of Santa Fe Springs

OCTOBER 2024

Prepared by:
Revenue & Cost Specialists, LLC
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www.revenuecost.com
(714) 992-9020

September 26, 2024

Honorable Mayor and City Council
via City Manager René Bobadilla
City of Santa Fe Springs
11710 E Telegraph Rd
Santa Fe Springs, CA 90670

Honorable Mayor, City Council, and Mr. Bobadilla:

This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis for the City for its services.

The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides currently useful information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

We also believe that your constituents will appreciate your subjecting the City's operations to business costing methodologies, and your willingness to be informed of the true and full costs of those services which you have decided the City should provide its citizens.

Respectfully submitted,

ERIC JOHNSON
President

CHU THAI
Vice President

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APPENDIX B – REVENUE AND COST SUMMARY WORKSHEETS MATCHED WITH COST DETAIL WORKSHEETS

APPENDIX C – DETAIL OF FIRE ENVIRONMENTAL PROTECTION FEES

APPENDIX D – ANALYSIS AND DETAIL OF COMMUNITY SERVICES FEES

EXECUTIVE SUMMARY

Revenue & Cost Specialists (RCS) has subjected the City's operations to a detailed analysis seeking alternate and more equitable ways to finance its services. This report presents the analytical advantages which are available to the City through the institution of a comprehensive system designed by RCS to implement Article XIIIB of the California Constitution.

Based on data presented in this report, the City Council can better respond to the limits on tax revenues available to the City as well as the constant demand for higher and more operational services and capital improvements. Due to demands made of the City, it is essential that the Council and City management have additional information upon which to assist in charting a future financial course that will preserve the quality of life which its citizens have come to expect.

Systematic and Documented Approach. This analysis was designed to provide the City with a systematic and documented approach to understand, control, and recapture the costs which are forced on it by normal service demands, growth and general economic inflation.

Constitutional Methodology. The methodology used for this analysis is the "costs reasonably borne" test established by Section 8(c) of Proposition 4, now Article XIIIB of the California Constitution. In following that process, RCS has analyzed the ways in which City services can be financed more equitably to assure the City's future financial viability.

Full Business Costs Determined. The methodology followed by both the Authors of Proposition 4, and consequently by RCS, determines the full business cost of providing the reported City services. It also identifies the beneficiaries of those services and determines if they are paying in relationship to benefits derived or if they are deserving of a subsidy paid from the taxes paid by all local citizens and businesses. Thus, the City Council will have full knowledge of costs which are actually occurring.

Financial Integrity Established. This report summarizes the work accomplished and presents recommendations. These recommendations, if implemented, would establish the financial integrity of the analyzed City services and would establish a continuing cost control system following the business principles which are generally espoused for government, but often are ignored in application.

Identifying Service Center

There are three basic steps in the process used by RCS. The first step is to identify the services offered by the City. Next, the service costs are calculated. Finally, the revenue currently received is matched to the cost of providing the service to determine if there is a subsidy from taxes.

*If all the recommendations and suggestions made in this Report are adopted, the City of Santa Fe Springs would increase cost recovery by **$1,567,400** on an annual basis*

Refinement Process. In a series of meetings held with City staff, department by department, we developed a list of services, and then allocated staff time to the appropriate services. This service time was refined over the course of these meetings until all available staff time was allocated and represented an accurate allocation.

Personal Choice versus Community Supported Services

Personal Choice Services are those offered to identifiable customers at a measured level. They are also services that can be withheld for non-payment. These services are not precisely likened to fee-based services to the extent that policy makers may have decided to subsidize them in full or part. These services are distinguished from Community Supported Services that carry an implicit requirement and rationale for setting a level of subsidization typically based on social, safety or general community welfare.

Summary of Results

If all the recommendations and suggestions made in this Report are adopted, the City of Santa Fe Springs would increase cost recovery by $1,567,400 on an annual basis. By taking such actions, far more equity between taxpayers and fee-payers would be gained, and the City's financial picture would be improved.

SERVICE	TOTAL FEE REVENUE	TOTAL SERVICE COST	TOTAL PROFIT/ (SUBSIDY)	PCT. RECOVERY FROM FEES ACTUAL	SUGGEST	POSSIBLE NEW REVENUE
[S-001 to S-109] DEVELOPMENT SERVICES	$3,357,531	$3,864,362	($506,831)	86.9%	VAR.	$900,100
[S-110 to S-189] FIRE SERVICES	$2,163,638	$5,003,187	($2,839,549)	43.2%	VAR.	$462,700
[S-190 to S-231] PUBLIC SAFETY SERVICES	$299,999	$525,289	($225,290)	57.1%	VAR.	$39,300
[S-232 to S-235] COMMUNITY SERVICES	$1,606,200	$11,662,429	($10,056,229)	13.8%	VAR.	$133,200
[S-236 to S-249] ADMINISTRATIVE SERVICES	$169,638	$208,097	($38,459)	81.5%	VAR.	$32,100
	$7,597,006	$21,263,364	($13,666,358)	**35.7%**		$1,567,400

Policy Review Information

As the Council conducts its policy review of each of the revenue-cost match-ups, it should refer to Appendix A and also to the text in Chapter IV to assist in that review.

The policy review should assess the tax revenues used to subsidize each service and address the following options available to the City for each service center:

1. Reduce costs and thereby the tax subsidy by reducing the level of service or restructuring the service to provide it differently.
2. Adjust or institute a fee or charge to recover all of the "costs reasonably borne".
3. Eliminate a tax subsidy to another "less deserving" service to utilize the taxes in order to provide this service.

Result of Acceptance of Fee Suggestions

If the suggestions in Chapter IV and in the fee recommendations in Appendix A are adopted in full then a significant amount of added revenues will be available to the City, which would provide taxpayer equity. Most of these new revenues will be from fee increases to replace tax monies used to make up the difference between fees collected and costs incurred in providing the services, which will then be available for those services which can only be funded from taxes.

These tax "diversions" are the now-documented tax subsidies to potentially self-supporting City services. Thus, additional monies could be made available for police services, infrastructure maintenance, and other City services which are not generally conducive to service charges, thereby achieving much closer equity between benefits and associated payments.

Policy Guidance. More importantly, the Council would be able to make its decisions based on business principles as much as is possible.

Understanding of Equitable Charging for Government. The City Council now has to assist its constituents to understand that under the California Constitution the intent is that:

- Taxes finance services for which there is no alternative way to finance them.
- Service charges should be utilized to finance those things for which benefits can be determined.
- Beneficiaries of such services be charged in direct relationship to the benefits derived.

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CHAPTER I – BACKGROUND OF STUDY

Revenue & Cost Specialist has subjected the City's operations to a detailed analysis seeking alternate and more equitable ways to finance its services. This report presents the analytical advantages which are available to the City through the institution of a comprehensive system designed by RCS to implement Article XIIIB of the California Constitution.

Based on data presented in this report, the City Council can better respond to the limits on tax revenues available to the City as well as the constant demand for higher and more operational services and capital improvements. Due to demands made of the City, it is essential that the Council and City management have additional information upon which to assist in charting future financial course that will preserve the quality of life which its citizens have come to expect.

Systematic and Documented Approach. This analysis was designed to provide the City with a systematic and documented approach to understand, control, and recapture the costs which are forced on it by normal service demands, growth and general economic inflation.

Constitutional Methodology. The methodology used for this analysis is the "costs reasonably borne" test established by Section 8(c) of Proposition 4, now Article XIIIB of the California Constitution. In following that process, RCS has analyzed the ways in which City services can be financed more equitably to assure the City's future financial viability.

Full Business Costs Determined. The methodology followed by both the Authors of Proposition 4, and consequently by RCS, determines the full business cost of providing the reported City services. It also identifies the beneficiaries of those services and determines if they are paying in relationship to benefits derived or if they are deserving of a subsidy paid from the taxes paid by all local citizens and businesses. Thus, the City Council will have full knowledge and cannot ignore costs which are actually occurring.

Financial Integrity Established. This text summarizes the work accomplished and presents recommendations. These recommendations, if implemented, would firmly establish the financial integrity of the analyzed City services and would establish a continuing cost control system following the business principles which are generally espoused for government, but often are ignored in application.

Financing Adjustments Pursuant to Proposition 4

Proposition 4, which is more commonly referred to as the "Gann Spirit of 13 'Let's Finish the Job' Initiative", was adopted by 74.3% of the voters of California on November 6, 1979. It became effective on July 1, 1980, retroactive to Fiscal Year 1978-1979. Statutes clarifying certain

provisions of the Proposition, which is now Article XIIIB of the California Constitution, became effective January 1, 1981.

This report provides data to the City for reviewing the reported fee-financed services based on full-costing information and for implementing the "costs reasonably borne" provision of this Constitutional Article, within presently known legal parameters and the authors' pronounced and published intent.

Adjustments to Financing. As a result of this analysis, the City now possesses the basis for making necessary adjustments to its methods of financing services for those services reported on herein. It can achieve a more equitable and fair mix for financing those services and capital needs, using taxes and service charges, in the direction pointed by passage of Article XIIIB, and the business methodologies inherent in that Article.

It should be remembered from the start that taxes are now limited and controlled, and therefore the capability of using these taxes to subsidize "special" services which are wholly or partially fee-financed is also limited.

The "Costs Reasonably Borne" Test. The "costs reasonably borne" process as envisioned by the Authors of Proposition 4 implies a direct relationship between payment of fees and charges and receipt of services. It also implies the use of taxes for financing those governmental activities which humanely and properly cannot be financed other than by taxes.

Desirability of Direct Relationship between Payment and Service

This direct fee-for-service and tax equity relationship does not exist when tax monies are used to subsidize services which are received by only a small portion of the taxpaying public or by non-residents. A major underlying goal of this project is to provide information and guidance to the Council on how the City can continue as a viable financial entity, finance the services and facilities that its citizens and business enterprises have come to expect, and yet in the long run be able to live within the limits imposed by Article XIIIB and Propositions 13 and 218.

At the same time, the City can in great part re-establish basic fairness and equity between users of City services and those who pay for them and control those costs on a continuing basis.

Impact of Propositions 4, 13, 26, and 218

Initiative 4 of November 1979, coupled with its immediate predecessor – Proposition 13 of a year earlier – wrought the greatest changes in California governmental financing in a century. Proposition 218, passed in 1996 and becoming Articles XIIIC & D, further limited local governments' revenue source options. Those propositions have had, and will continue to have, a profound effect on California governments.

Effects on the City. One effect of these propositions has been a constant search for new revenue sources to finance services required by the City. However, at the same time, State and Federal program revenues continue to decrease. Consequently, the City faces the prospect of declining revenue with which to fund City services.

Costs Exceeding Revenues. The full costs of delivering the City's defined fee-financed services -- as defined in business terms by the authors of Article XIIIB, and as applied by the business methods of this analysis as based on that Constitutional Article -- are running at an annual rate beyond current or expected fee revenues. The result is the diversion of tax monies to make up the difference between fee revenues collected and full business costs incurred.

Variety of Equitable Revenue Sources. This analysis presents a wide variety of ways in which revenue can surely and legally be raised and as important, more equitably raised than at present. The amount of new revenues to be raised is dependent upon the Council's determination of the level of support for essential services.

Proposition 26. With the passage of Proposition 26 in 2010, the voters of California put limits on fees for which there is no direct benefit provided to the fee payer. This proposition also contains numerous exemptions, therefore, there are no fees or proposed fees included in this report which come under the limitations of Proposition 26.

Text Topics

The remaining Chapters of this text address the following topics:

II. Identifying and Costing Service Centers
III. Overview of Service Revenues Matched Against Costs
IV. Service Revenue Recommendations
V. Conclusion

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CHAPTER II – IDENTIFYING AND COSTING SERVICES

There are three basic steps in the process used by RCS to identify and cost out service centers. The first step is to identify the services offered by the City. Next, the service costs are calculated. Finally, the revenue currently received is matched to the cost of providing the service to determine if there is a subsidy from taxes. This chapter covers the first two steps and Chapter III shows the match-up of revenues and costs.

Identifying Service Centers

Two techniques were utilized to identify the service centers for which revenue and cost data were gathered and around which the service cost analysis of this Report is built.

Revenue Analysis. The first technique involved gathering revenue information for the past fiscal year, and then updating and revising the budget estimates for the same revenue sources for the fiscal year during which the analysis was performed by RCS. The Budget and financial reports for the current fiscal year were secured and analyzed. Budgeted and received revenues for all fee-supported services were extracted from those reports, where such information was available. RCS has divided services into far smaller "service centers" than the City has traditionally designated.

Service Center Identification. The second technique involved several scheduled meetings with City staff to identify each type of service being provided with or without charge. In a series of meetings held with City staff, department by department, RCS developed a comprehensive list of services, and then allocated staff time to the appropriate services. This service time was refined over the course of these meetings until all available staff time was allocated and represented an accurate allocation.

Resultant Service Centers

"Service Center" Defined. The "service revenue," fee or charge for a service, and the related "service cost" comprise a "service center". Each service center has a unique "Revenue and Cost Summary Worksheet" and a matching "Cost Detail Worksheet", which are found in Appendix B of this Report. These "Service Center Worksheets" are matched to one another on facing pages.

Detailed Back-Up Workpapers. The costs are backed up by detailed analyses, which have been turned over to the City in several volumes of work papers and detailed cost distribution reports.

Constitutional Basis for Cost of Services

The costs determined by RCS for the various service centers are based on the definitions of "costs reasonably borne" as utilized in Article XIIIB (Proposition 4) and as further defined by its Authors

To validate the reasonableness of the Study, 100% of the available work hours for all City employees were distributed and accounted for, even if it's not public serving.



in their background documents. The Authors of Proposition 4 intended their full business costing definitions to be used by California governments. Thus, the City can know and control its costs, using those Constitutionally-set business principles and legally set elements and definitions of "costs reasonably borne".

Listing of Detailed Full Business Cost Definitions. Thus, the following are put forward by the Authors as the accepted elements of "costs reasonably borne":

a) Labor costs
b) Employee benefit costs
c) Operational services and supply expenses
d) Overhead expense
e) Administrative costs
f) Start-up costs
g) Future capital expenses
h) Capital replacement expense
i) Costs of expansion of services
j) Repayment of debt

Authors' Background. It is not surprising that the authors used such business definitions and elements of "cost" as quoted herein. They represented several known business organizations:

- The California Taxpayers Association
- The California Chamber of Commerce
- The National Tax Limitation Committee
- The California Association of Realtors

In effect, the pillars of California business and their thinking were represented, and their ideas were adopted overwhelmingly by the electorate of California at referendum. Thus, by definition, the premises of this report process have a California electoral mandate.

Principle Involved. A basic principle involved in this report was the recognition of those full business costs as used and as defined by the authors of the Constitutional amendment.

Types of Costs

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found on the right-hand page in Appendix B for each service center.

Salaries and Wages. City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services. In order to allocate the

salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs.

To validate the reasonableness of the Study, 100% of the available work hours for all City employees were distributed and accounted for, even if it's not public serving. In other words, one staff member cannot state they overworked on fee services beyond 100% of their hours, and another staff member cannot account for 100% of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits. Since fractional time, to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- Retirement and pension liabilities
- Group Health Insurance
- Medicare Insurance
- State Unemployment Insurance
- Workers Compensation Insurance
- Other Pays

All of these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

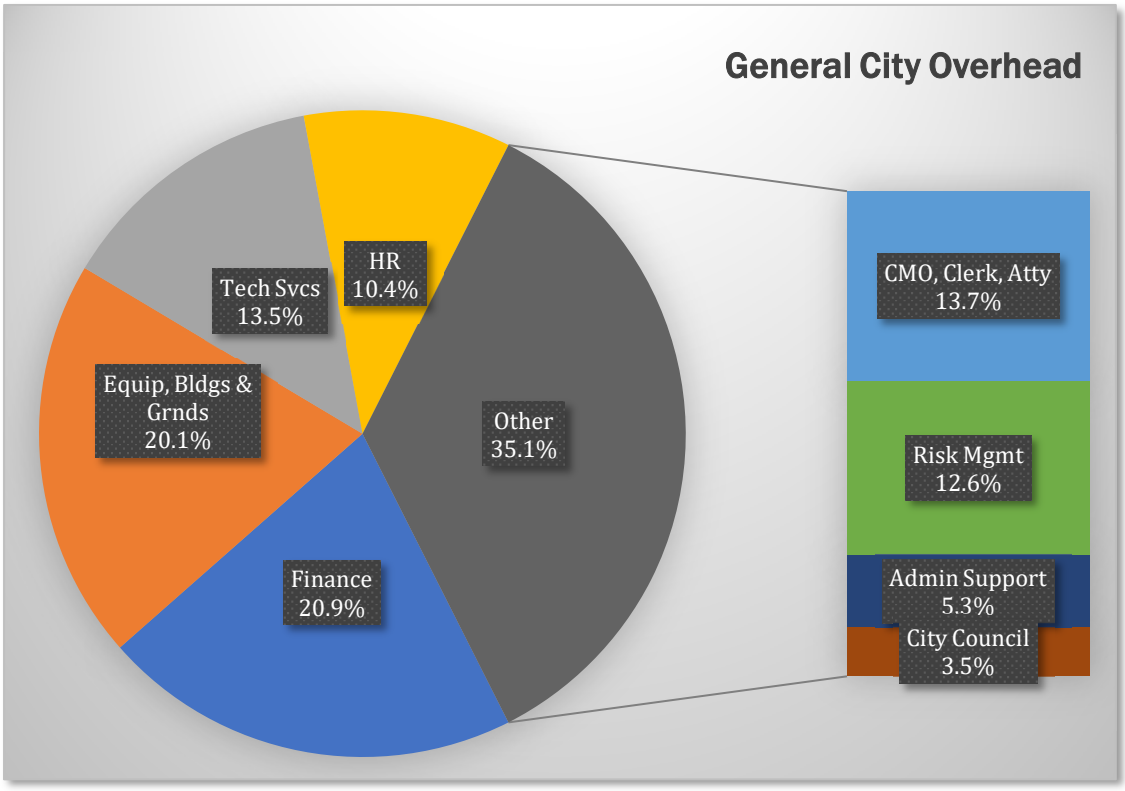
Available Work-Hours. After the individual elements of cost for positions was compiled, the total cost for each position was divided by the number of available work-hours. Available work hours were calculated as the total possible work-hours in a year, 2,080, less the following away-from-work benefit hours:

- Holidays
- Vacations
- Personal Leave
- Sick Leave
- Morning/Afternoon Breaks
- Start Up/Down Time

Maintenance and Operation Costs. All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the current year Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs. Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services and facilities required for the organization to function effectively. RCS calculated Santa Fe Springs's Cost Allocation Plan (CAP) to identify and allocate these costs to the remainder of the City organization. In the CAP, costs were allocated to end-user departments and divisions by applying an agreed-upon overhead allocation factor. Each factor was related to the work effort of its particular overhead element and was assessed for relevance and reasonableness.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method, the City will be aware of its true costs and be able to emulate business methods. Article XIIIB's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

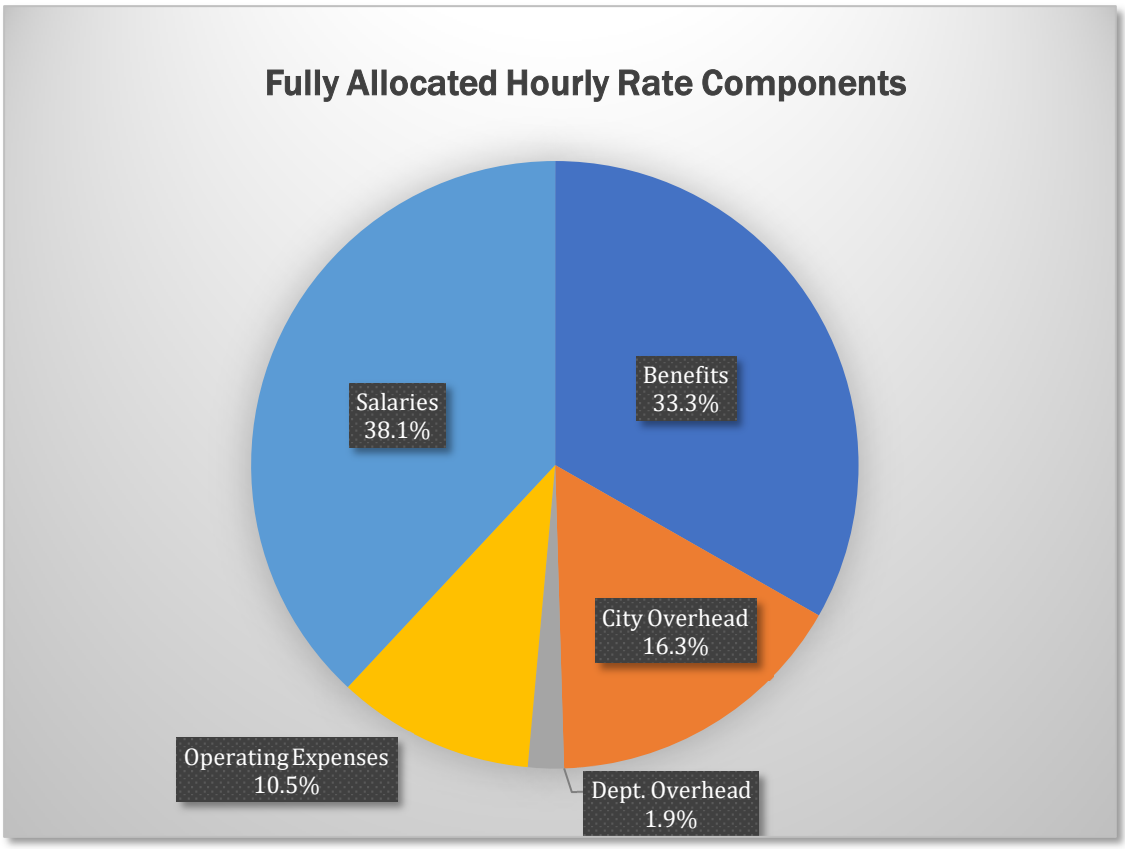


General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates (FAHR)

All of the above items make up the fully allocated hourly rate which is calculated for each position in the City. The makeup of each component of the City-wide average fully allocated hourly rate is detailed in the chart below.



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CHAPTER III – REVENUES MATCHED AGAINST COSTS

In the last chapter the method of calculating the costs for all City services was identified. This chapter begins with a Summary that itemizes the revenues and costs by service center. Then, an overview is presented of what will be presented in the following chapter, which shows that there is no one solution to the City's financial challenge.

Accounting for All Revenues – Fees and Taxes

Local government funding comes from a multitude of revenue sources such as taxes, fines, grants, use of property, user fees, utility rates, etc. Our Study accounts for all revenues, and focuses on the relationship between fees and taxes. As an example, [S-001] Conditional Use Permit in the following schedule estimates the full costs at $97,922. These expenses are offset by current fee revenues of $32,368, and $65,554 of the City's limited tax revenues must be used to pay for the remaining. This subsidy can be eliminated by raising the relevant fees. To the extent that the fees are NOT increased, general City taxes paid by all taxpayers are the only alternative revenue source.

SCHEDULE 1
SUMMARY OF FEE SERVICES AND CURRENT FINANCING
FISCAL YEAR 2023-24

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE FEES (4)	TAXES (5)
DEVELOPMENT SERVICES				
S-001	CONDITIONAL USE PERMIT	$97,922	$32,368	$65,554
S-002	ADMIN. CONDITIONAL USE PERMIT	$13,821	$6,759	$7,062
S-003	COND USE PERMIT - AMENDMENT	$18,580	$5,866	$12,714
S-004	COND USE PERMIT - WIRELESS TELE FAC	$85,392	$28,322	$57,070
S-005	CUP COMPLIANCE REVIEW	$30,266	$11,260	$19,006
S-006	DEVELOPMENT PLAN APPROVAL	$159,694	$51,860	$107,834
S-007	ADMIN. DEVELOPMENT PLAN APPROVAL	$13,821	$3,420	$10,401
S-008	DEVELOPMENT PLAN APPROVAL AMENDMENT	$16,680	$2,280	$14,400
S-009	ZONE CHANGE	$12,446	$4,046	$8,400
S-010	ZONE MODIFICATION - RESIDENTIAL	$14,417	$96	$14,321
S-011	ZONE MODIFICATION - ALL OTHER	$94,779	$13,680	$81,099
S-012	ZONING CODE AMENDMENT	$16,687	$4,046	$12,641
S-013	GENERAL PLAN AMENDMENT	$12,446	$4,046	$8,400
S-014	DEVELOPMENT AGREEMENT	$5,914	$3,393	$2,521
S-015	COVENANTS, COND & RESTRICTIONS REV	$1,634	$486	$1,148
S-016	TENTATIVE TRACT/PARCEL MAP	$7,373	$12,220	($4,847)
S-017	LOT LINE ADJUSTMENT (PLANNING)	$9,159	$7,184	$1,975
S-018	REVIEW OF MITIGATED NEG DEC	$25,092	$7,836	$17,256
S-019	REVIEW OF NEGATIVE DECLARATION	$5,353	$9,196	($3,843)
S-020	REVIEW OF ENVIRONMENTAL IMPACT REP	$10,436	$5,442	$4,994

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
S-021	PRELIMINARY APPLICATION REVIEW	$4,327	$1,600	$2,727
S-022	TIME EXTENSION	$5,138	$3,420	$1,718
S-023	TIME EXTENSION - NON CONFORMING USE	$11,697	$2,933	$8,764
S-024	APPEAL TO PLANNING COMMISSION	$4,079	$0	$4,079
S-025	APPEAL TO CITY COUNCIL	$4,079	$0	$4,079
S-026	LANDSCAPE PLAN REVIEW	$5,437	$3,520	$1,917
S-027	DDCV & SPRINKLER PLAN CHECK	$1,673	$2,750	($1,077)
S-028	OIL WELL SITE PLAN REVIEW	$209	$0	$209
S-029	WIRELESS TELECOM FACIL - ADMIN	$41,151	$21,516	$19,635
S-030	MASTER WIRELESS AGREEMENT	$0	$0	$0
S-031	SITE LEASE AGREEMENT	$0	$0	$0
S-032	BANNER PERMIT REVIEW	$669	$384	$285
S-033	SIGN REVIEW	$10,539	$8,820	$1,719
S-034	SIGN PROGRAM REVIEW	$669	$491	$178
S-035	BUSINESS LICENSE REVIEW (PLANNING)	$27,183	$0	$27,183
S-036	HOME OCCUPATION PERMIT (PLANNING)	$2,509	$780	$1,729
S-037	OFFICE TRAILER PERMIT	$669	$1,748	($1,079)
S-038	TEMPORARY STORAGE PERMIT	$3,269	$0	$3,269
S-039	ZONING CERTIFICATION LETTER	$23,182	$3,360	$19,822
S-040	OFFSITE RECORD/PLAN RETRIEVAL	$0	$0	$0
S-041	ADDITIONAL/MISC PLAN REVIEW	$0	$0	$0
S-042	PLANNING DEPT PLAN CHECK	$226,954	$125,000	$101,954
S-043	GENERAL PLAN MAINTENANCE	$74,997	$0	$74,997
S-044	DEVELOP/FIRE TECHNOLOGY SURCHARGE	$24,999	$0	$24,999
S-045	BUILDING PLAN CHECK & INSPECTION	$2,006,166	$2,361,895	($355,729)
S-046	r/ ZONE MODIFICATION - TIME EXTEND	$0	$0	$0
S-047	r/ RECONSIDERATION OF DPA OR CUP	$0	$0	$0
S-048	r/ DEVELOPMENT PLAN APPR - BLDG ADD	$0	$0	$0
S-049	r/ PUBLIC HEARING	$0	$0	$0
S-050	r/ CEQA REVIEW - INITIAL STUDY	$0	$0	$0
S-051	r/ PREPARATION OF MITIGATED NEG DEC	$0	$0	$0
S-052	r/ PREPARATION OF SOIL & GAS STUD	$0	$0	$0
S-053	r/ SOIL GAS STUDY REVIEW	$0	$0	$0
S-054	r/ SOIL STUDY REVIEW	$0	$0	$0
S-055	r/ OIL WELL PERMIT	$0	$0	$0
S-056	r/ OIL WELL DRILLING PERMIT	$0	$0	$0
S-057	r/ PROPERTY INFO (REALQUEST)	$0	$0	$0
S-058	r/ TENANT IMPROVEMENT PLAN CHECK	$0	$0	$0
S-059	r/ RADIUS MAP/LABEL CREATION	$0	$0	$0
S-060	r/ PUBLIC HEARING SURCHARGE	$0	$0	$0
S-061	r/ HAZARDOUS MATERIAL SURCHARGE	$0	$0	$0
S-062	r/ AERIAL PHOTO VIEWING	$0	$0	$0
S-063	r/ COPY - PLANNING DOCUMENTS	$0	$0	$0
S-064	r/ STREET/ALLEY VACATION	$0	$0	$0
S-065	r/ STREET ENCROACHMENT PERMIT	$0	$0	$0

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
S-066	r/ RELOCATION OF BUILDING	$0	$0	$0
S-067	r/ RESIDENTIAL RENTAL INSPECTION	$0	$0	$0
S-068	FINAL PARCEL/TRACT MAP	$26,816	$29,820	($3,004)
S-069	LOT LINE ADJUSTMENT (PW)	$10,425	$21,324	($10,899)
S-070	LOT MERGER	$4,170	$0	$4,170
S-071	LOT TIE AGREEMENT	$4,170	$4,680	($510)
S-072	STREET/ALLEY VACATION	$13,102	$4,965	$8,137
S-073	SUMMARY STREET VACATION	$13,102	$4,965	$8,137
S-074	CONST - COMMERCIAL DRIVEWAY	$5,523	$2,816	$2,707
S-075	CONST - RESIDENTIAL DRIVEWAY	$1,105	$165	$940
S-076	CONST - SIDEWALK	$552	$212	$340
S-077	CONST - CURB & GUTTER	$1,105	$514	$591
S-078	CONST - PARKWAY CULVERT	$1,105	$430	$675
S-079	CONST - CURB RAMP	$552	$228	$324
S-080	CONST - CURB CORE FOR DRAIN PIPE	$552	$82	$470
S-081	EXCAVATION PERMIT PROCESSING	$42,768	$6,240	$36,528
S-082	EXCAVATION INSPECTION	$31,558	$24,960	$6,598
S-083	TRAFFIC CONTROL PLAN REVIEW	$69,080	$18,540	$50,540
S-084	PUBLIC WORKS PLAN CHECK/INSPECTION	$274,771	$297,500	($22,729)
S-085	TRAFFIC STUDY REVIEW	$7,170	$0	$7,170
S-086	IRRIGATION PLAN CHECK	$4,159	$0	$4,159
S-087	DRAINAGE PLAN REVIEW & INSPECTION	$51,502	$158,400	($106,898)
S-088	SEWER STUDY REVIEW	$6,797	$0	$6,797
S-089	MS4 PERMIT COMPLIANCE PLAN CHECK	$38,418	$11,600	$26,818
S-090	MS4 PERMIT COMPLIANCE INSPECTION	$6,706	$5,050	$1,656
S-091	ADDITIONAL PUBLIC WORKS PLAN REVIEW	$423	$0	$423
S-092	ADDITIONAL PUBLIC WORKS INSPECTION	$0	$0	$0
S-093	UTILITY FRANCHISE APPLICATION	$6,295	$4,810	$1,485
S-094	INSURANCE CERTIFICATE REVIEW	$1,323	$866	$457
S-095	STREET SIGN INSTALLATION	$20,179	$0	$20,179
S-096	DISABLED PARKING REVIEW	$5,798	$0	$5,798
S-097	EASEMENT DEED REVIEW	$8,671	$5,355	$3,316
S-098	TREE REMOVAL PERMIT	$15,416	$0	$15,416
S-099	TEMP. REFUSE BIN/STORAGE POD PERMIT	$2,978	$0	$2,978
S-100	REPRODUCTION - DEVELOPMENT PLANS	$201	$96	$105
S-101	BACKFLOW DEVICE TESTING PROCESSING	$53,354	$0	$53,354
S-102	SEWER FLOW TEST	$868	$800	$68
S-103	UTILITY RESEARCH	$1,341	$815	$526
S-104	MAILING SPECIFICATIONS	$800	$275	$525
S-105	r/ PERMANENT/TEMP ENCROACHMENTS	$0	$0	$0
S-106	r/ REPRODUCTION - LINEN	$0	$0	$0
S-107	r/ REPRODUCTION - POLYESTER (MYLAR)	$0	$0	$0
S-108	r/ STANDARD PLANS	$0	$0	$0
S-109	r/ WATCH MANUAL	$0	$0	$0
	SUBTOTAL - DEVELOPMENT SERVICES	**$3,864,362**	**$3,357,531**	**$506,831**

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
FIRE SERVICES				
S-110	FIRE PLAN REVIEW & INSPECTION	$9,561	$9,540	$21
S-111	MEDICAL GAS SYSTEM PLAN/INSP	$1,170	$0	$1,170
S-112	CARBON DIOXIDE BEV DISP SYST PLAN	$936	$0	$936
S-113	SITE PLAN & ACCESS REVIEW	$1,403	$2,820	($1,417)
S-114	SOLAR PANEL - RESIDENTIAL	$6,885	$1,550	$5,335
S-115	SOLAR PANEL - COMMERCIAL	$2,665	$1,410	$1,255
S-116	ADDITIONAL FIRE PLAN CHECK	$234	$235	($1)
S-117	FIRE PERMIT EXTENSION/REISSUANCE	$234	$107	$127
S-118	EXPEDITED PLAN REVIEW	$561	$214	$347
S-119	FIRE ALARM SYSTEM PC/INSP	$39,144	$13,020	$26,124
S-120	FIRE EXTINGUISHING SYSTEM	$2,806	$4,925	($2,119)
S-121	FIRE SPRINKLER SYSTEM PC/INSP	$10,485	$8,850	$1,635
S-122	NFPA 13D SINGLE FAMILY PC/INSP	$888	$150	$738
S-123	FIRE NEW RES UNIT SPRINKLER PC/INSP	$3,716	$945	$2,771
S-124	FIRE UNDERGROUND SYSTEM PC/INSP	$6,731	$4,050	$2,681
S-125	FIRE TENANT IMPRV CONSTRUCT PC/INSP	$23,233	$16,685	$6,548
S-126	TENANT IMPRV FIRE PROT SYS PC/INSP	$27,643	$11,750	$15,893
S-127	EMERG RESP RADIO COVERAGE PLAN CHK	$936	$0	$936
S-128	EMERG RESP RADIO COVERAGE INSPECT	$756	$0	$756
S-129	VAPOR RECOVERY/REMOVAL SYST PLAN	$702	$0	$702
S-130	PRELIMINARY PLAN REVIEW	$234	$235	($1)
S-131	FIRE CODE-AUTOMATIC FIRE-EXTING	$549	$235	$314
S-132	FIRE CODE-ENERGY STORAGE SYST	$561	$235	$326
S-133	FIRE CODE-COMPRESSED GASES	$561	$235	$326
S-134	FIRE CODE-CRYOGENIC FLUIDS	$561	$235	$326
S-135	r/FIRE CODE-EMERG RESPONDER RADIO	$0	$0	$0
S-136	FIRE CODE-FIRE PUMPS AND RELATED	$3,506	$3,760	($254)
S-137	FIRE CODE-FLAMM/COMBUSTIB LIQUIDS	$1,356	$235	$1,121
S-138	FIRE CODE-FUEL CELL POWER SYSTEMS	$561	$235	$326
S-139	FIRE CODE-GAS DETECTION SYSTEMS	$666	$235	$431
S-140	FIRE CODE-GATES AND BARRICADES	$222	$235	($13)
S-141	FIRE CODE-HAZ MAT (H-OCCUPANCY)	$1,017	$235	$782
S-142	FIRE CODE-INDUSTRIAL OVENS	$444	$235	$209
S-143	FIRE CODE-LP GAS	$678	$235	$443
S-144	FIRE CODE-MOTOR VEHICLE REPAIR ROOM	$327	$235	$92
S-145	FIRE CODE-PLANT EXTRACTION SYSTEM	$1,122	$235	$887
S-146	FIRE CODE-PRIVATE FIRE HYDRANTS	$222	$235	($13)
S-147	FIRE CODE-SMOKE CONTROL/EXHAUST SYS	$666	$235	$431
S-148	FIRE CODE-SPECIAL EVENT STRUCTURE	$421	$235	$186
S-149	FIRE CODE-SPRAYING OR DIPPING	$666	$235	$431
S-150	FIRE CODE-STANDPIPE SYSTEMS	$666	$235	$431
S-151	FIRE CODE-DUST COLLECTION SYSTEM	$678	$235	$443
S-152	FIRE CODE-METHANE MITIGATION SYSTEM	$678	$0	$678

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
S-153	FIRE CODE-OIL WELL ABANDONMENT	$537	$0	$537
S-154	CHEMICAL CLASSIFICATION REVIEW	$0	$0	$0
S-155	HIGH PILED COMBUSTIBLE STOCK	$1,519	$900	$619
S-156	OIL WELL - NEW INSTALLATION	$0	$0	$0
S-157	HYDRANT FLOW REQUEST	$5,046	$2,400	$2,646
S-158	FIRE SAFETY WATCH	$0	$0	$0
S-159	FIRE RE-INSPECTION	$2,523	$1,800	$723
S-160	REQUESTED FIRE INSPECTION	$210	$0	$210
S-161	AFTER-HOURS FIRE INSPECTION	$841	$0	$841
S-162	NEW BUSINESS INSPECTION - FIRE	$68,127	$69,240	($1,113)
S-163	ANNUAL ENGINE COMPANY INSPECTION	$176	$0	$176
S-164	FIRE CODE VIOLATIONS	$0	$0	$0
S-165	FIRE SUPPRESSION ACTIVITIES	$0	$0	$0
S-166	PARAMEDIC SERVICES	$2,676,720	$305,000	$2,371,720
S-167	FIRE FALSE ALARM RESPONSE	$0	$0	$0
S-168	ANNUAL FIRE CODE OPERATIONS PERMIT	$54,408	$11,592	$42,816
S-169	ANNUAL FIRE CODE PERMIT - HOT WORK	$26,284	$22,575	$3,709
S-170	MISCELLANEOUS FIRE PERMIT	$210	$0	$210
S-171	ENVIRONMENTAL PROTECTION SVCS	$2,001,252	$1,663,000	$338,252
S-172	r/ APPEAL - FIRE	$0	$0	$0
S-173	r/ FIRE INVESTIGATION CAUSE/ORIG	$0	$0	$0
S-174	IN-RACK FIRE SPRINKLER INSPECTION	$526	$435	$91
S-175	HOSE REEL/RACK/STAND PIPE INSPECT	$421	$235	$186
S-176	FIRE PUMP HOUSE INSPECTION	$631	$450	$181
S-177	FIRE CODE-FIRE ALARM INSPECTION	$631	$235	$396
S-178	r/ FLOW COATING EQUIPMENT	$0	$0	$0
S-179	FLAM/COMB LIQUID PIPING SYS INSPECT	$421	$235	$186
S-180	FLAM/COMB LIQ-MANUF & PROCESS INSP	$1,262	$235	$1,027
S-181	MECHANICAL REFRIGERATION SYST INSP	$210	$235	($25)
S-182	r/ STANDBY FIRE DEPT EQUIP	$0	$0	$0
S-183	MULTI-FAMILY RESIDENTIAL FIRE INSP	$232	$140	$92
S-184	APARTMENT/TOWNHOUSE FIRE INSPECTION	$639	$220	$419
S-185	ASSIST LIVING FACILITY FIRE INSPECT	$1,219	$0	$1,219
S-186	REHAB/HALFWAY/STATE FACIL FIRE INSP	$697	$0	$697
S-187	HOSPITAL/CLINIC FIRE INSPECTION	$697	$0	$697
S-188	SCHOOL FIRE INSPECTION	$697	$0	$697
S-189	r/ RECORD SEARCH RATES	$0	$0	$0
	SUBTOTAL - FIRE SERVICES	**$5,003,187**	**$2,163,638**	**$2,839,549**
PUBLIC SAFETY SERVICES				
S-190	BUSINESS REGULATORY PERMIT	$3,982	$3,500	$482
S-191	ALCOHOL SALES - APPLICATION	$22,136	$11,424	$10,712
S-192	ALCOHOL SALES - COMPLIANCE REVIEW	$12,098	$4,998	$7,100
S-193	FOOD/SIDEWLK VEND/CATER TRCK-POLICE	$20,382	$6,156	$14,226

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
S-194	ENTERTAINMNT PRMT - APPLICATION	$12,148	$7,877	$4,271
S-195	ENTERTAINMNT PRMT - ANNUAL COMPL.	$3,085	$6,887	($3,802)
S-196	FIREARM SALES SITE PERMIT	$906	$2,759	($1,853)
S-197	DUI EMERGENCY ACCIDENT RESPONSE	$0	$0	$0
S-198	IMPOUNDED VEHICLE RELEASE	$317	$332	($15)
S-199	REPOSSESSED VEHICLE RELEASE	$300	$192	$108
S-200	CITATION SIGN OFF/VIN VERIFICATION	$253	$170	$83
S-201	TRAFFIC ACCIDENT REPORT	$17,687	$14,760	$2,927
S-202	LOCAL CRIMINAL HISTORY RECORD	$600	$264	$336
S-203	IMMIGRATION LETTER	$100	$112	($12)
S-204	VISA CLEARANCE LETTERS	$600	$288	$312
S-205	POLICE FALSE ALARM RESPONSE	$207,500	$195,880	$11,620
S-206	YARD SALE PERMIT	$1,650	$1,400	$250
S-207	ANIMAL CARE SERVICES	$212,511	$39,000	$173,511
S-208	PUBLIC SAFETY OFFICR-EVENT COVERAGE	$9,034	$4,000	$5,034
S-209	SUBPOENA - WITNESS AND DOCUMENTS	$0	$0	$0
S-210	r/ COPY - AUDIO TAPE	$0	$0	$0
S-211	r/ BICYCLE REGISTRATION	$0	$0	$0
S-212	r/ COMM ROOM - POLICE SERVICES CTR	$0	$0	$0
S-213	r/ POLICE CLASSES	$0	$0	$0
S-214	r/ COMMUNITY SVCS - COURT ORDERED	$0	$0	$0
S-215	r/ CONCEALED WEAPONS PERMIT	$0	$0	$0
S-216	r/ CRIMINAL CHARGES - TYPED SHEET	$0	$0	$0
S-217	r/ ENTERTAINMNT - OTHER USES/BURLES	$0	$0	$0
S-218	r/ ENTERTAINMNT - OTHER AMUSEMENT	$0	$0	$0
S-219	r/ FINGERPRINTING	$0	$0	$0
S-220	r/ FIREARM REGISTRATION	$0	$0	$0
S-221	r/ FIREARM SALES SITE APPLICATION	$0	$0	$0
S-222	r/ FIREARM SALES SITE INSPECTION	$0	$0	$0
S-223	r/ COPY - POLICE REPORT	$0	$0	$0
S-224	r/ COPY - PARKING/MOVING CITATION	$0	$0	$0
S-225	r/ COPY - INCIDENT PHOTOGRAPH	$0	$0	$0
S-226	r/ COPY - CRIME INCIDENT REPORT	$0	$0	$0
S-227	r/ STATISTICAL SURVEYS	$0	$0	$0
S-228	r/ TOW IMPOUND	$0	$0	$0
S-229	r/ TRAFFIC RESTITUTION	$0	$0	$0
S-230	r/ COPY - VIDEO	$0	$0	$0
S-231	r/ VIDEO RENTAL - DEPOSIT	$0	$0	$0
	SUBTOTAL - PUBLIC SAFETY SERVICES	**$525,289**	**$299,999**	**$225,290**
LEISURE & CULTURAL SERVICES				
S-232	COMMUNITY SERVICES ADMINISTRATION	$1,316,810	$644,000	$672,810
S-233	PARKS & RECREATION SVCS	$5,338,470	$594,500	$4,743,970
S-234	LIBRARY & CULTURAL SVCS	$2,524,633	$83,400	$2,441,233

S-235	FAMILY & HUMAN SVCS	$2,482,516	$284,300	$2,198,216
	SUBTOTAL - LEISURE & CULTURAL SERVICES	**$11,662,429**	**$1,606,200**	**$10,056,229**

ADMINISTRATIVE SERVICES

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
S-236	BUSINESS LICENSE - NEW	$24,897	$28,050	($3,153)
S-237	BUSINESS LICENSE - RENEWAL	$155,117	$125,965	$29,152
S-238	BUSINESS LICENSE CHANGE OF ADDRESS	$1,553	$1,050	$503
S-239	NSF CHECK PROCESSING	$60	$25	$35
S-240	COPY - PRINTED	$197	$12	$185
S-241	COPY - DIGITAL	$74	$0	$74
S-242	DOCUMENT CERTIFICATION	$785	$0	$785
S-243	NOTARY PUBLIC	$1,669	$600	$1,069
S-244	AGENDA MAILING	$1,799	$0	$1,799
S-245	LOCAL CANDIDATE FILING	$5,232	$125	$5,107
S-246	LOCAL INITIATIVE FILING	$1,570	$0	$1,570
S-247	FILM PERMIT	$2,830	$0	$2,830
S-248	RECYCLER DEALER PERMIT	$5,000	$13,811	($8,811)
S-249	FIREWORK STAND PERMIT	$7,314	$0	$7,314
	SUBTOTAL - ADMINISTRATIVE SERVICES	**$208,097**	**$169,638**	**$38,459**
	GRAND TOTAL	**$21,263,364**	**$7,597,006**	**$13,666,358**

[T]he City provides $21.3 million in fee services annually, and only recovers $7.6 million from fee revenues. Each year, an additional $13.7 million, coming from other funding sources, is needed to pay for these fee services.

Schedule 1 above shows that the City provides $21.3 million in fee services annually, and only recovers $7.6 million from fee revenues. Each year, an additional $13.7 million, coming from other funding sources, is needed to pay for these fee services.

Policy Review Information

As the Council conducts its policy review of each of the revenue-cost match-ups in the next chapter, it should refer to comments on the bottom of the service center worksheets in Appendix B and also in the text in the next chapter to assist in that review.

The policy review should assess the tax revenues used to subsidize each service and address the following options available to the City for each service center:

1. Reduce costs and thereby the tax subsidy by reducing the level of service or restructuring the service to provide it differently.
2. Adjust or institute a fee or charge to recover all of the "costs reasonably borne".
3. Eliminate a tax subsidy to another "less deserving" service to utilize the taxes in order to provide this service.

Result of Acceptance of Fee Suggestions

If the suggestions in the following Chapter and on the Service Center Worksheets are adopted in full then a significant amount of added revenues will be available to the City, which would provide taxpayer equity. Most of these new revenues will be from fee increases to replace tax monies used to make up the difference between fees collected and costs incurred in providing the services, which will then be available for those services which can only be funded from taxes.

These tax "diversions" are the now-documented tax subsidies to potentially self-supporting City services. Thus, additional monies could be made available for police services, infrastructure maintenance, and other City services which are not generally conducive to service charges, thereby achieving much closer equity between benefits and associated payments.

Policy Guidance. More importantly, the Council would be able to make its decisions based on business principles as much as is possible.

Understanding of Equitable Charging for Government. The City Council now has to assist its constituents to understand that under the California Constitution the intent is:

- That taxes finance those services for which there is no other alternative way to finance them.
- That service charges and special assessments should be utilized to finance those things for which benefits can be determined.
- That the beneficiaries of such services be charged in direct relationship to the benefits derived.

Then there no longer will be a feeling that the old definitional saw of "a good tax" being "the one which you pay and from which I get the benefits" exists in the City.

CHAPTER IV – SERVICE REVENUE RECOMMENDATIONS

The purpose of this Chapter is to present the services which RCS has initially labeled as Personal Choice and to suggest the magnitude of tax revenues that could be diverted from these services to Community Supported Services.

City Council has Final Judgment. It must be understood that considerable judgment, albeit experienced, was exercised by RCS in suggesting what services were Personal Choice as opposed to Community Supported Services and in suggesting that most Personal Choice Services should be paid for by the service requestor rather than subsidized by the entire community. However, the final decision on the nature of the service and whether it deserves to be subsidized will have to be made by the City Council.

Service Groups

RCS has organized Personal Choice Services into the following service groups for purposes of discussion:

1. Development Services
2. Fire Services
3. Public Safety Services
4. Community Services
5. Administrative Services

These groups, explained in turn, are program oriented. Each group includes a table summarizing the revenues and costs of each service. The table summarizing the group tables is found at the end of this Chapter.

Appendix A, following the text, summarizes the current fees and the proposed fees for each of the Personal Choice service centers

Service Center details found in **Appendix B**, are in sequence by the Reference Number (Column 1 on each of the following Tables), include detail information for each service on two facing pages. The left page has textual and summary information including RCS's suggested service fee. The right page has the service cost detail.

General Commentary on Chapter Tables

Each table has eight columns, explained here:

- Column 1 is the Report Reference Number.
- Column 2 is the title of the service.
- Columns 3, 4 & 5 are the same amounts for revenue, cost and profit (subsidy) found on the left page of the detail service sheets in Appendix B.
- Column 6 is the current percentage of costs recovered from the user fees and charges with the difference being subsidized by taxes.
- Column 7 is the percentage of user fee cost recovery which might be obtainable without tax subsidy. Of course, decisions regarding tax subsidies to a service are a City Council policy decision on how to allocate its tax and general revenues.
- Column 8 contains the estimated amount of revenues which RCS suggests could be raised or reduced.

Special Circumstances

The table also footnotes which identify special circumstances for some fees. For a service that is marked (a), there is insufficient data to determine the financial impact. When a service is marked (b), the fee is deposit based and financial estimations is not possible. Services and services marked (c), is restricted by law, and cannot be adjusted for full cost recovery. For services marked (d), City staff recommends the service fee remaining subsidized. Finally, services marked (e) is suggested to be removed from the City's fee schedule for various reasons.

Development Services

When basic City development services are supported by general taxes, there is little reason for taxes to also finance those Personal Choice services which mainly benefit a developer or specific property owner. Thus, the expenses distributed across these service centers are primarily the incremental additional expenses caused by development. Were no development to take place, most of these costs could be eliminated, or at least significantly reduced.

TABLE 1 – DEVELOPMENT SERVICES

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-001	CONDITIONAL USE PERMIT	$32,368	$97,922	($65,554)	33.1%	100%	$65,600	
S-002	ADMIN. CONDITIONAL USE PERMIT	$6,759	$13,821	($7,062)	48.9%	100%	$7,100	
S-003	COND USE PERMIT - AMENDMENT	$5,866	$18,580	($12,714)	31.6%	100%	$12,700	
S-004	COND USE PERMIT - WIRELESS TELE FAC	$28,322	$85,392	($57,070)	33.2%	100%	$57,100	
S-005	CUP COMPLIANCE REVIEW	$11,260	$30,266	($19,006)	37.2%	100%	$19,000	
S-006	DEVELOPMENT PLAN APPROVAL	$51,860	$159,694	($107,834)	32.5%	100%	$107,800	
S-007	ADMIN. DEVELOPMENT PLAN APPROVAL	$3,420	$13,821	($10,401)	24.7%	100%	$10,400	
S-008	DEVELOPMENT PLAN APPROVAL AMENDMENT	$2,280	$16,680	($14,400)	13.7%	100%	$14,400	
S-009	ZONE CHANGE	$4,046	$12,446	($8,400)	32.5%	100%	$0	(a)
S-010	ZONE MODIFICATION - RESIDENTIAL	$96	$14,417	($14,321)	0.7%	100%	$14,300	
S-011	ZONE MODIFICATION - ALL OTHER	$13,680	$94,779	($81,099)	14.4%	100%	$81,100	
S-012	ZONING CODE AMENDMENT	$4,046	$16,687	($12,641)	24.3%	100%	$0	(a)
S-013	GENERAL PLAN AMENDMENT	$4,046	$12,446	($8,400)	32.5%	100%	$0	(a)
S-014	DEVELOPMENT AGREEMENT	$3,393	$5,914	($2,521)	57.4%	100%	$0	(a)
S-015	COVENANTS, COND & RESTRICTIONS REV	$486	$1,634	($1,148)	29.7%	100%	$0	(a)
S-016	TENTATIVE TRACT/PARCEL MAP	$12,220	$7,373	$4,847	165.7%	100%	($4,800)	
S-017	LOT LINE ADJUSTMENT (PLANNING)	$7,184	$9,159	($1,975)	78.4%	100%	$2,000	
S-018	REVIEW OF MITIGATED NEG DEC	$7,836	$25,092	($17,256)	31.2%	100%	$17,300	
S-019	REVIEW OF NEGATIVE DECLARATION	$9,196	$5,353	$3,843	171.8%	100%	($3,800)	
S-020	REVIEW OF ENVIRONMENTAL IMPACT REP	$5,442	$10,436	($4,994)	52.2%	100%	$5,000	
S-021	PRELIMINARY APPLICATION REVIEW	$1,600	$4,327	($2,727)	37.0%	100%	$2,700	
S-022	TIME EXTENSION	$3,420	$5,138	($1,718)	66.6%	100%	$1,700	
S-023	TIME EXTENSION - NON CONFORMING USE	$2,933	$11,697	($8,764)	25.1%	100%	$0	(a)
S-024	APPEAL TO PLANNING COMMISSION	$0	$4,079	($4,079)	0.0%	100%	$0	(a)
S-025	APPEAL TO CITY COUNCIL	$0	$4,079	($4,079)	0.0%	100%	$0	(a)
S-026	LANDSCAPE PLAN REVIEW	$3,520	$5,437	($1,917)	64.7%	100%	$1,900	
S-027	DDCV & SPRINKLER PLAN CHECK	$2,750	$1,673	$1,077	164.4%	100%	($1,100)	
S-028	OIL WELL SITE PLAN REVIEW	$0	$209	($209)	0.0%	100%	$0	(a)
S-029	WIRELESS TELECOM FACIL - ADMIN	$21,516	$41,151	($19,635)	52.3%	100%	$19,600	
S-030	MASTER WIRELESS AGREEMENT	$0	$0	$0	0.0%	100%	$0	(b)
S-031	SITE LEASE AGREEMENT	$0	$0	$0	0.0%	100%	$0	(b)
S-032	BANNER PERMIT REVIEW	$384	$669	($285)	57.4%	100%	$300	
S-033	SIGN REVIEW	$8,820	$10,539	($1,719)	83.7%	100%	$1,700	
S-034	SIGN PROGRAM REVIEW	$491	$669	($178)	73.4%	100%	$0	(a)
S-035	BUSINESS LICENSE REVIEW (PLANNING)	$0	$27,183	($27,183)	0.0%	100%	$27,200	

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-036	HOME OCCUPATION PERMIT (PLANNING)	$780	$2,509	($1,729)	31.1%	100%	$1,700	
S-037	OFFICE TRAILER PERMIT	$1,748	$669	$1,079	261.3%	100%	($1,100)	
S-038	TEMPORARY STORAGE PERMIT	$0	$3,269	($3,269)	0.0%	100%	$3,300	
S-039	ZONING CERTIFICATION LETTER	$3,360	$23,182	($19,822)	14.5%	100%	$19,800	
S-040	OFFSITE RECORD/PLAN RETRIEVAL	$0	$0	$0	0.0%	100%	$0	(c)
S-041	ADDITIONAL/MISC PLAN REVIEW	$0	$0	$0	0.0%	100%	$0	(b)
S-042	PLANNING DEPT PLAN CHECK	$125,000	$226,954	($101,954)	55.1%	100%	$102,000	
S-043	GENERAL PLAN MAINTENANCE	$0	$74,997	($74,997)	0.0%	100%	$75,000	
S-044	DEVELOP/FIRE TECHNOLOGY SURCHARGE	$0	$24,999	($24,999)	0.0%	100%	$25,000	
S-045	BUILDING PLAN CHECK & INSPECTION	$2,361,895	$2,006,166	$355,729	117.7%	100%	$0	
S-046	r/ ZONE MODIFICATION - TIME EXTEND	$0	$0	$0	0.0%	100%	$0	(e)
S-047	r/ RECONSIDERATION OF DPA OR CUP	$0	$0	$0	0.0%	100%	$0	(e)
S-048	r/ DEVELOPMENT PLAN APPR - BLDG ADD	$0	$0	$0	0.0%	100%	$0	(e)
S-049	r/ PUBLIC HEARING	$0	$0	$0	0.0%	100%	$0	(e)
S-050	r/ CEQA REVIEW - INITIAL STUDY	$0	$0	$0	0.0%	100%	$0	(e)
S-051	r/ PREPARATION OF MITIGATED NEG DEC	$0	$0	$0	0.0%	100%	$0	(e)
S-052	r/ PREPARATION OF SOIL & GAS STUD	$0	$0	$0	0.0%	100%	$0	(e)
S-053	r/ SOIL GAS STUDY REVIEW	$0	$0	$0	0.0%	100%	$0	(e)
S-054	r/ SOIL STUDY REVIEW	$0	$0	$0	0.0%	100%	$0	(e)
S-055	r/ OIL WELL PERMIT	$0	$0	$0	0.0%	100%	$0	(e)
S-056	r/ OIL WELL DRILLING PERMIT	$0	$0	$0	0.0%	100%	$0	(e)
S-057	r/ PROPERTY INFO (REALQUEST)	$0	$0	$0	0.0%	100%	$0	(e)
S-058	r/ TENANT IMPROVEMENT PLAN CHECK	$0	$0	$0	0.0%	100%	$0	(e)
S-059	r/ RADIUS MAP/LABEL CREATION	$0	$0	$0	0.0%	100%	$0	(e)
S-060	r/ PUBLIC HEARING SURCHARGE	$0	$0	$0	0.0%	100%	$0	(e)
S-061	r/ HAZARDOUS MATERIAL SURCHARGE	$0	$0	$0	0.0%	100%	$0	(e)
S-062	r/ AERIAL PHOTO VIEWING	$0	$0	$0	0.0%	100%	$0	(e)
S-063	r/ COPY - PLANNING DOCUMENTS	$0	$0	$0	0.0%	100%	$0	(e)
S-064	r/ STREET/ALLEY VACATION	$0	$0	$0	0.0%	100%	$0	(e)
S-065	r/ STREET ENCROACHMENT PERMIT	$0	$0	$0	0.0%	100%	$0	(e)
S-066	r/ RELOCATION OF BUILDING	$0	$0	$0	0.0%	100%	$0	(e)
S-067	r/ RESIDENTIAL RENTAL INSPECTION	$0	$0	$0	0.0%	100%	$0	(e)
S-068	FINAL PARCEL/TRACT MAP	$29,820	$26,816	$3,004	111.2%	100%	($3,000)	
S-069	LOT LINE ADJUSTMENT (PW)	$21,324	$10,425	$10,899	204.6%	100%	($10,900)	
S-070	LOT MERGER	$0	$4,170	($4,170)	0.0%	100%	$4,200	
S-071	LOT TIE AGREEMENT	$4,680	$4,170	$510	112.2%	100%	($500)	
S-072	STREET/ALLEY VACATION	$4,965	$13,102	($8,137)	37.9%	100%	$0	(b)
S-073	SUMMARY STREET VACATION	$4,965	$13,102	($8,137)	37.9%	100%	$0	(b)
S-074	CONST - COMMERCIAL DRIVEWAY	$2,816	$5,523	($2,707)	51.0%	100%	$2,700	
S-075	CONST - RESIDENTIAL DRIVEWAY	$165	$1,105	($940)	14.9%	100%	$900	
S-076	CONST - SIDEWALK	$212	$552	($340)	38.4%	100%	$300	
S-077	CONST - CURB & GUTTER	$514	$1,105	($591)	46.5%	100%	$600	
S-078	CONST - PARKWAY CULVERT	$430	$1,105	($675)	38.9%	100%	$700	
S-079	CONST - CURB RAMP	$228	$552	($324)	41.3%	100%	$300	
S-080	CONST - CURB CORE FOR DRAIN PIPE	$82	$552	($470)	14.9%	100%	$500	

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-081	EXCAVATION PERMIT PROCESSING	$6,240	$42,768	($36,528)	14.6%	100%	$36,500	
S-082	EXCAVATION INSPECTION	$24,960	$31,558	($6,598)	79.1%	100%	$6,600	(b)
S-083	TRAFFIC CONTROL PLAN REVIEW	$18,540	$69,080	($50,540)	26.8%	100%	$50,500	
S-084	PUBLIC WORKS PLAN CHECK/INSPECTION	$297,500	$274,771	$22,729	108.3%	100%	($22,700)	
S-085	TRAFFIC STUDY REVIEW	$0	$7,170	($7,170)	0.0%	100%	$7,200	
S-086	IRRIGATION PLAN CHECK	$0	$4,159	($4,159)	0.0%	100%	$4,200	
S-087	DRAINAGE PLAN REVIEW & INSPECTION	$158,400	$51,502	$106,898	307.6%	100%	$0	(b)
S-088	SEWER STUDY REVIEW	$0	$6,797	($6,797)	0.0%	100%	$6,800	
S-089	MS4 PERMIT COMPLIANCE PLAN CHECK	$11,600	$38,418	($26,818)	30.2%	100%	$26,800	(b)
S-090	MS4 PERMIT COMPLIANCE INSPECTION	$5,050	$6,706	($1,656)	75.3%	100%	$1,700	
S-091	ADDITIONAL PUBLIC WORKS PLAN REVIEW	$0	$423	($423)	0.0%	100%	$400	
S-092	ADDITIONAL PUBLIC WORKS INSPECTION	$0	$0	$0	0.0%	100%	$0	(b)
S-093	UTILITY FRANCHISE APPLICATION	$4,810	$6,295	($1,485)	76.4%	100%	$0	(b)
S-094	INSURANCE CERTIFICATE REVIEW	$866	$1,323	($457)	65.5%	10%	($700)	
S-095	STREET SIGN INSTALLATION	$0	$20,179	($20,179)	0.0%	100%	$20,200	
S-096	DISABLED PARKING REVIEW	$0	$5,798	($5,798)	0.0%	100%	$5,800	
S-097	EASEMENT DEED REVIEW	$5,355	$8,671	($3,316)	61.8%	100%	$3,300	
S-098	TREE REMOVAL PERMIT	$0	$15,416	($15,416)	0.0%	100%	$15,400	
S-099	TEMP. REFUSE BIN/STORAGE POD PERMIT	$0	$2,978	($2,978)	0.0%	100%	$3,000	
S-100	REPRODUCTION - DEVELOPMENT PLANS	$96	$201	($105)	47.8%	100%	$0	(a)
S-101	BACKFLOW DEVICE TESTING PROCESSING	$0	$53,354	($53,354)	0.0%	100%	$53,400	
S-102	SEWER FLOW TEST	$800	$868	($68)	92.2%	100%	$0	(b)
S-103	UTILITY RESEARCH	$815	$1,341	($526)	60.8%	100%	$500	(b)
S-104	MAILING SPECIFICATIONS	$275	$800	($525)	34.4%	100%	$500	
S-105	r/ PERMANENT/TEMP ENCROACHMENTS	$0	$0	$0	0.0%	100%	$0	(e)
S-106	r/ REPRODUCTION - LINEN	$0	$0	$0	0.0%	100%	$0	(e)
S-107	r/ REPRODUCTION - POLYESTER (MYLAR)	$0	$0	$0	0.0%	100%	$0	(e)
S-108	r/ STANDARD PLANS	$0	$0	$0	0.0%	100%	$0	(e)
S-109	r/ WATCH MANUAL	$0	$0	$0	0.0%	100%	$0	(e)
SUBTOTAL - DEVELOPMENT SERVICES		**$3,357,531**	**$3,864,362**	**($506,831)**	**86.9%**		**$900,100**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

Development services provided to individuals and businesses account for $3,864,362 in total service costs for the City. The City is able to recover 86.9% from the current fees, and RCS' suggested fees will recover an additional $900,100 for the City.

Fire Services

These service centers are identified for various fire plan reviews and inspections, environmental protection review and inspections, annual fire code inspections, and fire response services.

TABLE 2 – FIRE SERVICES

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-110	FIRE PLAN REVIEW & INSPECTION	$9,540	$9,561	($21)	99.8%	100%	$0	
S-111	MEDICAL GAS SYSTEM PLAN/INSP	$0	$1,170	($1,170)	0.0%	100%	$1,200	
S-112	CARBON DIOXIDE BEV DISP SYST PLAN	$0	$936	($936)	0.0%	100%	$900	
S-113	SITE PLAN & ACCESS REVIEW	$2,820	$1,403	$1,417	201.0%	100%	($1,400)	
S-114	SOLAR PANEL - RESIDENTIAL	$1,550	$6,885	($5,335)	22.5%	100%	$5,300	
S-115	SOLAR PANEL - COMMERCIAL	$1,410	$2,665	($1,255)	52.9%	100%	$1,300	
S-116	ADDITIONAL FIRE PLAN CHECK	$235	$234	$1	100.4%	100%	$0	
S-117	FIRE PERMIT EXTENSION/REISSUANCE	$107	$234	($127)	45.7%	100%	$100	
S-118	EXPEDITED PLAN REVIEW	$214	$561	($347)	38.2%	100%	$0	(b)
S-119	FIRE ALARM SYSTEM PC/INSP	$13,020	$39,144	($26,124)	33.3%	100%	$26,100	
S-120	FIRE EXTINGUISHING SYSTEM	$4,925	$2,806	$2,119	175.5%	100%	($2,100)	
S-121	FIRE SPRINKLER SYSTEM PC/INSP	$8,850	$10,485	($1,635)	84.4%	100%	$1,600	
S-122	NFPA 13D SINGLE FAMILY PC/INSP	$150	$888	($738)	16.9%	100%	$700	
S-123	FIRE NEW RES UNIT SPRINKLER PC/INSP	$945	$3,716	($2,771)	25.4%	100%	$2,800	
S-124	FIRE UNDERGROUND SYSTEM PC/INSP	$4,050	$6,731	($2,681)	60.2%	100%	$2,700	
S-125	FIRE TENANT IMPRV CONSTRUCT PC/INSP	$16,685	$23,233	($6,548)	71.8%	100%	$6,500	
S-126	TENANT IMPRV FIRE PROT SYS PC/INSP	$11,750	$27,643	($15,893)	42.5%	100%	$15,900	
S-127	EMERG RESP RADIO COVERAGE PLAN CHK	$0	$936	($936)	0.0%	100%	$900	
S-128	EMERG RESP RADIO COVERAGE INSPECT	$0	$756	($756)	0.0%	100%	$800	
S-129	VAPOR RECOVERY/REMOVAL SYST PLAN	$0	$702	($702)	0.0%	100%	$700	
S-130	PRELIMINARY PLAN REVIEW	$235	$234	$1	100.4%	100%	$0	(b)
S-131	FIRE CODE-AUTOMATIC FIRE-EXTING	$235	$549	($314)	42.8%	100%	$300	
S-132	FIRE CODE-ENERGY STORAGE SYST	$235	$561	($326)	41.9%	100%	$300	
S-133	FIRE CODE-COMPRESSED GASES	$235	$561	($326)	41.9%	100%	$300	
S-134	FIRE CODE-CRYOGENIC FLUIDS	$235	$561	($326)	41.9%	100%	$300	
S-135	r/FIRE CODE-EMERG RESPONDER RADIO	$0	$0	$0	0.0%	100%	$0	
S-136	FIRE CODE-FIRE PUMPS AND RELATED	$3,760	$3,506	$254	107.2%	100%	($300)	
S-137	FIRE CODE-FLAMM/COMBUSTIB LIQUIDS	$235	$1,356	($1,121)	17.3%	100%	$1,100	
S-138	FIRE CODE-FUEL CELL POWER SYSTEMS	$235	$561	($326)	41.9%	100%	$300	
S-139	FIRE CODE-GAS DETECTION SYSTEMS	$235	$666	($431)	35.3%	100%	$400	
S-140	FIRE CODE-GATES AND BARRICADES	$235	$222	$13	105.9%	100%	$0	
S-141	FIRE CODE-HAZ MAT (H-OCCUPANCY)	$235	$1,017	($782)	23.1%	100%	$800	
S-142	FIRE CODE-INDUSTRIAL OVENS	$235	$444	($209)	52.9%	100%	$200	
S-143	FIRE CODE-LP GAS	$235	$678	($443)	34.7%	100%	$400	
S-144	FIRE CODE-MOTOR VEHICLE REPAIR ROOM	$235	$327	($92)	71.9%	100%	$100	
S-145	FIRE CODE-PLANT EXTRACTION SYSTEM	$235	$1,122	($887)	20.9%	100%	$900	
S-146	FIRE CODE-PRIVATE FIRE HYDRANTS	$235	$222	$13	105.9%	100%	$0	
S-147	FIRE CODE-SMOKE CONTROL/EXHAUST SYS	$235	$666	($431)	35.3%	100%	$400	
S-148	FIRE CODE-SPECIAL EVENT STRUCTURE	$235	$421	($186)	55.8%	100%	$200	
S-149	FIRE CODE-SPRAYING OR DIPPING	$235	$666	($431)	35.3%	100%	$400	
S-150	FIRE CODE-STANDPIPE SYSTEMS	$235	$666	($431)	35.3%	100%	$400	

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-151	FIRE CODE-DUST COLLECTION SYSTEM	$235	$678	($443)	34.7%	100%	$400	
S-152	FIRE CODE-METHANE MITIGATION SYSTEM	$0	$678	($678)	0.0%	100%	$700	
S-153	FIRE CODE-OIL WELL ABANDONMENT	$0	$537	($537)	0.0%	100%	$500	
S-154	CHEMICAL CLASSIFICATION REVIEW	$0	$0	$0	0.0%	100%	$0	
S-155	HIGH PILED COMBUSTIBLE STOCK	$900	$1,519	($619)	59.3%	100%	$600	
S-156	OIL WELL - NEW INSTALLATION	$0	$0	$0	0.0%	100%	$0	(b)
S-157	HYDRANT FLOW REQUEST	$2,400	$5,046	($2,646)	47.6%	100%	$0	
S-158	FIRE SAFETY WATCH	$0	$0	$0	0.0%	100%	$0	(b)
S-159	FIRE RE-INSPECTION	$1,800	$2,523	($723)	71.3%	100%	$0	(b)
S-160	REQUESTED FIRE INSPECTION	$0	$210	($210)	0.0%	100%	$0	(b)
S-161	AFTER-HOURS FIRE INSPECTION	$0	$841	($841)	0.0%	100%	$0	(b)
S-162	NEW BUSINESS INSPECTION - FIRE	$69,240	$68,127	$1,113	101.6%	100%	($1,100)	
S-163	ANNUAL ENGINE COMPANY INSPECTION	$0	$176	($176)	0.0%	100%	$200	(b)
S-164	FIRE CODE VIOLATIONS	$0	$0	$0	0.0%	100%	$0	
S-165	FIRE SUPPRESSION ACTIVITIES	$0	$0	$0	0.0%	100%	$0	(b)
S-166	PARAMEDIC SERVICES	$305,000	$2,676,720	($2,371,720)	11.4%	11%	$0	
S-167	FIRE FALSE ALARM RESPONSE	$0	$0	$0	0.0%	100%	$0	
S-168	ANNUAL FIRE CODE OPERATIONS PERMIT	$11,592	$54,408	($42,816)	21.3%	100%	$42,800	
S-169	ANNUAL FIRE CODE PERMIT - HOT WORK	$22,575	$26,284	($3,709)	85.9%	100%	$3,700	
S-170	MISCELLANEOUS FIRE PERMIT	$0	$210	($210)	0.0%	100%	$200	
S-171	ENVIRONMENTAL PROTECTION SVCS	$1,663,000	$2,001,252	($338,252)	83.1%	100%	$338,300	
S-172	r/ APPEAL - FIRE	$0	$0	$0	0.0%	100%	$0	(e)
S-173	r/ FIRE INVESTIGATION CAUSE/ORIG	$0	$0	$0	0.0%	100%	$0	(e)
S-174	IN-RACK FIRE SPRINKLER INSPECTION	$435	$526	($91)	82.7%	100%	$100	
S-175	HOSE REEL/RACK/STAND PIPE INSPECT	$235	$421	($186)	55.8%	100%	$200	
S-176	FIRE PUMP HOUSE INSPECTION	$450	$631	($181)	71.3%	100%	$200	
S-177	FIRE CODE-FIRE ALARM INSPECTION	$235	$631	($396)	37.2%	100%	$400	
S-178	r/ FLOW COATING EQUIPMENT	$0	$0	$0	0.0%	100%	$0	(e)
S-179	FLAM/COMB LIQUID PIPING SYS INSPECT	$235	$421	($186)	55.8%	100%	$200	
S-180	FLAM/COMB LIQ-MANUF & PROCESS INSP	$235	$1,262	($1,027)	18.6%	100%	$1,000	
S-181	MECHANICAL REFRIGERATION SYST INSP	$235	$210	$25	111.9%	100%	$0	
S-182	r/ STANDBY FIRE DEPT EQUIP	$0	$0	$0	0.0%	100%	$0	(e)
S-183	MULTI-FAMILY RESIDENTIAL FIRE INSP	$140	$232	($92)	60.3%	100%	$100	
S-184	APARTMENT/TOWNHOUSE FIRE INSPECTION	$220	$639	($419)	34.4%	100%	$400	
S-185	ASSIST LIVING FACILITY FIRE INSPECT	$0	$1,219	($1,219)	0.0%	100%	$1,200	
S-186	REHAB/HALFWAY/STATE FACIL FIRE INSP	$0	$697	($697)	0.0%	100%	$700	
S-187	HOSPITAL/CLINIC FIRE INSPECTION	$0	$697	($697)	0.0%	100%	$700	
S-188	SCHOOL FIRE INSPECTION	$0	$697	($697)	0.0%	100%	$700	
S-189	r/ RECORD SEARCH RATES	$0	$0	$0	0.0%	100%	$0	(e)
	SUBTOTAL - FIRE SERVICES	**$2,163,638**	**$5,003,187**	**($2,839,549)**	**43.2%**		**$462,700**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

Public Safety Services

These service centers are identified for public safety related services.

TABLE 3 – PUBLIC SAFETY SERVICES

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-190	BUSINESS REGULATORY PERMIT	$3,500	$3,982	($482)	87.9%	100%	$500	
S-191	ALCOHOL SALES - APPLICATION	$11,424	$22,136	($10,712)	51.6%	100%	$10,700	
S-192	ALCOHOL SALES - COMPLIANCE REVIEW	$4,998	$12,098	($7,100)	41.3%	100%	$7,100	
S-193	FOOD/SIDEWLK VEND/CATER TRCK-POLICE	$6,156	$20,382	($14,226)	30.2%	100%	$14,200	
S-194	ENTERTAINMNT PRMT - APPLICATION	$7,877	$12,148	($4,271)	64.8%	100%	$4,300	
S-195	ENTERTAINMNT PRMT - ANNUAL COMPL.	$6,887	$3,085	$3,802	223.2%	100%	($3,800)	
S-196	FIREARM SALES SITE PERMIT	$2,759	$906	$1,853	304.5%	100%	($1,900)	
S-197	DUI EMERGENCY ACCIDENT RESPONSE	$0	$0	$0	0.0%	100%	$0	(b)
S-198	IMPOUNDED VEHICLE RELEASE	$332	$317	$15	104.7%	100%	$0	
S-199	REPOSSESSED VEHICLE RELEASE	$192	$300	($108)	64.0%	60%	$0	(c)
S-200	CITATION SIGN OFF/VIN VERIFICATION	$170	$253	($83)	67.2%	100%	$100	
S-201	TRAFFIC ACCIDENT REPORT	$14,760	$17,687	($2,927)	83.5%	100%	$2,900	
S-202	LOCAL CRIMINAL HISTORY RECORD	$264	$600	($336)	44.0%	100%	$300	
S-203	IMMIGRATION LETTER	$112	$100	$12	112.0%	100%	$0	
S-204	VISA CLEARANCE LETTERS	$288	$600	($312)	48.0%	100%	$300	
S-205	POLICE FALSE ALARM RESPONSE	$195,880	$207,500	($11,620)	94.4%	100%	$0	
S-206	YARD SALE PERMIT	$1,400	$1,650	($250)	84.9%	100%	($400)	
S-207	ANIMAL CARE SERVICES	$39,000	$212,511	($173,511)	18.4%	31%	$0	
S-208	PUBLIC SAFETY OFFICR-EVENT COVERAGE	$4,000	$9,034	($5,034)	44.3%	100%	$5,000	
S-209	SUBPOENA - WITNESS AND DOCUMENTS	$0	$0	$0	0.0%	100%	$0	(c)
S-210	r/ COPY - AUDIO TAPE	$0	$0	$0	0.0%	100%	$0	(e)
S-211	r/ BICYCLE REGISTRATION	$0	$0	$0	0.0%	100%	$0	(e)
S-212	r/ COMM ROOM - POLICE SERVICES CTR	$0	$0	$0	0.0%	100%	$0	(e)
S-213	r/ POLICE CLASSES	$0	$0	$0	0.0%	100%	$0	(e)
S-214	r/ COMMUNITY SVCS - COURT ORDERED	$0	$0	$0	0.0%	100%	$0	(e)
S-215	r/ CONCEALED WEAPONS PERMIT	$0	$0	$0	0.0%	100%	$0	(e)
S-216	r/ CRIMINAL CHARGES - TYPED SHEET	$0	$0	$0	0.0%	100%	$0	(e)
S-217	r/ ENTERTAINMNT - OTHER USES/BURLES	$0	$0	$0	0.0%	100%	$0	(e)
S-218	r/ ENTERTAINMNT - OTHER AMUSEMENT	$0	$0	$0	0.0%	100%	$0	(e)
S-219	r/ FINGERPRINTING	$0	$0	$0	0.0%	100%	$0	(e)
S-220	r/ FIREARM REGISTRATION	$0	$0	$0	0.0%	100%	$0	(e)
S-221	r/ FIREARM SALES SITE APPLICATION	$0	$0	$0	0.0%	100%	$0	(e)
S-222	r/ FIREARM SALES SITE INSPECTION	$0	$0	$0	0.0%	100%	$0	(e)
S-223	r/ COPY - POLICE REPORT	$0	$0	$0	0.0%	100%	$0	(e)
S-224	r/ COPY - PARKING/MOVING CITATION	$0	$0	$0	0.0%	100%	$0	(e)
S-225	r/ COPY - INCIDENT PHOTOGRAPH	$0	$0	$0	0.0%	100%	$0	(e)

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-226	r/ COPY - CRIME INCIDENT REPORT	$0	$0	$0	0.0%	100%	$0	(e)
S-227	r/ STATISTICAL SURVEYS	$0	$0	$0	0.0%	100%	$0	(e)
S-228	r/ TOW IMPOUND	$0	$0	$0	0.0%	100%	$0	(e)
S-229	r/ TRAFFIC RESTITUTION	$0	$0	$0	0.0%	100%	$0	(e)
S-230	r/ COPY - VIDEO	$0	$0	$0	0.0%	100%	$0	(e)
S-231	r/ VIDEO RENTAL - DEPOSIT	$0	$0	$0	0.0%	100%	$0	(e)
	SUBTOTAL - PUBLIC SAFETY SERVICES	**$299,999**	**$525,289**	**($225,290)**	**57.1%**		**$39,300**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

Community Services

TABLE 4 – COMMUNITY SERVICES

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-232	COMMUNITY SERVICES ADMINISTRATION	$644,000	$1,316,810	($672,810)	48.9%	39%	$0	(d)
S-233	PARKS & RECREATION SVCS	$594,500	$5,338,470	($4,743,970)	11.1%	22%	$132,200	(d)
S-234	LIBRARY & CULTURAL SVCS	$83,400	$2,524,633	($2,441,233)	3.3%	5%	$1,000	(d)
S-235	FAMILY & HUMAN SVCS	$284,300	$2,482,516	($2,198,216)	11.5%	15%	$0	(d)
	SUBTOTAL - COMMUNITY SERVICES	**$1,606,200**	**$11,662,429**	**($10,056,229)**	**13.8%**		**$133,200**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

This report recommends that Community Service cost recovery goals be set as a percentage of revenues over direct costs, excluding indirect costs. This practice is quite common in local government operations, not because indirect costs do not exist and are not important, but rather to ensure that the cost recovery goals remain relevant, market competitive, and are easily reproducible.

The infrequency of annual CPI fee updates or irregular comprehensive fee studies cannot meet the timing and pricing demands of the services offered by Community Services (i.e.. seasonal facility rental rates & new aquatics programs). It is recommended that the City Manager be authorized to set Parks and Recreation fees, as recommended by the Community Services Director, on a quarterly basis. Community Services fees cannot be adjusted more than twice per year, and must be noticed 30 days prior to taking effect. The City Manager will summarize the fee adjustments, and overall effect of those adjustments, to the City Council within the annual budget process, so that City Council may provide future policy guidance on program cost recovery and service levels.

Social Policy. The City Council should develop a conscious policy as to what programs and service centers, and to what extent, should be subsidized with tax monies in promoting social benefit. It may well be that some level of subsidy for many of the services identified in this group is not only necessary, but also appropriate. If that is deemed to be the case, subsidy levels can be set as part of a budgetary or programmatic policy statement. These policy statements can also explicitly describe the social reasoning involved in the decision-making process.

Administrative Services

Miscellaneous administrative service centers fall into this group.

TABLE 5 – ADMINISTRATIVE SERVICES

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES ACTUAL (6)	PCT. RECOVERY FROM FEES SUGGEST (7)	POSSIBLE NEW REVENUE (8)	
S-236	BUSINESS LICENSE - NEW	$28,050	$24,897	$3,153	112.7%	100%	$0	
S-237	BUSINESS LICENSE - RENEWAL	$125,965	$155,117	($29,152)	81.2%	100%	$29,200	
S-238	BUSINESS LICENSE CHANGE OF ADDRESS	$1,050	$1,553	($503)	67.6%	100%	$500	
S-239	NSF CHECK PROCESSING	$25	$60	($35)	41.7%	100%	$0	(c)
S-240	COPY - PRINTED	$12	$197	($185)	6.1%	25%	$0	(c)
S-241	COPY - DIGITAL	$0	$74	($74)	0.0%	100%	$100	
S-242	DOCUMENT CERTIFICATION	$0	$785	($785)	0.0%	100%	$800	(c)
S-243	NOTARY PUBLIC	$600	$1,669	($1,069)	36.0%	50%	$200	(c)
S-244	AGENDA MAILING	$0	$1,799	($1,799)	0.0%	100%	$0	(d)
S-245	LOCAL CANDIDATE FILING	$125	$5,232	($5,107)	2.4%	2%	$0	(c)
S-246	LOCAL INITIATIVE FILING	$0	$1,570	($1,570)	0.0%	15%	$0	(c)
S-247	FILM PERMIT	$0	$2,830	($2,830)	0.0%	100%	$2,800	
S-248	RECYCLER DEALER PERMIT	$13,811	$5,000	$8,811	276.2%	100%	($8,800)	
S-249	FIREWORK STAND PERMIT	$0	$7,314	($7,314)	0.0%	100%	$7,300	
	SUBTOTAL - ADMINISTRATIVE SERVICES	**$169,638**	**$208,097**	**($38,459)**	**81.5%**		**$32,100**	

(a) Insufficient data to determine financial impact
(b) Deposit based service/fee
(c) Fee restricted by Law
(d) Fees are market sensitive
(e) Deletion of service/fee

Several administrative services are limited by State law, and others are at proper cost recovery levels.

Summary of Personal Choice Services

The following Table summarizes the recommendations and suggestions made in this Chapter.

TABLE 6 – SUMMARY

SERVICE	TOTAL FEE REVENUE	TOTAL SERVICE COST	TOTAL PROFIT/ (SUBSIDY)	PCT. RECOVERY FROM FEES ACTUAL	SUGGEST	POSSIBLE NEW REVENUE
[S-001 to S-109] DEVELOPMENT SERVICES	$3,357,531	$3,864,362	($506,831)	86.9%	VAR.	$900,100
[S-110 to S-189] FIRE SERVICES	$2,163,638	$5,003,187	($2,839,549)	43.2%	VAR.	$462,700
[S-190 to S-231] PUBLIC SAFETY SERVICES	$299,999	$525,289	($225,290)	57.1%	VAR.	$39,300
[S-232 to S-235] COMMUNITY SERVICES	$1,606,200	$11,662,429	($10,056,229)	13.8%	VAR.	$133,200
[S-236 to S-249] ADMINISTRATIVE SERVICES	$169,638	$208,097	($38,459)	81.5%	VAR.	$32,100
	$7,597,006	$21,263,364	($13,666,358)	**35.7%**		$1,567,400

If all the recommendations and suggestions made in this Chapter and in Appendix A are adopted, the City would raise $1,567,400 on an annual basis.

When calculating the possible new revenue, we want this number to be as realistic as possible. Therefore, the Possible New Revenue is less than the Total Subsidies in the above schedule. This occurs for the following reasons:

Some services occur infrequently and so no revenue is projected. Other services are market sensitive, and therefore the fees and possible new revenues are projected to be less than the subsidies so that the fees fit into the market.

Taxpayer Equity Achieved. By taking such positive actions, the City's financial picture would be improved, far more equity between taxpayers and fee-payers could be gained, and fairness between property-related and non-property-related services could be secured.

The above table shows that the City is subsidizing $13,666,358 of Personal Choice Services with City tax dollars. Should the City Council feel that tax dollars are insufficient, or use for different purposes, this chapter has shown that there are opportunities to either increase the user fees or lower the cost of Personal Choice Services.

A Master Fee Resolution

RCS recommends that the City adopt a Master Fee Resolution which the Finance Department updates and the City Council adopts annually. RCS will work with Finance to help implement this Resolution.

Policy Regarding "New" Services

RCS also recommends that the City Council adopt a policy of not starting any new service without a cost analysis, using the costing approach utilized in this Report, so as to determine ways in which the service could be fee-financed, if at all possible. This approach could be used when considering new parks or public buildings, improved police protection, or any other desired function or service.

Available to answer questions

RCS is available to discuss the process and results with the City Council. In addition, we can share our experience of doing this for hundreds of cities as the City Council determines what action to take.

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CONCLUSION

Elimination of Subsidies

This Report highlights and recommends that most tax subsidies be eliminated as being unintentional. Service users thus can vote with their dollars and not use a service for which they are unwilling or unable to pay. Hidden subsidies, which have existed for many of the City's supposedly self-financed and self-supporting services, can now be re-evaluated.

Issues Involved

The basic issue involved in viewing the results of the analysis presented by this text is to what degree fees should be expected to support the costs of the services.

Or viewed another way, to what extent should general taxes be utilized to subsidize the difference between the costs of each service center and the revenue produced from fees paid by the user of that service'?

Pressure on Tax Money Use. The opposite side of this issue is the increasing pressure on the use of public tax monies. Tax monies have severely decreased for local government in California. If fees do not pay all costs, then taxes must make up the differences not paid for by fees generated by users of specific services, or those services are threatened with extinction.

Addressing of Issues by City Council

The City Council should address the principles and issues enumerated herein to determine where, and to what extent, taxes will be utilized to cover costs incurred in the provision of special services. This is the current nature of competition between deserving public services for the scarce tax dollar. Who gets the dollars -- Police or Public Works? City streets or persons wanting zone changes? Code Enforcement or Animal Control? This is the nature of the tough policy questions involved in being an elected official in local government today.

Specific Policy Alternatives to Be Answered. Once the above cost issues are determined then the City Council has four clear policy alternatives available as to the revenue/cost mix of each service center:

- Continue any tax subsidy which might be found.
- Eliminate the tax subsidy by increasing fees to cover all "costs reasonably borne".
- Reduce costs by reducing the level of service.
- Decide on an appropriate level of tax subsidy, being aware that taxes are now limited in rate, base and, consequently, in amounts yielded and available.

Final Thoughts

The City has appropriately responded to the mandate and spirit of Proposition 4. It is utilizing the passage of Propositions 4, 13, 26, and 218 and the attention given to them as an opportunity to review its financial structure and philosophy, and to institute a businesslike cost control system, tailored to the City's needs, to supplement its governmental accounting and budgeting systems.

The cooperation, excellent support and data provided in accomplishment of the work reported herein speaks well of the way in which a City organization can adapt to the so-called "new realities" of California governmental finance.

APPENDIX A – SUMMARY OF CURRENT FEES AND PROPOSED FEES

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-001 **TITLE: CONDITIONAL USE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,240 per application plus any outside environmental consultant costs

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REF #: S-002 **TITLE: ADMIN. CONDITIONAL USE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application Daycare - $100 per application	$4,605 per application

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REF #: S-003 **TITLE: COND USE PERMIT - AMENDMENT**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$9,290 per application plus any outside environmental consultant costs

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REF #: S-004 **TITLE: COND USE PERMIT - WIRELESS TELE FAC**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,240 per application plus any outside environmental consultant costs

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REF #: S-005 **TITLE: CUP COMPLIANCE REVIEW**

CURRENT FEE	RECOMMENDED FEE
$563 per review	$1,515 per review

REF #: S-006 **TITLE: DEVELOPMENT PLAN APPROVAL**

CURRENT FEE	RECOMMENDED FEE
$2,253 - Principal $1,140 - Incidental plus $1,140 public hearing fee plus $ 653 CEQA review fee	$15,970 per application plus any outside environmental consultant costs

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-007 **TITLE: ADMIN. DEVELOPMENT PLAN APPROVAL**

CURRENT FEE	RECOMMENDED FEE
$1,140 - Incidental	$4,605 per application

REF #: S-008 **TITLE: DEVELOPMENT PLAN APPROVAL AMENDMENT**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application	$8,340 per application

REF #: S-009 **TITLE: ZONE CHANGE**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$12,445 per application plus any outside environmental consultant costs If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

REF #: S-010 **TITLE: ZONE MODIFICATION - RESIDENTIAL**

CURRENT FEE	RECOMMENDED FEE
$48 per application	$7,210 per application If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

REF #: S-011 **TITLE: ZONE MODIFICATION - ALL OTHER**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application	$7,900 per application If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

REF #: S-012 **TITLE: ZONING CODE AMENDMENT**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$16,685 per application

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REF #: S-013 **TITLE: GENERAL PLAN AMENDMENT**

CURRENT FEE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

RECOMMENDED FEE

$12,445 per application plus any outside environmental consultant costs

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

REF #: S-014 **TITLE: DEVELOPMENT AGREEMENT**

CURRENT FEE

$2,253 per application plus
$1,140 public hearing fee

RECOMMENDED FEE

$5,915 plus any outside costs

REF #: S-015 **TITLE: COVENANTS, COND & RESTRICTIONS REV**

CURRENT FEE

$318 - $653 per application

RECOMMENDED FEE

$1,635 plus any outside costs

REF #: S-016 **TITLE: TENTATIVE TRACT/PARCEL MAP**

CURRENT FEE

$4,970 plus $295 per lot/unit plus
$1,140 public hearing fee

RECOMMENDED FEE

$3,685 per application

REF #: S-017 **TITLE: LOT LINE ADJUSTMENT (PLANNING)**

CURRENT FEE

$3,592 per application

RECOMMENDED FEE

$4,580 per application plus any outside costs

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

REF #: S-018 **TITLE: REVIEW OF MITIGATED NEG DEC**

CURRENT FEE

$1,306 per application

RECOMMENDED FEE

Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.

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REF #: S-019 TITLE: REVIEW OF NEGATIVE DECLARATION

CURRENT FEE	RECOMMENDED FEE
$1,306 - "No impact" per Department of Fish & Game	Charge 20% of the Consultant Contract cost for City Staff review
Additional $3,292 if project has "Determined Impact" per California Department of Fish & Wildlife	Applicant will directly pay any required California Department of Fish & Wildlife fees

REF #: S-020 TITLE: REVIEW OF ENVIRONMENTAL IMPACT REP

CURRENT FEE	RECOMMENDED FEE
$2,610 plus costs Additional $2,839.25 if project "Impacts" per California Department of Fish & Wildlife	Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.

REF #: S-021 TITLE: PRELIMINARY APPLICATION REVIEW

CURRENT FEE	RECOMMENDED FEE
$400 per review	$1,225 - 1st review $ 650 - ea addl review 50% of the fee is fully credited towards Planning application if submitted within six months

REF #: S-022 TITLE: TIME EXTENSION

CURRENT FEE	RECOMMENDED FEE
$1,140 per request	$1,715 per application

REF #: S-023 TITLE: TIME EXTENSION - NON CONFORMING USE

CURRENT FEE	RECOMMENDED FEE
$1,140 per application plus $1,140 public hearing fee plus $ 653 CEQA review fee	$1,000 deposit with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-024 TITLE: APPEAL TO PLANNING COMMISSION

CURRENT FEE	RECOMMENDED FEE
None	$4,080 per appeal

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REF #: S-025 **TITLE: APPEAL TO CITY COUNCIL**

CURRENT FEE	RECOMMENDED FEE
None	$4,080 per appeal

REF #: S-026 **TITLE: LANDSCAPE PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$105 - Residential $115 - Non-Residential	$ 125 - Single Family Residential $ 335 - All Other (Non-MWELO) $1,005 - All Other (MWELO)

REF #: S-027 **TITLE: DDCV & SPRINKLER PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
$275 per application	$165 per application

REF #: S-028 **TITLE: OIL WELL SITE PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$210 per project plus any outside costs

REF #: S-029 **TITLE: WIRELESS TELECOM FACIL - ADMIN**

CURRENT FEE	RECOMMENDED FEE
$1,793 per application	$3,430 per application

REF #: S-030 **TITLE: MASTER WIRELESS AGREEMENT**

CURRENT FEE	RECOMMENDED FEE
None	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

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REF #: S-031 **TITLE: SITE LEASE AGREEMENT**

CURRENT FEE	RECOMMENDED FEE
None	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-032 **TITLE: BANNER PERMIT REVIEW**

CURRENT FEE	RECOMMENDED FEE
$48 per permit	$85 per permit

REF #: S-033 **TITLE: SIGN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$105 per application	$125 per application

REF #: S-034 **TITLE: SIGN PROGRAM REVIEW**

CURRENT FEE	RECOMMENDED FEE
$491 per application	$670 per application

REF #: S-035 **TITLE: BUSINESS LICENSE REVIEW (PLANNING)**

CURRENT FEE	RECOMMENDED FEE
None	$85 per review

REF #: S-036 **TITLE: HOME OCCUPATION PERMIT (PLANNING)**

CURRENT FEE	RECOMMENDED FEE
$39 per permit	$125 per permit

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REF #: S-037 **TITLE: OFFICE TRAILER PERMIT**

CURRENT FEE	RECOMMENDED FEE
$437 per permit	$165 per permit

REF #: S-038 **TITLE: TEMPORARY STORAGE PERMIT**

CURRENT FEE	RECOMMENDED FEE
None	$3,270 per application

REF #: S-039 **TITLE: ZONING CERTIFICATION LETTER**

CURRENT FEE	RECOMMENDED FEE
$105 per parcel	$725 per letter

REF #: S-040 **TITLE: OFFSITE RECORD/PLAN RETRIEVAL**

CURRENT FEE	RECOMMENDED FEE
None	Charge actual outside costs that are in compliance with the Public Records Act.

REF #: S-041 **TITLE: ADDITIONAL/MISC PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
Fully allocated hourly rate	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-042 **TITLE: PLANNING DEPT PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
$102 - Site Plan $105 - Residential $115 - Non-Residential $118 - Outside of Redevelopment Project Areas and Non-Residential	Charge 25% of the Building Plan Check fee

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REF #: S-043 **TITLE: GENERAL PLAN MAINTENANCE**

CURRENT FEE	RECOMMENDED FEE
None	3.0% of building permit fees

REF #: S-044 **TITLE: DEVELOP/FIRE TECHNOLOGY SURCHARGE**

CURRENT FEE	RECOMMENDED FEE
None	1% of Building and Fire permit fees

REF #: S-045 **TITLE: BUILDING PLAN CHECK & INSPECTION**

CURRENT FEE	RECOMMENDED FEE
Varies	With the new contract provider, the City should re-study this service within the next year to determine if the current fees are appropriate.

REF #: S-046 **TITLE: r/ ZONE MODIFICATION - TIME EXTEND**

CURRENT FEE	RECOMMENDED FEE
$567 per application	Remove. Service no longer provided

REF #: S-047 **TITLE: r/ RECONSIDERATION OF DPA OR CUP**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application	Remove. Service included in other fees

REF #: S-048 **TITLE: r/ DEVELOPMENT PLAN APPR - BLDG ADD**

CURRENT FEE	RECOMMENDED FEE
$1,140 - Building Addition (>1,000 sq. ft.)	Remove. Service no longer provided

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REF #: S-049 **TITLE: r/ PUBLIC HEARING**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application	Remove. Service included in other fees

REF #: S-050 **TITLE: r/ CEQA REVIEW - INITIAL STUDY**

CURRENT FEE	RECOMMENDED FEE
$653 per application	Remove. Combined with other services/fees

REF #: S-051 **TITLE: r/ PREPARATION OF MITIGATED NEG DEC**

CURRENT FEE	RECOMMENDED FEE
$1,140 plus costs	Remove. Applicant directly pays consultant for services

REF #: S-052 **TITLE: r/ PREPARATION OF SOIL & GAS STUD**

CURRENT FEE	RECOMMENDED FEE
$2,626 plus costs	Remove. Service provided in other fees

REF #: S-053 **TITLE: r/ SOIL GAS STUDY REVIEW**

CURRENT FEE	RECOMMENDED FEE
$528 per application	Remove. Service no longer provided

REF #: S-054 **TITLE: r/ SOIL STUDY REVIEW**

CURRENT FEE	RECOMMENDED FEE
$1,760 per application	Remove. Service provided in other fees

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REF #: S-055 **TITLE: r/ OIL WELL PERMIT**

CURRENT FEE	RECOMMENDED FEE
$704 per permit	Remove. Service provided in other fees

REF #: S-056 **TITLE: r/ OIL WELL DRILLING PERMIT**

CURRENT FEE	RECOMMENDED FEE
$352 per permit	Remove. Service provided in other fees

REF #: S-057 **TITLE: r/ PROPERTY INFO (REALQUEST)**

CURRENT FEE	RECOMMENDED FEE
$46 per report	Remove. Service no longer provided

REF #: S-058 **TITLE: r/ TENANT IMPROVEMENT PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
$105 per unit	Remove. Service included in Building Permits

REF #: S-059 **TITLE: r/ RADIUS MAP/LABEL CREATION**

CURRENT FEE	RECOMMENDED FEE
$250 per project	Remove. Service no longer provided

REF #: S-060 **TITLE: r/ PUBLIC HEARING SURCHARGE**

CURRENT FEE	RECOMMENDED FEE
$1,140 per application	Remove. Service included in other fees

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REF #: S-061 **TITLE: r/ HAZARDOUS MATERIAL SURCHARGE**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application	Remove. Service no longer provided

REF #: S-062 **TITLE: r/ AERIAL PHOTO VIEWING**

CURRENT FEE	RECOMMENDED FEE
No charge	Remove. Service is free

REF #: S-063 **TITLE: r/ COPY - PLANNING DOCUMENTS**

CURRENT FEE	RECOMMENDED FEE
Varies	Remove. Service no longer available

REF #: S-064 **TITLE: r/ STREET/ALLEY VACATION**

CURRENT FEE	RECOMMENDED FEE
$4,965 - General street/alley vacation $2,253 - Summary street vacation	Remove. Service provided in other fees

REF #: S-065 **TITLE: r/ STREET ENCROACHMENT PERMIT**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application plus cost	Remove. Service provided in other fees

REF #: S-066 **TITLE: r/ RELOCATION OF BUILDING**

CURRENT FEE	RECOMMENDED FEE
$2,253 per application	Remove. Service no longer provided

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REF #: S-067 **TITLE: r/ RESIDENTIAL RENTAL INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$108 per inspection - Apartment Units - Initial/Annual $ 68 per inspection - Apartment Units - Reinspection $108 per inspection - Condominium/Townhouses - Initial/Annual $ 68 per inspection - Condominium/Townhouses - Reinspection $108 per inspection - Single Family Dwellings - Initial/Annual $ 68 per inspection - Single Family Dwellings - Reinspection	Remove. Service no longer provided

REF #: S-068 **TITLE: FINAL PARCEL/TRACT MAP**

CURRENT FEE	RECOMMENDED FEE
$4,970 plus $295 per lot/unit	$4,470 per map plus actual costs for contract surveyor

REF #: S-069 **TITLE: LOT LINE ADJUSTMENT (PW)**

CURRENT FEE	RECOMMENDED FEE
$3,554 per application plus any outside costs	$2,085 per application plus actual costs for contract surveyor

REF #: S-070 **TITLE: LOT MERGER**

CURRENT FEE	RECOMMENDED FEE
None	$2,085 per application plus actual costs for contract surveyor

REF #: S-071 **TITLE: LOT TIE AGREEMENT**

CURRENT FEE	RECOMMENDED FEE
$2,340 per application ($961 Planning + $1,379 PW)	$2,085 per application plus actual costs for contract surveyor

REF #: S-072 **TITLE: STREET/ALLEY VACATION**

CURRENT FEE	RECOMMENDED FEE
$4,965 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

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REF #: S-073 **TITLE: SUMMARY STREET VACATION**

CURRENT FEE	RECOMMENDED FEE
$4,965 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-074 **TITLE: CONST - COMMERCIAL DRIVEWAY**

CURRENT FEE	RECOMMENDED FEE
$183.50 - without demolition $275.75 - with demolition $52 - permit issuance	$550 per permit

REF #: S-075 **TITLE: CONST - RESIDENTIAL DRIVEWAY**

CURRENT FEE	RECOMMENDED FEE
$30.50 per permit $52 - permit issuance	$550 per permit

REF #: S-076 **TITLE: CONST - SIDEWALK**

CURRENT FEE	RECOMMENDED FEE
$2.85 L.F. (without demolition) / $3.45 L.F. (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit

REF #: S-077 **TITLE: CONST - CURB & GUTTER**

CURRENT FEE	RECOMMENDED FEE
$3.65 L.F. (without demolition) / $4.55 L.F. (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit

REF #: S-078 **TITLE: CONST - PARKWAY CULVERT**

CURRENT FEE	RECOMMENDED FEE
$131 Each (without demolition) / $195 Each (with demolition) Flat Fee per permit $52 - permit issuance	$550 per permit

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REF #: S-079 **TITLE: CONST - CURB RAMP**

CURRENT FEE	RECOMMENDED FEE
$141 each without demolition, $210.75 each with demolition $52 - permit issuance	$550 per permit

REF #: S-080 **TITLE: CONST - CURB CORE FOR DRAIN PIPE**

CURRENT FEE	RECOMMENDED FEE
$30 per permit $52 - permit issuance	$550 per permit

REF #: S-081 **TITLE: EXCAVATION PERMIT PROCESSING**

CURRENT FEE	RECOMMENDED FEE
$52 per permit	$355 per permit

REF #: S-082 **TITLE: EXCAVATION INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$104 per hour (2 hr minimum)	Regular Hours - $132 per hour (2 hour minimum) After Hours - $160 per hour (2 hour minimum)

REF #: S-083 **TITLE: TRAFFIC CONTROL PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$103 per hour (1 hour minimum)	$385 per plan

REF #: S-084 **TITLE: PUBLIC WORKS PLAN CHECK/INSPECTION**

CURRENT FEE	RECOMMENDED FEE
17% of first $500,000 of Approved Construction Cost (ACC) 8.50% of second $500,000 of ACC 4.25% of third $500,000 of ACC Flat Fee of 10% if ACC is over $1.5 Million	16% of ACC - Up to $500,000 Approved Construction Cost 7% of ACC - Amount beyond $500,000 ACC

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REF #: S-085 **TITLE: TRAFFIC STUDY REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	First review - $1,260 Each additional review - $875

REF #: S-086 **TITLE: IRRIGATION PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
None	$830 per sheet

REF #: S-087 **TITLE: DRAINAGE PLAN REVIEW & INSPECTION**

CURRENT FEE	RECOMMENDED FEE
14% Est. Cost (on-site) ($600 minimum) 19% Est. Drainage (off-site) ($600 minimum)	Deposit determined by 15% of Estimated Construction Costs with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-088 **TITLE: SEWER STUDY REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$1,360 per study

REF #: S-089 **TITLE: MS4 PERMIT COMPLIANCE PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
Less than 1 acre - $520 1 acre or greater - $760	Charge actual contract costs

REF #: S-090 **TITLE: MS4 PERMIT COMPLIANCE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$202 per day	$270 per inspection plus actual contract costs

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REF #: S-091 **TITLE: ADDITIONAL PUBLIC WORKS PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$425 per review

REF #: S-092 **TITLE: ADDITIONAL PUBLIC WORKS INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	Regular Hours - $132 per hour (2 hour minimum) After Hours - $160 per hour (2 hour minimum)

REF #: S-093 **TITLE: UTILITY FRANCHISE APPLICATION**

CURRENT FEE	RECOMMENDED FEE
$4,810 per application	Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

REF #: S-094 **TITLE: INSURANCE CERTIFICATE REVIEW**

CURRENT FEE	RECOMMENDED FEE
$83 (first review per certificate) $36 each additional review	First review - No Charge Second review and beyond - $120 per review

REF #: S-095 **TITLE: STREET SIGN INSTALLATION**

CURRENT FEE	RECOMMENDED FEE
None	$385 per review plus $735 per sign if approved

REF #: S-096 **TITLE: DISABLED PARKING REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$1,135 per review plus $800 for installation if approved

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REF #: S-097 **TITLE: EASEMENT DEED REVIEW**

CURRENT FEE	RECOMMENDED FEE
$525 - First 2 review $105 - Ea addl review	First 2 reviews - $825 Each additional review - $415

REF #: S-098 **TITLE: TREE REMOVAL PERMIT**

CURRENT FEE	RECOMMENDED FEE
None	$820 per review plus $465 per removal if approved

REF #: S-099 **TITLE: TEMP. REFUSE BIN/STORAGE POD PERMIT**

CURRENT FEE	RECOMMENDED FEE
None	$200 per permit

REF #: S-100 **TITLE: REPRODUCTION - DEVELOPMENT PLANS**

CURRENT FEE	RECOMMENDED FEE
$20.00 - 1st sheet blueprint $ 9.50 - ea addl sheet blueprint $24.00 - 1st sheet vellum $13.00 - ea addl sheet vellum $27.00 - 1st print of digital file $ 2.00 - ea addl digital file	$30 each sheet

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REF #: S-101 **TITLE: BACKFLOW DEVICE TESTING PROCESSING**

CURRENT FEE	RECOMMENDED FEE
None	$40 per device per year

REF #: S-102 **TITLE: SEWER FLOW TEST**

CURRENT FEE	RECOMMENDED FEE
Actual Cost / $2,325 minimum	$2,500 deposit for actual staff and outside costs

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REF #: S-103 **TITLE: UTILITY RESEARCH**

CURRENT FEE	RECOMMENDED FEE
$81.50 per hour (1/2 hour minimum)	$135 per hour (1/2 hour minimum)

REF #: S-104 **TITLE: MAILING SPECIFICATIONS**

CURRENT FEE	RECOMMENDED FEE
Number of Plan Sheets/Number of Spec Pages $9 1-5 Plan Sheets/ 1-25 Spec Pages $11 6-10 Plan Sheets/ 26-40 Spec Pages $13.25 11-15 Plan Sheets/ 41-75 Spec Pages $15.25 16-20 Plan Sheets/ 76-100 Spec Pages $17.50 21-25 Plan Sheets/101-150 Spec Pages $22.25 26-50 Plan Sheets/150+ Spec Pages	$30 per spec page

REF #: S-105 **TITLE: r/ PERMANENT/TEMP ENCROACHMENTS**

CURRENT FEE	RECOMMENDED FEE
Actual cost ($2,503 minimum) per permit	Remove. Service no longer provided

REF #: S-106 **TITLE: r/ REPRODUCTION - LINEN**

CURRENT FEE	RECOMMENDED FEE
$16.75 Plan & Profile $16.75 Plan $16.75 Double Plan & Profile	Remove. Service no longer provided

REF #: S-107 **TITLE: r/ REPRODUCTION - POLYESTER (MYLAR)**

CURRENT FEE	RECOMMENDED FEE
$27.50 per film	Remove. Service no longer provided

REF #: S-108 **TITLE: r/ STANDARD PLANS**

CURRENT FEE	RECOMMENDED FEE
$1.00 per sheet $18.50 per book	Remove. Service no longer provided

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REF #: S-109 **TITLE: r/ WATCH MANUAL**

CURRENT FEE	RECOMMENDED FEE
$13.50 each	Remove. Service no longer provided

REF #: S-110 **TITLE: FIRE PLAN REVIEW & INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$ 600 - Up to 20,000 sq ft per floor per bldg	$ 680 - <20,000 sf/floor/bldg
$ 900 - 20,000 to 50,000 sq ft per floor per bldg	$ 890 - 20,001-50,000 sf/floor/bldg
$1,185 - 50,001 to 100,000 sq ft per floor per bldg	$1,215 - 50,001-100,000 sf/floor/bldg
$1,785 - More than 100,000 sq ft per floor per bldg	$ 21 - Ea addl 10,000 sf above 100,000 sf/floor/bldg

REF #: S-111 **TITLE: MEDICAL GAS SYSTEM PLAN/INSP**

CURRENT FEE	RECOMMENDED FEE
None	Plan Check - $700 Inspection - $470

REF #: S-112 **TITLE: CARBON DIOXIDE BEV DISP SYST PLAN**

CURRENT FEE	RECOMMENDED FEE
None	$935 per plan

REF #: S-113 **TITLE: SITE PLAN & ACCESS REVIEW**

CURRENT FEE	RECOMMENDED FEE
$235 per review	$120 per review

REF #: S-114 **TITLE: SOLAR PANEL - RESIDENTIAL**

CURRENT FEE	RECOMMENDED FEE
$ 50 - 15kW or less, per system $100 - More than 15kW, per system	$220 per permit

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REF #: S-115 **TITLE: SOLAR PANEL - COMMERCIAL**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	up to 50 kW - $445 per permit 51-250kW - additional $7 per kW over 50 kW 250kW - additional $5 per kW over 50 kW

REF #: S-116 **TITLE: ADDITIONAL FIRE PLAN CHECK**

CURRENT FEE	RECOMMENDED FEE
$235 per review	$235 per review

REF #: S-117 **TITLE: FIRE PERMIT EXTENSION/REISSUANCE**

CURRENT FEE	RECOMMENDED FEE
$107 per request	$235 per request

REF #: S-118 **TITLE: EXPEDITED PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$107 per hour (2 hour minimum)	1.2 x FBHR. 1 hour minimum

REF #: S-119 **TITLE: FIRE ALARM SYSTEM PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$235 - 20 devices or less $450 - More than 20 devices	$ 665 - 10 devices or less $1,100 - 11 to 50 devices $ 445 - Ea addl 50 devices beyond 50

REF #: S-120 **TITLE: FIRE EXTINGUISHING SYSTEM**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$560 per permit

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REF #: S-121 **TITLE: FIRE SPRINKLER SYSTEM PC/INSP**

CURRENT FEE	RECOMMENDED FEE
Up to 20 heads $ 745 - Up to 20,000 sq ft per floor $1,045 - 20,001 to 50,000 sq ft per floor $1,335 - 50,001 to 100,000 sq ft per floor $1,770 - More than 100,001 sq ft per floor	$270 - Systems with 20 heads or less $890 - Systems with 21 to 100 heads $220 - Ea addl 100 heads beyond 100

REF #: S-122 **TITLE: NFPA 13D SINGLE FAMILY PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$150 per permit	$890 per permit

REF #: S-123 **TITLE: FIRE NEW RES UNIT SPRINKLER PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$135 per unit	Up to 5 units - $444 6-10 units - $865 Each additional 10 units - $210

REF #: S-124 **TITLE: FIRE UNDERGROUND SYSTEM PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$450 per permit	$ 655 - 1 to 4 hydrants/risers $ 865 - 5 to 10 hydrants/risers $1,075 - 11 or more hydrants/risers

REF #: S-125 **TITLE: FIRE TENANT IMPRV CONSTRUCT PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$325 per permit

REF #: S-126 **TITLE: TENANT IMPRV FIRE PROT SYS PC/INSP**

CURRENT FEE	RECOMMENDED FEE
$235 per inspection	$445 - 20 heads or less $770 - 21 to 100 heads $220 - Ea addl 100 heads beyond 100

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REF #: S-127 **TITLE: EMERG RESP RADIO COVERAGE PLAN CHK**

CURRENT FEE	RECOMMENDED FEE
None	$935 per plan

REF #: S-128 **TITLE: EMERG RESP RADIO COVERAGE INSPECT**

CURRENT FEE	RECOMMENDED FEE
None	$755 per inspection

REF #: S-129 **TITLE: VAPOR RECOVERY/REMOVAL SYST PLAN**

CURRENT FEE	RECOMMENDED FEE
None	$700 per plan

REF #: S-130 **TITLE: PRELIMINARY PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$235 per review	$235 per hour

REF #: S-131 **TITLE: FIRE CODE-AUTOMATIC FIRE-EXTING**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$550 per permit

REF #: S-132 **TITLE: FIRE CODE-ENERGY STORAGE SYST**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$560 per permit

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REF #: S-133 **TITLE: FIRE CODE-COMPRESSED GASES**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$560 per permit

REF #: S-134 **TITLE: FIRE CODE-CRYOGENIC FLUIDS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$560 per permit

REF #: S-135 **TITLE: r/FIRE CODE-EMERG RESPONDER RADIO**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	This fee should be removed from the fee schedule as it is included in other services.

REF #: S-136 **TITLE: FIRE CODE-FIRE PUMPS AND RELATED**

CURRENT FEE	RECOMMENDED FEE
$940 per permit	$875 per permit

REF #: S-137 **TITLE: FIRE CODE-FLAMM/COMBUSTIB LIQUIDS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$1,355 per permit

REF #: S-138 **TITLE: FIRE CODE-FUEL CELL POWER SYSTEMS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$560 per permit

REF #: S-139 **TITLE: FIRE CODE-GAS DETECTION SYSTEMS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$665 per permit

REF #: S-140 **TITLE: FIRE CODE-GATES AND BARRICADES**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$220 per permit

REF #: S-141 **TITLE: FIRE CODE-HAZ MAT (H-OCCUPANCY)**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$1,015 per permit

REF #: S-142 **TITLE: FIRE CODE-INDUSTRIAL OVENS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$445 per permit

REF #: S-143 **TITLE: FIRE CODE-LP GAS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$680 per permit

REF #: S-144 **TITLE: FIRE CODE-MOTOR VEHICLE REPAIR ROOM**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$325 per permit

CITY OF SANTA FE SPRINGS
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REF #: S-145 **TITLE: FIRE CODE-PLANT EXTRACTION SYSTEM**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$1,120 per permit. Covers up to 5 hours of staff time

REF #: S-146 **TITLE: FIRE CODE-PRIVATE FIRE HYDRANTS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$220 per permit

REF #: S-147 **TITLE: FIRE CODE-SMOKE CONTROL/EXHAUST SYS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$665 per permit

REF #: S-148 **TITLE: FIRE CODE-SPECIAL EVENT STRUCTURE**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$420 per permit

REF #: S-149 **TITLE: FIRE CODE-SPRAYING OR DIPPING**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$665 per permit

REF #: S-150 **TITLE: FIRE CODE-STANDPIPE SYSTEMS**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$665 per permit

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-151 **TITLE: FIRE CODE-DUST COLLECTION SYSTEM**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$680 per permit

REF #: S-152 **TITLE: FIRE CODE-METHANE MITIGATION SYSTEM**

CURRENT FEE	RECOMMENDED FEE
None	$680 per permit

REF #: S-153 **TITLE: FIRE CODE-OIL WELL ABANDONMENT**

CURRENT FEE	RECOMMENDED FEE
None	$535 per permit

REF #: S-154 **TITLE: CHEMICAL CLASSIFICATION REVIEW**

CURRENT FEE	RECOMMENDED FEE
$330 per permit	This fee should be removed from the fee schedule as it is included in another service.

REF #: S-155 **TITLE: HIGH PILED COMBUSTIBLE STOCK**

CURRENT FEE	RECOMMENDED FEE
$305 - 501 sq ft to 3,500 sq ft $595 - 3,501 sq ft or more	$550 - Total of 5,000 sf or less $760 - Total of 5,001 to 10,000 sf $210 - Ea addl 5,000 sf beyond 10,000 sf

REF #: S-156 **TITLE: OIL WELL - NEW INSTALLATION**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	Actual staff and outside costs

CITY OF SANTA FE SPRINGS
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REF #: S-157 **TITLE: HYDRANT FLOW REQUEST**

CURRENT FEE	RECOMMENDED FEE
$100 per test	$210 per test

REF #: S-158 **TITLE: FIRE SAFETY WATCH**

CURRENT FEE	RECOMMENDED FEE
$150 per hour	Fully allocated hourly rate with minimum of 2 hours

REF #: S-159 **TITLE: FIRE RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$150 per hour	Fully allocated hourly rate with minimum of 1 hour

REF #: S-160 **TITLE: REQUESTED FIRE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	Fully allocated hourly rate with minimum of 1 hour

REF #: S-161 **TITLE: AFTER-HOURS FIRE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	120% of the Fully allocated hourly rate with minimum of 4 hours

REF #: S-162 **TITLE: NEW BUSINESS INSPECTION - FIRE**

CURRENT FEE	RECOMMENDED FEE
$215 - Up to 100,000 sq ft $420 - Over 100,000 sq ft	$210 - Up to 100,000 sq ft $420 - Over 100,000 sq ft

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-163 **TITLE: ANNUAL ENGINE COMPANY INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	Fully allocated hourly rate with minimum of 1 hour

REF #: S-164 **TITLE: FIRE CODE VIOLATIONS**

CURRENT FEE	RECOMMENDED FEE
No Charge - Initial inspection/ Violation 1st notice $ 100 - 1st reinspection/ Violation 2nd notice $ 510 - 2nd reinspection/ Violation 3rd notice $1,020 - 3rd reinspection/City attorney/Prosecutor action	No Charge - Initial inspection/ Violation 1st notice $ 100 - 1st reinspection/ Violation 2nd notice $ 510 - 2nd reinspection/ Violation 3rd notice $1,020 - 3rd reinspection/City attorney/Prosecutor action

REF #: S-165 **TITLE: FIRE SUPPRESSION ACTIVITIES**

CURRENT FEE	RECOMMENDED FEE
$369.25 per response	Fully allocated hourly rates

REF #: S-166 **TITLE: PARAMEDIC SERVICES**

CURRENT FEE	RECOMMENDED FEE
Paramedic Subscription Program - $60 per year per address	Paramedic Subscription Program - $60 per year per address

REF #: S-167 **TITLE: FIRE FALSE ALARM RESPONSE**

CURRENT FEE	RECOMMENDED FEE
$355 per response	$355 per response

REF #: S-168 **TITLE: ANNUAL FIRE CODE OPERATIONS PERMIT**

CURRENT FEE	RECOMMENDED FEE
Varies - $56 to $2,675	$260 per permit

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-169 **TITLE: ANNUAL FIRE CODE PERMIT - HOT WORK**

CURRENT FEE	RECOMMENDED FEE
$129 per permit	Less than 200 cubic feet - $105 per permit 200 cubic feet or greater - $210 per permit

REF #: S-170 **TITLE: MISCELLANEOUS FIRE PERMIT**

CURRENT FEE	RECOMMENDED FEE
None	$210 per permit

REF #: S-171 **TITLE: ENVIRONMENTAL PROTECTION SVCS**

CURRENT FEE	RECOMMENDED FEE
See Appendix C for fee detail	See Appendix C for fee detail

REF #: S-172 **TITLE: r/ APPEAL - FIRE**

CURRENT FEE	RECOMMENDED FEE
$510 per appeal	Remove. Service no longer provided

REF #: S-173 **TITLE: r/ FIRE INVESTIGATION CAUSE/ORIG**

CURRENT FEE	RECOMMENDED FEE
$15 per report	Remove. Combined with COPY - PRINT fee

REF #: S-174 **TITLE: IN-RACK FIRE SPRINKLER INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$235 per permit plus $2.50 per head over 20 heads	$420 per permit plus $105 per each additional 100 heads over 100 heads

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-175 **TITLE: HOSE REEL/RACK/STAND PIPE INSPECT**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$420 per permit

REF #: S-176 **TITLE: FIRE PUMP HOUSE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$450 per permit	$630 per permit

REF #: S-177 **TITLE: FIRE CODE-FIRE ALARM INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	First 50 devices - $420 Each additional 50 devices - $210

REF #: S-178 **TITLE: r/ FLOW COATING EQUIPMENT**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	Remove. Service no longer provided

REF #: S-179 **TITLE: FLAM/COMB LIQUID PIPING SYS INSPECT**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$420 per permit

REF #: S-180 **TITLE: FLAM/COMB LIQ-MANUF & PROCESS INSP**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$1,260 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-181 **TITLE: MECHANICAL REFRIGERATION SYST INSP**

CURRENT FEE	RECOMMENDED FEE
$235 per permit	$210 per permit

REF #: S-182 **TITLE: r/ STANDBY FIRE DEPT EQUIP**

CURRENT FEE	RECOMMENDED FEE
$450 per hour	Remove. Service no longer provided

REF #: S-183 **TITLE: MULTI-FAMILY RESIDENTIAL FIRE INSP**

CURRENT FEE	RECOMMENDED FEE
$140 SFR, initial/annual $ 70 - SFR, reinspection	$230 per inspection

REF #: S-184 **TITLE: APARTMENT/TOWNHOUSE FIRE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$110 - Apartment, initial/annual $ 70 - Apartment, reinspection $110 - Condo, initial/annual $ 70 - Condo, reinspection	3-10 units - $230 per inspection 11-20 units - $350 per inspection Each additional 10 units over 20 - $60

REF #: S-185 **TITLE: ASSIST LIVING FACILITY FIRE INSPECT**

CURRENT FEE	RECOMMENDED FEE
None	1-25 residents - $230 per inspections 26-50 inspections - $350 per inspection Each additional 25 residents over 50 - $60

REF #: S-186 **TITLE: REHAB/HALFWAY/STATE FACIL FIRE INSP**

CURRENT FEE	RECOMMENDED FEE
None	$695 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-187 **TITLE: HOSPITAL/CLINIC FIRE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	$695 per permit plus actual time spent over 6 hours

REF #: S-188 **TITLE: SCHOOL FIRE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	$695 per permit plus actual time spent over 6 hours

REF #: S-189 **TITLE: r/ RECORD SEARCH RATES**

CURRENT FEE	RECOMMENDED FEE
$100 per hour $0.25 per page	Remove. Service no longer provided

REF #: S-190 **TITLE: BUSINESS REGULATORY PERMIT**

CURRENT FEE	RECOMMENDED FEE
Varies $297 - $4,774	$400 per permit

REF #: S-191 **TITLE: ALCOHOL SALES - APPLICATION**

CURRENT FEE	RECOMMENDED FEE
$2,856 per application	$5,535 per application

REF #: S-192 **TITLE: ALCOHOL SALES - COMPLIANCE REVIEW**

CURRENT FEE	RECOMMENDED FEE
$714 per review	$1,730 per review

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FEE COMPARISON REPORT
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REF #: S-193 **TITLE: FOOD/SIDEWLK VEND/CATER TRCK-POLICE**

CURRENT FEE	RECOMMENDED FEE
$319 per application (new) $102 per renewal (annual) $ 36 per vehicle (annual)	$285 per business plus $140 per vehicle

REF #: S-194 **TITLE: ENTERTAINMNT PRMT - APPLICATION**

CURRENT FEE	RECOMMENDED FEE
$4,792 - Adult $3,085 - Non-Adult $ 287 - Non-Commercial	$6,805 - Adult $5,345 - Non-Adult

REF #: S-195 **TITLE: ENTERTAINMNT PRMT - ANNUAL COMPL.**

CURRENT FEE	RECOMMENDED FEE
$4,792 - Adult $ 419 - Non-Adult $ 83 - Non-Commercial	$1,095 - Adult $ 400 - Non-Adult

REF #: S-196 **TITLE: FIREARM SALES SITE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$2,759 per permit	$905 per permit

REF #: S-197 **TITLE: DUI EMERGENCY ACCIDENT RESPONSE**

CURRENT FEE	RECOMMENDED FEE
California Government Code 53155 Charge the actual costs incurred up to $12,000 per response for all responding personnel	California Government Code 53155 Charge the actual costs incurred up to $12,000 per response for all responding personnel

REF #: S-198 **TITLE: IMPOUNDED VEHICLE RELEASE**

CURRENT FEE	RECOMMENDED FEE
$166 per vehicle $319 per vehicle (DUI - Not Guilty)	$166 per vehicle $319 per vehicle (DUI - Not Guilty)

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-199 **TITLE: REPOSSESSED VEHICLE RELEASE**

CURRENT FEE	RECOMMENDED FEE
$16 per vehicle (State Mandated)	California Government Code 26751 $15 per vehicle

REF #: S-200 **TITLE: CITATION SIGN OFF/VIN VERIFICATION**

CURRENT FEE	RECOMMENDED FEE
$17 per citation/vehicle	$25 per citation/vehicle

REF #: S-201 **TITLE: TRAFFIC ACCIDENT REPORT**

CURRENT FEE	RECOMMENDED FEE
$12 per report	$15 per report Fee should comply with the terms of the Public Records Act.

REF #: S-202 **TITLE: LOCAL CRIMINAL HISTORY RECORD**

CURRENT FEE	RECOMMENDED FEE
$22 per report	$50 per report

REF #: S-203 **TITLE: IMMIGRATION LETTER**

CURRENT FEE	RECOMMENDED FEE
$28 per letter	$25 per letter

REF #: S-204 **TITLE: VISA CLEARANCE LETTERS**

CURRENT FEE	RECOMMENDED FEE
$24 per letter	$50 per letter

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REF #: S-205 **TITLE: POLICE FALSE ALARM RESPONSE**

CURRENT FEE	RECOMMENDED FEE
$118 per response	$125 per response

REF #: S-206 **TITLE: YARD SALE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$14 per application. Free for seniors	$10 per permit. Free for seniors

REF #: S-207 **TITLE: ANIMAL CARE SERVICES**

CURRENT FEE	RECOMMENDED FEE
$23 per license - Spayed (Non-Seniors) $8 per license - Spayed (Senior Citizen) $45 per license - Not Spayed $8 - Duplicate Dog License $27 - Fine/Penalty	$23 per license - Spayed (Non-Seniors) $8 per license - Spayed (Senior Citizen) $90 per license - Not Spayed $8 - Duplicate Dog License $27 - Fine/Penalty

REF #: S-208 **TITLE: PUBLIC SAFETY OFFICR-EVENT COVERAGE**

CURRENT FEE	RECOMMENDED FEE
$160 per event	$360 per event

REF #: S-209 **TITLE: SUBPOENA - WITNESS AND DOCUMENTS**

CURRENT FEE	RECOMMENDED FEE
$28 per subpoena	Subpoenaed Non-Sworn - $35 per day plus $0.20 per mile (CA Govt Code 68093) Subpoenaed Peace Officer - full cost to the public entity incurred in paying the peace officer, firefighter his or her salary or other compensation and traveling expense for each day that such officer is required to remain in attendance (CA Govt Code 68097.2) Subpoena Duces Tecum - $15 (CA Evidence Code 1563(b)(6))

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-210 **TITLE: r/ COPY - AUDIO TAPE**

CURRENT FEE	RECOMMENDED FEE
$213 per copy	Remove. Combined with COPY - DIGITAL fee

REF #: S-211 **TITLE: r/ BICYCLE REGISTRATION**

CURRENT FEE	RECOMMENDED FEE
$6 per bicycle	Remove. Service no longer provided

REF #: S-212 **TITLE: r/ COMM ROOM - POLICE SERVICES CTR**

CURRENT FEE	RECOMMENDED FEE
$65 per rental	Remove. Service no longer provided

REF #: S-213 **TITLE: r/ POLICE CLASSES**

CURRENT FEE	RECOMMENDED FEE
$ 28 - BEPN Training (Members) $170 - BEPN Training (Non Members) Actual cost - Business First Aid classes TBA - Business Workshops $ 43 - Health, Family, Education $ 17 - SNT, Including first Aid/CPR (Residents) $ 43 - SNT, Including first Aid/CPR (Non-Residents) $ 43 - SNT, Including first Aid/CPR (Business Residents)	Remove. Service no longer provided

REF #: S-214 **TITLE: r/ COMMUNITY SVCS - COURT ORDERED**

CURRENT FEE	RECOMMENDED FEE
$64 per court order	Remove. Service no longer provided

REF #: S-215 **TITLE: r/ CONCEALED WEAPONS PERMIT**

CURRENT FEE	RECOMMENDED FEE
$186 per permit	Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-216 **TITLE: r/ CRIMINAL CHARGES - TYPED SHEET**

CURRENT FEE	RECOMMENDED FEE
$13 per typed sheet	Remove. Combined with COPY - PRINT fee

REF #: S-217 **TITLE: r/ ENTERTAINMNT - OTHER USES/BURLES**

CURRENT FEE	RECOMMENDED FEE
$4,655 per permit	Remove. Combined with other fees

REF #: S-218 **TITLE: r/ ENTERTAINMNT - OTHER AMUSEMENT**

CURRENT FEE	RECOMMENDED FEE
$2,865 - Commercial Permit $ 276 - Non-Commercial Permit	Remove. Combined with other fees

REF #: S-219 **TITLE: r/ FINGERPRINTING**

CURRENT FEE	RECOMMENDED FEE
$22 per applicant	Remove. Service no longer provided by the City

REF #: S-220 **TITLE: r/ FIREARM REGISTRATION**

CURRENT FEE	RECOMMENDED FEE
$27 per application	Remove. Service no longer provided by the City

REF #: S-221 **TITLE: r/ FIREARM SALES SITE APPLICATION**

CURRENT FEE	RECOMMENDED FEE
$2,971 per application	Remove. Service combined with other fees

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-222 **TITLE: r/ FIREARM SALES SITE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$107 per inspection	Remove. Service no longer provided

REF #: S-223 **TITLE: r/ COPY - POLICE REPORT**

CURRENT FEE	RECOMMENDED FEE
$13 per report	Remove. Combined with COPY - PRINT fee

REF #: S-224 **TITLE: r/ COPY - PARKING/MOVING CITATION**

CURRENT FEE	RECOMMENDED FEE
$17 per copy	Remove. Combined with COPY - PRINT fee

REF #: S-225 **TITLE: r/ COPY - INCIDENT PHOTOGRAPH**

CURRENT FEE	RECOMMENDED FEE
$28 per copy	Remove. Service no longer provided

REF #: S-226 **TITLE: r/ COPY - CRIME INCIDENT REPORT**

CURRENT FEE	RECOMMENDED FEE
$13 per copy	Remove. Combined with COPY - PRINT fee

REF #: S-227 **TITLE: r/ STATISTICAL SURVEYS**

CURRENT FEE	RECOMMENDED FEE
$83 per survey	Remove. Services no longer provided

REF #: S-228 **TITLE: r/ TOW IMPOUND**

CURRENT FEE	RECOMMENDED FEE
Per contract	Remove. Service no longer provided by the City

REF #: S-229 **TITLE: r/ TRAFFIC RESTITUTION**

CURRENT FEE	RECOMMENDED FEE
$26 per incident	Remove. Service no longer provided

REF #: S-230 **TITLE: r/ COPY - VIDEO**

CURRENT FEE	RECOMMENDED FEE
$176 per video	Remove. Combined with COPY - DIGITAL fee

REF #: S-231 **TITLE: r/ VIDEO RENTAL - DEPOSIT**

CURRENT FEE	RECOMMENDED FEE
$7 per video	Remove. Service no longer provided

REF #: S-232 **TITLE: COMMUNITY SERVICES ADMINISTRATION**

CURRENT FEE	RECOMMENDED FEE
See Appendix D	See Appendix D

REF #: S-233 **TITLE: PARKS & RECREATION SVCS**

CURRENT FEE	RECOMMENDED FEE
See Appendix D	See Appendix D

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
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REF #: S-234 **TITLE: LIBRARY & CULTURAL SVCS**

CURRENT FEE	RECOMMENDED FEE
See Appendix D	See Appendix D

REF #: S-235 **TITLE: FAMILY & HUMAN SVCS**

CURRENT FEE	RECOMMENDED FEE
See Appendix D	See Appendix D

REF #: S-236 **TITLE: BUSINESS LICENSE - NEW**

CURRENT FEE	RECOMMENDED FEE
$50 per business	$50 per business

REF #: S-237 **TITLE: BUSINESS LICENSE - RENEWAL**

CURRENT FEE	RECOMMENDED FEE
$35 per business	$45 per business

REF #: S-238 **TITLE: BUSINESS LICENSE CHANGE OF ADDRESS**

CURRENT FEE	RECOMMENDED FEE
$30 per business	$45 per business

REF #: S-239 **TITLE: NSF CHECK PROCESSING**

CURRENT FEE	RECOMMENDED FEE
$25 - 1st time $35 - 2nd or more times	$60 per returned check

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-240 **TITLE: COPY - PRINTED**

CURRENT FEE	RECOMMENDED FEE
$0.10 per page	$0.20 per page - standard $0.10 per page - FPPC related document per California Government Code 81008

REF #: S-241 **TITLE: COPY - DIGITAL**

CURRENT FEE	RECOMMENDED FEE
None	$7 per device

REF #: S-242 **TITLE: DOCUMENT CERTIFICATION**

CURRENT FEE	RECOMMENDED FEE
None	$65 per document

REF #: S-243 **TITLE: NOTARY PUBLIC**

CURRENT FEE	RECOMMENDED FEE
$10 per signature	This fee is limited by California Government Code 8211 $15 per signature

REF #: S-244 **TITLE: AGENDA MAILING**

CURRENT FEE	RECOMMENDED FEE
None	$400 per subscriber per year

REF #: S-245 **TITLE: LOCAL CANDIDATE FILING**

CURRENT FEE	RECOMMENDED FEE
$25 per candidate Candidate Statement - $200	This fee is limited by State law: $25 per candidate FPPC Late Filing Fee - $10 per day for each day a statement is late up to a maximum of $100 Candidate Statement - LA County and staff costs

CITY OF SANTA FE SPRINGS
FEE COMPARISON REPORT
FY 2023-24

REF #: S-246 **TITLE: LOCAL INITIATIVE FILING**

CURRENT FEE	RECOMMENDED FEE
None	This fee is limited by State law $200 per initiative, fully refundable if initiative is placed on ballot

REF #: S-247 **TITLE: FILM PERMIT**

CURRENT FEE	RECOMMENDED FEE
Permit w/o special effects - $625/day + cost first 3 days. $57/day on the 4th day and beyond Permit with special effects - $910 + cost first 3 days. $57/day on the 4th day and beyond Permit for students - $110 + cost	$190 per permit

REF #: S-248 **TITLE: RECYCLER DEALER PERMIT**

CURRENT FEE	RECOMMENDED FEE
$1,061 - application $ 510 - annual $ 36 - per vehicle (annual)	$285 - new $190 - renewal

REF #: S-249 **TITLE: FIREWORK STAND PERMIT**

CURRENT FEE	RECOMMENDED FEE
None	$815 per application

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APPENDIX B - REVENUE AND COST SUMMARY WORKSHEETS MATCHED WITH COST DETAIL WORKSHEETS

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT	**S-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approve Conditional Use on specific parcels of land to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,046.00**	**TOTAL REVENUE:**	**$32,368**
UNIT COST:	**$12,240.25**	**TOTAL COST:**	**$97,922**
UNIT PROFIT (SUBSIDY):	**$(8,194.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(65,554)**
TOTAL UNITS:	**8**	**PCT. COST RECOVERY:**	**33.05%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$12,240 per application plus any outside environmental consultant costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT	**S-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**8**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	DIR OF POLICE SVCS		0.50	$41.44	8	$332
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	8	$333
PLANNING	DIRECTOR OF PLANNING		3.75	$1,110.34	8	$8,883
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	8	$7,165
PLANNING	PROJECT PLANNER		56.50	$9,451.32	8	$75,611
PLANNING		Noticing Expenses	0.00	$700.00	8	$5,600
		TYPE SUBTOTAL	**68.50**	**$12,240.31**		**$97,922**
		TOTALS	**68.50**	**$12,240.25**		**$97,922**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADMIN. CONDITIONAL USE PERMIT	**S-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approve Administrative Conditional Use on specific parcels of land to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 per application

Daycare - $100 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,253.00**	**TOTAL REVENUE:**	**$6,759**
UNIT COST:	**$4,607.00**	**TOTAL COST:**	**$13,821**
UNIT PROFIT (SUBSIDY):	**$(2,354.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,062)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**48.90%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,605 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADMIN. CONDITIONAL USE PERMIT	**S-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		2.00	$592.18	3	$1,777
PLANNING	PROJECT PLANNER		24.00	$4,014.72	3	$12,044
		TYPE SUBTOTAL	**26.00**	**$4,606.90**		**$13,821**
		TOTALS	**26.00**	**$4,607.00**		**$13,821**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COND USE PERMIT - AMENDMENT	**S-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approved Conditional Use Permit Amendment to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$1,140 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,933.00**	**TOTAL REVENUE:**	**$5,866**
UNIT COST:	**$9,290.00**	**TOTAL COST:**	**$18,580**
UNIT PROFIT (SUBSIDY):	**$(6,357.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(12,714)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**31.57%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$9,290 per application plus any outside environmental consultant costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COND USE PERMIT - AMENDMENT	**S-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	DIR OF POLICE SVCS		1.00	$82.88	2	$166
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	2	$83
PLANNING	DIRECTOR OF PLANNING		3.25	$962.29	2	$1,925
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	2	$1,791
PLANNING	PROJECT PLANNER		39.50	$6,607.56	2	$13,215
PLANNING		Noticing Expenses	0.00	$700.00	2	$1,400
		TYPE SUBTOTAL	**51.50**	**$9,289.94**		**$18,580**
		TOTALS	**51.50**	**$9,290.00**		**$18,580**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COND USE PERMIT - WIRELESS TELE FAC	**S-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approve Conditional Use Permit of Wireless Telecommunications Facility review to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,046.00**	**TOTAL REVENUE:**	**$28,322**
UNIT COST:	**$12,198.86**	**TOTAL COST:**	**$85,392**
UNIT PROFIT (SUBSIDY):	**$(8,152.86)**	**TOTAL PROFIT (SUBSIDY):**	**$(57,070)**
TOTAL UNITS:	**7**	**PCT. COST RECOVERY:**	**33.17%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$12,240 per application plus any outside environmental consultant costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COND USE PERMIT - WIRELESS TELE FAC	**S-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	7	$291
PLANNING	DIRECTOR OF PLANNING		3.75	$1,110.34	7	$7,772
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	7	$6,269
PLANNING	PROJECT PLANNER		56.50	$9,451.32	7	$66,159
PLANNING		Noticing Expenses	0.00	$700.00	7	$4,900
		TYPE SUBTOTAL	**68.00**	**$12,198.87**		**$85,392**
		TOTALS	**68.00**	**$12,198.86**		**$85,392**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CUP COMPLIANCE REVIEW	**S-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REVIEW	

DESCRIPTION OF SERVICE

Review to ensure that approved land use conditions as part of a Conditional Use Permit are complied with.

CURRENT FEE STRUCTURE

$563 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$563.00**	**TOTAL REVENUE:**	**$11,260**
UNIT COST:	**$1,513.30**	**TOTAL COST:**	**$30,266**
UNIT PROFIT (SUBSIDY):	**$(950.30)**	**TOTAL PROFIT (SUBSIDY):**	**$(19,006)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**37.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,515 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CUP COMPLIANCE REVIEW	**S-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		0.50	$148.05	20	$2,961
PLANNING	PLANNING PROG ASSIST		2.25	$277.94	20	$5,559
PLANNING	PROJECT PLANNER		6.50	$1,087.32	20	$21,746
		TYPE SUBTOTAL	**9.25**	**$1,513.31**		**$30,266**
		TOTALS	**9.25**	**$1,513.30**		**$30,266**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT PLAN APPROVAL	**S-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of Development Plan for Principal Use to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 - Principal
$1,140 - Incidental

plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$5,186.00**	**TOTAL REVENUE:**	**$51,860**
UNIT COST:	**$15,969.40**	**TOTAL COST:**	**$159,694**
UNIT PROFIT (SUBSIDY):	**$(10,783.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(107,834)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**32.47%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$15,970 per application plus any outside environmental consultant costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT PLAN APPROVAL	**S-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	10	$416
PLANNING	DIRECTOR OF PLANNING		5.75	$1,702.52	10	$17,025
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	10	$8,956
PLANNING	PROJECT PLANNER		75.50	$12,629.64	10	$126,296
PLANNING		Noticing Expenses	0.00	$700.00	10	$7,000
		TYPE SUBTOTAL	**89.00**	**$15,969.37**		**$159,694**
		TOTALS	**89.00**	**$15,969.40**		**$159,694**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADMIN. DEVELOPMENT PLAN APPROVAL	**S-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approved Administrative Development Plan Approval on specific parcels of land to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$1,140 - Incidental

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,140.00**	**TOTAL REVENUE:**	**$3,420**
UNIT COST:	**$4,607.00**	**TOTAL COST:**	**$13,821**
UNIT PROFIT (SUBSIDY):	**$(3,467.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(10,401)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**24.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,605 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADMIN. DEVELOPMENT PLAN APPROVAL	**S-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		2.00	$592.18	3	$1,777
PLANNING	PROJECT PLANNER		24.00	$4,014.72	3	$12,044
		TYPE SUBTOTAL	**26.00**	**$4,606.90**		**$13,821**
		TOTALS	**26.00**	**$4,607.00**		**$13,821**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT PLAN APPROVAL AMENDMENT	**S-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of an Amendment to Development Plan to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$1,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,140.00**	**TOTAL REVENUE:**	**$2,280**
UNIT COST:	**$8,340.00**	**TOTAL COST:**	**$16,680**
UNIT PROFIT (SUBSIDY):	**$(7,200.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(14,400)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**13.67%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$8,340 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT PLAN APPROVAL AMENDMENT	**S-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	2	$83
PLANNING	DIRECTOR OF PLANNING		3.25	$962.29	2	$1,925
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	2	$1,791
PLANNING	PROJECT PLANNER		38.50	$6,440.28	2	$12,881
		TYPE SUBTOTAL	**49.50**	**$8,339.78**		**$16,680**
		TOTALS	**49.50**	**$8,340.00**		**$16,680**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE CHANGE	**S-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning Commission and City Council consideration of an amendment to the zoning ordinance text or zoning map.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,046.00**	**TOTAL REVENUE:**	**$4,046**
UNIT COST:	**$12,446.00**	**TOTAL COST:**	**$12,446**
UNIT PROFIT (SUBSIDY):	**$(8,400.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,400)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**32.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$12,445 per application plus any outside environmental consultant costs

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE CHANGE	**S-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		6.25	$1,850.56	1	$1,851
PLANNING	PLANNING PROG ASSIST		7.75	$957.36	1	$957
PLANNING	PROJECT PLANNER		49.00	$8,196.72	1	$8,197
PLANNING		Council Noticing	0.00	$700.00	1	$700
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**63.50**	**$12,446.26**		**$12,446**
		TOTALS	**63.50**	**$12,446.00**		**$12,446**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE MODIFICATION - RESIDENTIAL	**S-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning Commission consideration of an amendment to the City residential zoning ordinance.

CURRENT FEE STRUCTURE

$48 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$48.00**	**TOTAL REVENUE:**	**$96**
UNIT COST:	**$7,208.50**	**TOTAL COST:**	**$14,417**
UNIT PROFIT (SUBSIDY):	**$(7,160.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(14,321)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**0.67%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$7,210 per application

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE MODIFICATION - RESIDENTIAL	**S-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.25	$20.81	2	$42
PLANNING	DIRECTOR OF PLANNING		2.25	$666.20	2	$1,332
PLANNING	PLANNING PROG ASSIST		6.75	$833.83	2	$1,668
PLANNING	PROJECT PLANNER		34.00	$5,687.52	2	$11,375
		TYPE SUBTOTAL	**43.25**	**$7,208.36**		**$14,417**
		TOTALS	**43.25**	**$7,208.50**		**$14,417**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE MODIFICATION - ALL OTHER	**S-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning Commission consideration of a deviation from the zoning ordinance text or zoning map.

CURRENT FEE STRUCTURE

$1,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,140.00**	**TOTAL REVENUE:**	**$13,680**
UNIT COST:	**$7,898.25**	**TOTAL COST:**	**$94,779**
UNIT PROFIT (SUBSIDY):	**$(6,758.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(81,099)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**14.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$7,900 per application

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONE MODIFICATION - ALL OTHER	**S-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	12	$499
PLANNING	DIRECTOR OF PLANNING		2.25	$666.20	12	$7,994
PLANNING	PLANNING PROG ASSIST		6.75	$833.83	12	$10,006
PLANNING	PROJECT PLANNER		38.00	$6,356.64	12	$76,280
		TYPE SUBTOTAL	**47.50**	**$7,898.29**		**$94,779**
		TOTALS	**47.50**	**$7,898.25**		**$94,779**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONING CODE AMENDMENT	**S-012**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning Commission and City Council consideration of an amendment to the zoning ordinance text.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,046.00**	**TOTAL REVENUE:**	**$4,046**
UNIT COST:	**$16,687.00**	**TOTAL COST:**	**$16,687**
UNIT PROFIT (SUBSIDY):	**$(12,641.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(12,641)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**24.25%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$16,685 per application

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONING CODE AMENDMENT	**S-012**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		11.25	$3,331.01	1	$3,331
PLANNING	PLANNING PROG ASSIST		7.75	$957.36	1	$957
PLANNING	PROJECT PLANNER		65.50	$10,956.84	1	$10,957
PLANNING		Council Noticing	0.00	$700.00	1	$700
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**85.00**	**$16,686.83**		**$16,687**
		TOTALS	**85.00**	**$16,687.00**		**$16,687**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT	**S-013**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning Commission and City Council consideration of proposed amendment to the General Plan.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,046.00**	**TOTAL REVENUE:**	**$4,046**
UNIT COST:	**$12,446.00**	**TOTAL COST:**	**$12,446**
UNIT PROFIT (SUBSIDY):	**$(8,400.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,400)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**32.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$12,445 per application plus any outside environmental consultant costs

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT	**S-013**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		6.25	$1,850.56	1	$1,851
PLANNING	PLANNING PROG ASSIST		7.75	$957.36	1	$957
PLANNING	PROJECT PLANNER		49.00	$8,196.72	1	$8,197
PLANNING		Council Noticing	0.00	$700.00	1	$700
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**63.50**	**$12,446.26**		**$12,446**
		TOTALS	**63.50**	**$12,446.00**		**$12,446**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT	**S-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and processing of Development Agreements ensuring project agreements allowing negotiations and are in conformance with City ordinances, codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 per application plus
$1,140 public hearing fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,393.00**	**TOTAL REVENUE:**	**$3,393**
UNIT COST:	**$5,914.00**	**TOTAL COST:**	**$5,914**
UNIT PROFIT (SUBSIDY):	**$(2,521.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,521)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**57.37%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$5,915 plus any outside costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT	**S-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY ATTORNEY		Plus Attorney Costs	0.00	$0.00	1	$0
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		2.75	$814.25	1	$814
PLANNING	PLANNING PROG ASSIST		6.50	$802.95	1	$803
PLANNING	PROJECT PLANNER		21.25	$3,554.70	1	$3,555
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**31.00**	**$5,913.52**		**$5,914**
		TOTALS	**31.00**	**$5,914.00**		**$5,914**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COVENANTS, COND & RESTRICTIONS REV	**S-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of covenants, conditions and restrictions (CC&Rs).

CURRENT FEE STRUCTURE

$318 - $653 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$486.00**	**TOTAL REVENUE:**	**$486**
UNIT COST:	**$1,634.00**	**TOTAL COST:**	**$1,634**
UNIT PROFIT (SUBSIDY):	**$(1,148.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,148)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**29.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,635 plus any outside costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COVENANTS, COND & RESTRICTIONS REV	**S-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY ATTORNEY		Plus Attorney Costs	0.00	$0.00	1	$0
PLANNING	DIRECTOR OF PLANNING		1.00	$296.09	1	$296
PLANNING	PROJECT PLANNER		8.00	$1,338.24	1	$1,338
		TYPE SUBTOTAL	**9.00**	**$1,634.33**		**$1,634**
		TOTALS	**9.00**	**$1,634.00**		**$1,634**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TENTATIVE TRACT/PARCEL MAP	**S-016**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of a tentative tract/parcel map to ensure accuracy and compliance with City codes and standards.

CURRENT FEE STRUCTURE

$4,970 plus $295 per lot/unit plus
$1,140 public hearing fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$6,110.00**	**TOTAL REVENUE:**	**$12,220**
UNIT COST:	**$3,686.50**	**TOTAL COST:**	**$7,373**
UNIT PROFIT (SUBSIDY):	**$2,423.50**	**TOTAL PROFIT (SUBSIDY):**	**$4,847**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**165.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,685 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TENTATIVE TRACT/PARCEL MAP	**S-016**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	2	$83
PLANNING	DIRECTOR OF PLANNING		1.00	$296.09	2	$592
PLANNING	PLANNING PROG ASSIST		3.75	$463.24	2	$926
PLANNING	PROJECT PLANNER		17.25	$2,885.58	2	$5,771
		TYPE SUBTOTAL	**22.50**	**$3,686.53**		**$7,373**
		TOTALS	**22.50**	**$3,686.50**		**$7,373**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT (PLANNING)	**S-017**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of a proposed change to the boundary between two or three properties and to issue a certificate of compliance.

CURRENT FEE STRUCTURE

$3,592 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,592.00**	**TOTAL REVENUE:**	**$7,184**
UNIT COST:	**$4,579.50**	**TOTAL COST:**	**$9,159**
UNIT PROFIT (SUBSIDY):	**$(987.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,975)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**78.44%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,580 per application plus any outside costs

If application is submitted with another application(s), the lower costing application fee(s) is reduced by 50%.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT (PLANNING)	**S-017**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		1.00	$296.09	2	$592
PLANNING	PLANNING PROG ASSIST		2.75	$339.71	2	$679
PLANNING	PROJECT PLANNER		13.25	$2,216.46	2	$4,433
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		8.00	$1,072.96	2	$2,146
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		2.00	$403.98	2	$808
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	2	$501
		TYPE SUBTOTAL	**28.00**	**$4,579.61**		**$9,159**
		TOTALS	**28.00**	**$4,579.50**		**$9,159**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF MITIGATED NEG DEC	**S-018**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review of a proposed Negative Declaration or Mitigated Negative Declaration under the terms of the California Environmental Quality Act.

CURRENT FEE STRUCTURE

$1,306 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,306.00**	**TOTAL REVENUE:**	**$7,836**
UNIT COST:	**$4,182.00**	**TOTAL COST:**	**$25,092**
UNIT PROFIT (SUBSIDY):	**$(2,876.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(17,256)**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**31.23%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF MITIGATED NEG DEC	**S-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		25.00	$4,182.00	6	$25,092
		TYPE SUBTOTAL	**25.00**	**$4,182.00**		**$25,092**
		TOTALS	**25.00**	**$4,182.00**		**$25,092**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF NEGATIVE DECLARATION	**S-019**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review of environmental documents of a proposed development and the review necessary to determine that a project requires a Negative Declaration.

CURRENT FEE STRUCTURE

$1,306 - "No impact" per Department of Fish & Game

Additional $3,292 if project has "Determined Impact" per California Department of Fish & Wildlife

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,598.00**	**TOTAL REVENUE:**	**$9,196**
UNIT COST:	**$2,676.50**	**TOTAL COST:**	**$5,353**
UNIT PROFIT (SUBSIDY):	**$1,921.50**	**TOTAL PROFIT (SUBSIDY):**	**$3,843**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**171.79%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge 20% of the Consultant Contract cost for City Staff review

Applicant will directly pay any required California Department of Fish & Wildlife fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF NEGATIVE DECLARATION	**S-019**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		16.00	$2,676.48	2	$5,353
		TYPE SUBTOTAL	**16.00**	**$2,676.48**		**$5,353**
		TOTALS	**16.00**	**$2,676.50**		**$5,353**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF ENVIRONMENTAL IMPACT REP	**S-020**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Staff review and remark on prepared Environmental Impact Report.

CURRENT FEE STRUCTURE

$2,610 plus costs

Additional $2,839.25 if project "Impacts" per California Department of Fish & Wildlife

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$5,442.00**	**TOTAL REVENUE:**	**$5,442**
UNIT COST:	**$10,436.00**	**TOTAL COST:**	**$10,436**
UNIT PROFIT (SUBSIDY):	**$(4,994.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,994)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**52.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge 20% of the Consultant Contract cost for City Staff review plus any Fish and Wildlife fees.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REVIEW OF ENVIRONMENTAL IMPACT REP	**S-020**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		1.00	$296.09	1	$296
PLANNING	PLANNING PROG ASSIST		0.50	$61.77	1	$62
PLANNING	PROJECT PLANNER		60.00	$10,036.80	1	$10,037
		TYPE SUBTOTAL	**62.00**	**$10,436.28**		**$10,436**
		TOTALS	**62.00**	**$10,436.00**		**$10,436**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PRELIMINARY APPLICATION REVIEW	**S-021**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REVIEW	

DESCRIPTION OF SERVICE

Preliminary review process with City staff to explore project viability, major requirements, fees, timeframes, and overall processing issues before filing an application, preparing detailed plans, and other commitments.

CURRENT FEE STRUCTURE

$400 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$400.00**	**TOTAL REVENUE:**	**$1,600**
UNIT COST:	**$1,081.75**	**TOTAL COST:**	**$4,327**
UNIT PROFIT (SUBSIDY):	**$(681.75)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,727)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**36.98%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,225 - 1st review
$ 650 - ea addl review

50% of the fee is fully credited towards Planning application if submitted within six months

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PRELIMINARY APPLICATION REVIEW	**S-021**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING	1st Review	0.75	$222.07	3	$666
PLANNING	PROJECT PLANNER	1st Review	6.00	$1,003.68	3	$3,011
		TYPE SUBTOTAL	**6.75**	**$1,225.75**		**$3,677**
PLANNING	DIRECTOR OF PLANNING	Ea Addl	0.50	$148.05	1	$148
PLANNING	PROJECT PLANNER	Ea Addl	3.00	$501.84	1	$502
		TYPE SUBTOTAL	**3.50**	**$649.89**		**$650**
		TOTALS	**10.25**	**$1,081.75**		**$4,327**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TIME EXTENSION	**S-022**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Consideration of extending a CUP, DPA or mapping application.

CURRENT FEE STRUCTURE

$1,140 per request

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,140.00**	**TOTAL REVENUE:**	**$3,420**
UNIT COST:	**$1,712.67**	**TOTAL COST:**	**$5,138**
UNIT PROFIT (SUBSIDY):	**$(572.67)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,718)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**66.56%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,715 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TIME EXTENSION	**S-022**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		0.75	$222.07	3	$666
PLANNING	PLANNING PROG ASSIST		2.25	$277.94	3	$834
PLANNING	PROJECT PLANNER		7.25	$1,212.78	3	$3,638
		TYPE SUBTOTAL	**10.25**	**$1,712.79**		**$5,138**
		TOTALS	**10.25**	**$1,712.67**		**$5,138**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TIME EXTENSION - NON CONFORMING USE	**S-023**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval request for administrative extension to a Planning application/permit in conformance with City codes, regulations and standards. Formerly Time extension non-conforming use.

CURRENT FEE STRUCTURE

$1,140 per application plus
$1,140 public hearing fee plus
$ 653 CEQA review fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,933.00**	**TOTAL REVENUE:**	**$2,933**
UNIT COST:	**$11,697.00**	**TOTAL COST:**	**$11,697**
UNIT PROFIT (SUBSIDY):	**$(8,764.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,764)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**25.07%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,000 deposit with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TIME EXTENSION - NON CONFORMING USE	**S-023**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		3.75	$1,110.34	1	$1,110
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	1	$896
PLANNING	PROJECT PLANNER		53.50	$8,949.48	1	$8,949
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**65.00**	**$11,697.03**		**$11,697**
		TOTALS	**65.00**	**$11,697.00**		**$11,697**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APPEAL TO PLANNING COMMISSION	**S-024**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPEAL	

DESCRIPTION OF SERVICE

Review and process of an appeal to a staff decision.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$4,079.00**	**TOTAL COST:**	**$4,079**
UNIT PROFIT (SUBSIDY):	**$(4,079.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,079)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,080 per appeal

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APPEAL TO PLANNING COMMISSION	**S-024**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		1.75	$518.16	1	$518
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	1	$896
PLANNING	PROJECT PLANNER		11.50	$1,923.72	1	$1,924
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**21.00**	**$4,079.09**		**$4,079**
		TOTALS	**21.00**	**$4,079.00**		**$4,079**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APPEAL TO CITY COUNCIL	**S-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPEAL	

DESCRIPTION OF SERVICE

Review and process to appeal decision by City staff or the Planning Commission to have a higher authority review that action.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$4,079.00**	**TOTAL COST:**	**$4,079**
UNIT PROFIT (SUBSIDY):	**$(4,079.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,079)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,080 per appeal

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APPEAL TO CITY COUNCIL	**S-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN ASSISTANT I		0.50	$41.62	1	$42
PLANNING	DIRECTOR OF PLANNING		1.75	$518.16	1	$518
PLANNING	PLANNING PROG ASSIST		7.25	$895.59	1	$896
PLANNING	PROJECT PLANNER		11.50	$1,923.72	1	$1,924
PLANNING		Noticing Expenses	0.00	$700.00	1	$700
		TYPE SUBTOTAL	**21.00**	**$4,079.09**		**$4,079**
		TOTALS	**21.00**	**$4,079.00**		**$4,079**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LANDSCAPE PLAN REVIEW	**S-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Process Non-residential Landscape Review Plan Check in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$105 - Residential
$115 - Non-Residential

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$220.00**	**TOTAL REVENUE:**	**$3,520**
UNIT COST:	**$339.81**	**TOTAL COST:**	**$5,437**
UNIT PROFIT (SUBSIDY):	**$(119.81)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,917)**
TOTAL UNITS:	**16**	**PCT. COST RECOVERY:**	**64.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$ 125 - Single Family Residential
$ 335 - All Other (Non-MWELO)
$1,005 - All Other (MWELO)

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LANDSCAPE PLAN REVIEW	**S-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**16**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER	Residential	0.75	$125.46	6	$753
		TYPE SUBTOTAL	**0.75**	**$125.46**		**$753**
PLANNING	PROJECT PLANNER	Non-MWELO	2.00	$334.56	8	$2,676
		TYPE SUBTOTAL	**2.00**	**$334.56**		**$2,676**
PLANNING	PROJECT PLANNER	MWELO	6.00	$1,003.68	2	$2,007
		TYPE SUBTOTAL	**6.00**	**$1,003.68**		**$2,007**
		TOTALS	**8.75**	**$339.81**		**$5,437**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DDCV & SPRINKLER PLAN CHECK	**S-027**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and plan check of double detector check valve (DDCV) and fire sprinkler system in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$275 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$275.00**	**TOTAL REVENUE:**	**$2,750**
UNIT COST:	**$167.30**	**TOTAL COST:**	**$1,673**
UNIT PROFIT (SUBSIDY):	**$107.70**	**TOTAL PROFIT (SUBSIDY):**	**$1,077**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**164.38%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$165 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DDCV & SPRINKLER PLAN CHECK	**S-027**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		1.00	$167.28	10	$1,673
		TYPE SUBTOTAL	**1.00**	**$167.28**		**$1,673**
		TOTALS	**1.00**	**$167.30**		**$1,673**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OIL WELL SITE PLAN REVIEW	**S-028**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PROJECT	

DESCRIPTION OF SERVICE

Planning review of oil well site plan to determine site access, easement and other land use conditions are in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$209.00**	**TOTAL COST:**	**$209**
UNIT PROFIT (SUBSIDY):	**$(209.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(209)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210 per project plus any outside costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OIL WELL SITE PLAN REVIEW	**S-028**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER	Plus Outside Costs	1.25	$209.10	1	$209
		TYPE SUBTOTAL	**1.25**	**$209.10**		**$209**
		TOTALS	**1.25**	**$209.00**		**$209**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
WIRELESS TELECOM FACIL - ADMIN	**S-029**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Administrative review of telecommunication facility

CURRENT FEE STRUCTURE

$1,793 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,793.00**	**TOTAL REVENUE:**	**$21,516**
UNIT COST:	**$3,429.25**	**TOTAL COST:**	**$41,151**
UNIT PROFIT (SUBSIDY):	**$(1,636.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(19,635)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**52.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,430 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
WIRELESS TELECOM FACIL - ADMIN	**S-029**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		20.50	$3,429.24	12	$41,151
		TYPE SUBTOTAL	**20.50**	**$3,429.24**		**$41,151**
		TOTALS	**20.50**	**$3,429.25**		**$41,151**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MASTER WIRELESS AGREEMENT	**S-030**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and development of master wireless agreement.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MASTER WIRELESS AGREEMENT	**S-030**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SITE LEASE AGREEMENT	**S-031**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	AGREEMENT	

DESCRIPTION OF SERVICE

Review and development of site lease agreement for lease of City-owned land

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SITE LEASE AGREEMENT	**S-031**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BANNER PERMIT REVIEW	**S-032**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review and approval of hanging of a banner in conformance with City codes, guidelines, regulations and standards.

CURRENT FEE STRUCTURE

$48 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$48.00**	**TOTAL REVENUE:**	**$384**
UNIT COST:	**$83.63**	**TOTAL COST:**	**$669**
UNIT PROFIT (SUBSIDY):	**$(35.63)**	**TOTAL PROFIT (SUBSIDY):**	**$(285)**
TOTAL UNITS:	**8**	**PCT. COST RECOVERY:**	**57.40%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85 per permit

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BANNER PERMIT REVIEW	**S-032**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**8**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		0.50	$83.64	8	$669
		TYPE SUBTOTAL	**0.50**	**$83.64**		**$669**
		TOTALS	**0.50**	**$83.63**		**$669**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SIGN REVIEW	**S-033**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review of and inspection of commercial sign in conformance with the City's sign ordinance, guidelines, codes and regulations.

CURRENT FEE STRUCTURE

$105 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$105.00**	**TOTAL REVENUE:**	**$8,820**
UNIT COST:	**$125.46**	**TOTAL COST:**	**$10,539**
UNIT PROFIT (SUBSIDY):	**$(20.46)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,719)**
TOTAL UNITS:	**84**	**PCT. COST RECOVERY:**	**83.69%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SIGN REVIEW	**S-033**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**84**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		0.75	$125.46	84	$10,539
		TYPE SUBTOTAL	**0.75**	**$125.46**		**$10,539**
		TOTALS	**0.75**	**$125.46**		**$10,539**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SIGN PROGRAM REVIEW	**S-034**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval allowing building occupants or project including a number of buildings to combine compliant sign coverage into one or more signs in an integrated design concept in conformance to City Sign Program, codes, regulation and standards.

CURRENT FEE STRUCTURE

$491 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$491.00**	**TOTAL REVENUE:**	**$491**
UNIT COST:	**$669.00**	**TOTAL COST:**	**$669**
UNIT PROFIT (SUBSIDY):	**$(178.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(178)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**73.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$670 per application

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SIGN PROGRAM REVIEW	**S-034**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		4.00	$669.12	1	$669
		TYPE SUBTOTAL	**4.00**	**$669.12**		**$669**
		TOTALS	**4.00**	**$669.00**		**$669**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE REVIEW (PLANNING)	**S-035**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REVIEW	

DESCRIPTION OF SERVICE

Review of a new business registration to ensure business operations comply with permitted land uses.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$83.64**	**TOTAL COST:**	**$27,183**
UNIT PROFIT (SUBSIDY):	**$(83.64)**	**TOTAL PROFIT (SUBSIDY):**	**$(27,183)**
TOTAL UNITS:	**325**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE REVIEW (PLANNING)	**S-035**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**325**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		0.50	$83.64	325	$27,183
		TYPE SUBTOTAL	**0.50**	**$83.64**		**$27,183**
		TOTALS	**0.50**	**$83.64**		**$27,183**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT (PLANNING)	**S-036**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review and approve of new Home Occupation Permit for party conducting business within a dwelling unit or residential site, employing occupants of the dwelling, with the business activity being subordinate to the residential use of the property.

CURRENT FEE STRUCTURE

$39 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$39.00**	**TOTAL REVENUE:**	**$780**
UNIT COST:	**$125.45**	**TOTAL COST:**	**$2,509**
UNIT PROFIT (SUBSIDY):	**$(86.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,729)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**31.09%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT (PLANNING)	**S-036**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		0.75	$125.46	20	$2,509
		TYPE SUBTOTAL	**0.75**	**$125.46**		**$2,509**
		TOTALS	**0.75**	**$125.45**		**$2,509**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OFFICE TRAILER PERMIT	**S-037**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

review of office trailer to ensure that it is safe for occupancy and use in conformance with City Ordinances, codes, regulations and standards.

CURRENT FEE STRUCTURE

$437 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$437.00**	**TOTAL REVENUE:**	**$1,748**
UNIT COST:	**$167.25**	**TOTAL COST:**	**$669**
UNIT PROFIT (SUBSIDY):	**$269.75**	**TOTAL PROFIT (SUBSIDY):**	**$1,079**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**261.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$165 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OFFICE TRAILER PERMIT	**S-037**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		1.00	$167.28	4	$669
		TYPE SUBTOTAL	**1.00**	**$167.28**		**$669**
		TOTALS	**1.00**	**$167.25**		**$669**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TEMPORARY STORAGE PERMIT	**S-038**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approve Temporary Storage Permit on specific parcels of land to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$3,269.00**	**TOTAL COST:**	**$3,269**
UNIT PROFIT (SUBSIDY):	**$(3,269.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,269)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,270 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TEMPORARY STORAGE PERMIT	**S-038**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	DIRECTOR OF PLANNING		2.00	$592.18	1	$592
PLANNING	PROJECT PLANNER		16.00	$2,676.48	1	$2,676
		TYPE SUBTOTAL	**18.00**	**$3,268.66**		**$3,269**
		TOTALS	**18.00**	**$3,269.00**		**$3,269**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONING CERTIFICATION LETTER	**S-039**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	LETTER	

DESCRIPTION OF SERVICE

Letter certifying the property history and number of residential dwelling units at the property that are legal in conformance with City Ordinances, codes, regulations and standards.

CURRENT FEE STRUCTURE

$105 per parcel

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$105.00**	**TOTAL REVENUE:**	**$3,360**
UNIT COST:	**$724.44**	**TOTAL COST:**	**$23,182**
UNIT PROFIT (SUBSIDY):	**$(619.44)**	**TOTAL PROFIT (SUBSIDY):**	**$(19,822)**
TOTAL UNITS:	**32**	**PCT. COST RECOVERY:**	**14.49%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$725 per letter

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ZONING CERTIFICATION LETTER	**S-039**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**32**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN INTERN-PT		3.25	$119.02	32	$3,809
PLANNING	PLANNING PROG ASSIST		0.50	$61.77	32	$1,977
PLANNING	PROJECT PLANNER		3.25	$543.66	32	$17,397
		TYPE SUBTOTAL	**7.00**	**$724.45**		**$23,182**
		TOTALS	**7.00**	**$724.44**		**$23,182**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OFFSITE RECORD/PLAN RETRIEVAL	**S-040**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REQUEST	

DESCRIPTION OF SERVICE

Staff research and retrieval of city records stored at offsite facility

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge actual outside costs that are in compliance with the Public Records Act.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OFFSITE RECORD/PLAN RETRIEVAL	**S-040**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER	Actual Outside Cost	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL/MISC PLAN REVIEW	**S-041**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REVIEW	

DESCRIPTION OF SERVICE

Additional review of various development plans, beyond the number of standard reviews by the City.

CURRENT FEE STRUCTURE

Fully allocated hourly rate

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL/MISC PLAN REVIEW	**S-041**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER	Actual Time	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PLANNING DEPT PLAN CHECK	**S-042**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PLAN	

DESCRIPTION OF SERVICE

Process and review residential site plans in conformance with City codes, regulations and standards. Formerly Planning Department Plan Check (Site Plan).

CURRENT FEE STRUCTURE

$102 - Site Plan
$105 - Residential
$115 - Non-Residential
$118 - Outside of Redevelopment Project Areas and Non-Residential

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$125,000.00**	**TOTAL REVENUE:**	**$125,000**
UNIT COST:	**$226,954.00**	**TOTAL COST:**	**$226,954**
UNIT PROFIT (SUBSIDY):	**$(101,954.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(101,954)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**55.08%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge 25% of the Building Plan Check fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PLANNING DEPT PLAN CHECK	**S-042**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING REGUL.	ASSISTANT PLANNER I	25% Of 1	402.76	$52,113.12	1	$52,113
BUILDING REGUL.	ASSOC PLANNER	25% Of 2	805.52	$112,200.88	1	$112,201
BUILDING REGUL.	SENIOR PLANNER	25% Of 1	402.75	$62,639.71	1	$62,640
		TYPE SUBTOTAL	**1,611.03**	**$226,953.71**		**$226,954**
		TOTALS	**1,611.03**	**$226,954.00**		**$226,954**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
GENERAL PLAN MAINTENANCE	**S-043**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	N/A	

DESCRIPTION OF SERVICE

Update and maintenance of the City General Plan.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$79.53**	**TOTAL COST:**	**$74,997**
UNIT PROFIT (SUBSIDY):	**$(79.53)**	**TOTAL PROFIT (SUBSIDY):**	**$(74,997)**
TOTAL UNITS:	**943**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

3.0% of building permit fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
GENERAL PLAN MAINTENANCE	**S-043**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**943**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING		$750,000/10yrs	0.00	$79.53	943	$74,997
		TYPE SUBTOTAL	**0.00**	**$79.53**		**$74,997**
		TOTALS	**0.00**	**$79.53**		**$74,997**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOP/FIRE TECHNOLOGY SURCHARGE	**S-044**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING	PERMIT	

DESCRIPTION OF SERVICE

Replacement of technology needed for Development and Fire Services

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$26.51**	**TOTAL COST:**	**$24,999**
UNIT PROFIT (SUBSIDY):	**$(26.51)**	**TOTAL PROFIT (SUBSIDY):**	**$(24,999)**
TOTAL UNITS:	**943**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1% of Building and Fire permit fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DEVELOP/FIRE TECHNOLOGY SURCHARGE	**S-044**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**943**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING REGUL.		$25k/Yr	0.00	$26.51	943	$24,999
		TYPE SUBTOTAL	**0.00**	**$26.51**		**$24,999**
		TOTALS	**0.00**	**$26.51**		**$24,999**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUILDING PLAN CHECK & INSPECTION	**S-045**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING	PERMIT	

DESCRIPTION OF SERVICE

Plan review of building construction on private property and inspection of that work for conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

Varies

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,504.66**	**TOTAL REVENUE:**	**$2,361,895**
UNIT COST:	**$2,127.43**	**TOTAL COST:**	**$2,006,166**
UNIT PROFIT (SUBSIDY):	**$377.23**	**TOTAL PROFIT (SUBSIDY):**	**$355,729**
TOTAL UNITS:	**943**	**PCT. COST RECOVERY:**	**117.73%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

With the new contract provider, the City should re-study this service within the next year to determine if the current fees are appropriate.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUILDING PLAN CHECK & INSPECTION	**S-045**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**943**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING REGUL.	BUILDING MANAGER	100%	1.69	$287.55	943	$271,160
BUILDING REGUL.	BLDG PERMIT TECH	80% Of 2	2.73	$214.33	943	$202,113
BUILDING REGUL.	CITY MANAGER	8%	0.08	$31.56	943	$29,761
BUILDING REGUL.	OVERTIME		2.21	$4.61	943	$4,347
BUILDING REGUL.		Contractual Services	0.00	$344.64	943	$324,996
BUILDING REGUL.		Intergovnmtl Charges	0.00	$1,166.49	943	$1,100,000
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS	10%	0.17	$36.05	943	$33,995
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS	10%	0.17	$42.20	943	$39,795
		TYPE SUBTOTAL	**7.05**	**$2,127.43**		**$2,006,166**
		TOTALS	**7.05**	**$2,127.43**		**$2,006,166**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ZONE MODIFICATION - TIME EXTEND	S-046

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Consideration of time extension for zone change or zone modification.

CURRENT FEE STRUCTURE

$567 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ZONE MODIFICATION - TIME EXTEND	**S-046**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RECONSIDERATION OF DPA OR CUP	S-047

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Reconsideration of a development plan approval or conditional use permit.

CURRENT FEE STRUCTURE

$1,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service included in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RECONSIDERATION OF DPA OR CUP	**S-047**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ DEVELOPMENT PLAN APPR - BLDG ADD	**S-048**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of Development Plan for a Building Addition greater than 1,000 square feet to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$1,140 - Building Addition (>1,000 sq. ft.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ DEVELOPMENT PLAN APPR - BLDG ADD	**S-048**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PUBLIC HEARING	**S-049**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Public Hearing process for Planning Department services.

CURRENT FEE STRUCTURE

$1,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service included in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PUBLIC HEARING	**S-049**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CEQA REVIEW - INITIAL STUDY	S-050

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

CEQA Review - Initial Study (including County Registration Fee)

CURRENT FEE STRUCTURE

$653 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with other services/fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CEQA REVIEW - INITIAL STUDY	**S-050**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PREPARATION OF MITIGATED NEG DEC	**S-051**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Processing of environmental documents of a proposed development and the review necessary to determine that a project requires a Negative Declaration.

CURRENT FEE STRUCTURE

$1,140 plus costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Applicant directly pays consultant for services

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PREPARATION OF MITIGATED NEG DEC	**S-051**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PREPARATION OF SOIL & GAS STUD	S-052

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and process Preparation of Soil and Soil Gas Study in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2,626 plus costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PREPARATION OF SOIL & GAS STUD	**S-052**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ SOIL GAS STUDY REVIEW	S-053

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Planning review of required soil and gas study.

CURRENT FEE STRUCTURE

$528 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ SOIL GAS STUDY REVIEW	**S-053**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	PROJECT PLANNER		1.50	$250.92	0	$0
		TYPE SUBTOTAL	**1.50**	**$250.92**		**$0**
		TOTALS	**1.50**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ SOIL STUDY REVIEW	S-054

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and analysis of Soil Study in development areas in conformance with City ordinance, codes, and regulations.

CURRENT FEE STRUCTURE

$1,760 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ SOIL STUDY REVIEW	**S-054**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ OIL WELL PERMIT	S-055

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review and approval permitting and tracking an oil or gas well, in conformance with City and State code, regulations and standards.

CURRENT FEE STRUCTURE

$704 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ OIL WELL PERMIT	**S-055**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ OIL WELL DRILLING PERMIT	S-056

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review and approval permitting and tracking drilling an oil or gas well, in conformance with City and State code, regulations and standards.

CURRENT FEE STRUCTURE

$352 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ OIL WELL DRILLING PERMIT	**S-056**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PROPERTY INFO (REALQUEST)	**S-057**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REPORT	

DESCRIPTION OF SERVICE

Provide Property Information (RealQuest Search) in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$46 per report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PROPERTY INFO (REALQUEST)	**S-057**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TENANT IMPROVEMENT PLAN CHECK	S-058

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	UNIT	

DESCRIPTION OF SERVICE

Review of plan check for tenant improvements, also known as Leasehold improvements are the custom interior finish outs a landlord or tenant makes to a commercial rental space (office, retail, or warehouse space).

CURRENT FEE STRUCTURE

$105 per unit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service included in Building Permits

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TENANT IMPROVEMENT PLAN CHECK	**S-058**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RADIUS MAP/LABEL CREATION	**S-059**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PROJECT	

DESCRIPTION OF SERVICE

Providing copy and creation of radius map/label showing radius circle around a location set your proximity distance.

CURRENT FEE STRUCTURE

$250 per project

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RADIUS MAP/LABEL CREATION	**S-059**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PUBLIC HEARING SURCHARGE	**S-060**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approve Conditional Use Public Hearing Surcharge to determine conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$1,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service included in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PUBLIC HEARING SURCHARGE	**S-060**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ HAZARDOUS MATERIAL SURCHARGE	S-061

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Surcharge for City's administration and reporting of hazardous materials

CURRENT FEE STRUCTURE

$2,253 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ HAZARDOUS MATERIAL SURCHARGE	**S-061**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ AERIAL PHOTO VIEWING	S-062

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PHOTO	

DESCRIPTION OF SERVICE

Availability of City aerial photo for review.

CURRENT FEE STRUCTURE

No charge

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service is free

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ AERIAL PHOTO VIEWING	**S-062**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - PLANNING DOCUMENTS	**S-063**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	COPY	

DESCRIPTION OF SERVICE

Provide copy of Planning documents such as aerial photo, General Plan, Housing Element, site plans, zoning maps, zoning ordinances, etc.

CURRENT FEE STRUCTURE

Varies

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer available

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - PLANNING DOCUMENTS	**S-063**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STREET/ALLEY VACATION	**S-064**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of vacating general street/alley in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$4,965 - General street/alley vacation
$2,253 - Summary street vacation

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STREET/ALLEY VACATION	**S-064**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STREET ENCROACHMENT PERMIT	S-065

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review and approval permitting street encroachment necessary to utilize any part of the road right of way (from property line to property line) for storing materials, detouring traffic or parking equipment in the street overnight.

CURRENT FEE STRUCTURE

$2,253 per application plus cost

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service provided in other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STREET ENCROACHMENT PERMIT	**S-065**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RELOCATION OF BUILDING	**S-066**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Review and process structure relocation from one location to another in conformance with City code, regulations and standards.

CURRENT FEE STRUCTURE

$2,253 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RELOCATION OF BUILDING	**S-066**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RESIDENTIAL RENTAL INSPECTION	S-067

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	UNIT	

DESCRIPTION OF SERVICE

Review, process and inspection Rental Housing residential rental properties on a routine and comprehensive basis to assure overall conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$108 per inspection - Apartment Units - Initial/Annual
$ 68 per inspection - Apartment Units - Reinspection
$108 per inspection - Condominium/Townhouses - Initial/Annual
$ 68 per inspection - Condominium/Townhouses - Reinspection
$108 per inspection - Single Family Dwellings - Initial/Annual
$ 68 per inspection - Single Family Dwellings - Reinspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RESIDENTIAL RENTAL INSPECTION	**S-067**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FINAL PARCEL/TRACT MAP	**S-068**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	MAP	

DESCRIPTION OF SERVICE

Review of a final parcel or tract map for compliance, including for accuracy and format, with City codes, regulations and standards, as well as the Subdivision Map Act.

CURRENT FEE STRUCTURE

$4,970 plus $295 per lot/unit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,970.00**	**TOTAL REVENUE:**	**$29,820**
UNIT COST:	**$4,469.33**	**TOTAL COST:**	**$26,816**
UNIT PROFIT (SUBSIDY):	**$500.67**	**TOTAL PROFIT (SUBSIDY):**	**$3,004**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**111.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,470 per map plus actual costs for contract surveyor

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FINAL PARCEL/TRACT MAP	**S-068**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		1.00	$212.90	6	$1,277
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		6.00	$868.02	6	$5,208
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		14.00	$1,877.68	6	$11,266
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		5.00	$1,009.95	6	$6,060
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		2.00	$500.82	6	$3,005
		TYPE SUBTOTAL	**28.00**	**$4,469.37**		**$26,816**
		TOTALS	**28.00**	**$4,469.33**		**$26,816**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT (PW)	**S-069**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of a proposed change to the boundary between two or three properties and to issue a certificate of compliance.

CURRENT FEE STRUCTURE

$3,554 per application plus any outside costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,264.80**	**TOTAL REVENUE:**	**$21,324**
UNIT COST:	**$2,085.00**	**TOTAL COST:**	**$10,425**
UNIT PROFIT (SUBSIDY):	**$2,179.80**	**TOTAL PROFIT (SUBSIDY):**	**$10,899**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**204.55%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,085 per application plus actual costs for contract surveyor

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT (PW)	**S-069**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		1.00	$212.90	5	$1,065
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		1.00	$144.67	5	$723
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		8.00	$1,072.96	5	$5,365
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		2.00	$403.98	5	$2,020
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	5	$1,252
		TYPE SUBTOTAL	**13.00**	**$2,084.92**		**$10,425**
		TOTALS	**13.00**	**$2,085.00**		**$10,425**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT MERGER	**S-070**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	LOT	

DESCRIPTION OF SERVICE

Review and approval of proposed merger of two or more lots.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$2,085.00**	**TOTAL COST:**	**$4,170**
UNIT PROFIT (SUBSIDY):	**$(2,085.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,170)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,085 per application plus actual costs for contract surveyor

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT MERGER	**S-070**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		1.00	$212.90	2	$426
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		1.00	$144.67	2	$289
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		8.00	$1,072.96	2	$2,146
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		2.00	$403.98	2	$808
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	2	$501
		TYPE SUBTOTAL	**13.00**	**$2,084.92**		**$4,170**
		TOTALS	**13.00**	**$2,085.00**		**$4,170**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT TIE AGREEMENT	**S-071**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of lot tie agreement to hold property as one parcel. The lot tie ensures that the owner does not sell a parcel where a portion of a building straddles two parcels or where tied lots allow the required lot area allowing construction.

CURRENT FEE STRUCTURE

$2,340 per application
($961 Planning + $1,379 PW)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,340.00**	**TOTAL REVENUE:**	**$4,680**
UNIT COST:	**$2,085.00**	**TOTAL COST:**	**$4,170**
UNIT PROFIT (SUBSIDY):	**$255.00**	**TOTAL PROFIT (SUBSIDY):**	**$510**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**112.23%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,085 per application plus actual costs for contract surveyor

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOT TIE AGREEMENT	**S-071**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		1.00	$212.90	2	$426
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		1.00	$144.67	2	$289
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		8.00	$1,072.96	2	$2,146
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		2.00	$403.98	2	$808
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	2	$501
		TYPE SUBTOTAL	**13.00**	**$2,084.92**		**$4,170**
		TOTALS	**13.00**	**$2,085.00**		**$4,170**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
STREET/ALLEY VACATION	**S-072**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of vacating general street/alley in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$4,965 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,965.00**	**TOTAL REVENUE:**	**$4,965**
UNIT COST:	**$13,102.00**	**TOTAL COST:**	**$13,102**
UNIT PROFIT (SUBSIDY):	**$(8,137.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,137)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**37.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
STREET/ALLEY VACATION	**S-072**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		10.00	$2,129.00	1	$2,129
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		40.00	$5,786.80	1	$5,787
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		20.00	$2,682.40	1	$2,682
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		10.00	$2,504.10	1	$2,504
		TYPE SUBTOTAL	**80.00**	**$13,102.30**		**$13,102**
		TOTALS	**80.00**	**$13,102.00**		**$13,102**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SUMMARY STREET VACATION	**S-073**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review, process, report and recommendation of summary street vacation by planning staff, and notifying affected property owners and agencies in conformance with City ordinances, codes and regulations.

CURRENT FEE STRUCTURE

$4,965 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,965.00**	**TOTAL REVENUE:**	**$4,965**
UNIT COST:	**$13,102.00**	**TOTAL COST:**	**$13,102**
UNIT PROFIT (SUBSIDY):	**$(8,137.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,137)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**37.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SUMMARY STREET VACATION	**S-073**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		10.00	$2,129.00	1	$2,129
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		40.00	$5,786.80	1	$5,787
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		20.00	$2,682.40	1	$2,682
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		10.00	$2,504.10	1	$2,504
		TYPE SUBTOTAL	**80.00**	**$13,102.30**		**$13,102**
		TOTALS	**80.00**	**$13,102.00**		**$13,102**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - COMMERCIAL DRIVEWAY	**S-074**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of Commercial Driveway construction in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$183.50 - without demolition
$275.75 - with demolition
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$281.60**	**TOTAL REVENUE:**	**$2,816**
UNIT COST:	**$552.30**	**TOTAL COST:**	**$5,523**
UNIT PROFIT (SUBSIDY):	**$(270.70)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,707)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**50.99%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - COMMERCIAL DRIVEWAY	**S-074**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	10	$2,893
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	10	$2,630
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$5,523**
		TOTALS	**4.00**	**$552.30**		**$5,523**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - RESIDENTIAL DRIVEWAY	**S-075**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Residential Driveway construction in conformance with City codes and regulations.

CURRENT FEE STRUCTURE

$30.50 per permit
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$82.50**	**TOTAL REVENUE:**	**$165**
UNIT COST:	**$552.50**	**TOTAL COST:**	**$1,105**
UNIT PROFIT (SUBSIDY):	**$(470.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(940)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**14.93%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - RESIDENTIAL DRIVEWAY	**S-075**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	2	$579
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	2	$526
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$1,105**
		TOTALS	**4.00**	**$552.50**		**$1,105**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - SIDEWALK	**S-076**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Sidewalk Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$2.85 L.F. (without demolition) / $3.45 L.F. (with demolition) Flat Fee per permit
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$212.00**	**TOTAL REVENUE:**	**$212**
UNIT COST:	**$552.00**	**TOTAL COST:**	**$552**
UNIT PROFIT (SUBSIDY):	**$(340.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(340)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**38.41%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - SIDEWALK	**S-076**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	1	$289
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	1	$263
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$552**
		TOTALS	**4.00**	**$552.00**		**$552**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB & GUTTER	**S-077**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Curb and Gutter Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$3.65 L.F. (without demolition) / $4.55 L.F. (with demolition) Flat Fee per permit
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$257.00**	**TOTAL REVENUE:**	**$514**
UNIT COST:	**$552.50**	**TOTAL COST:**	**$1,105**
UNIT PROFIT (SUBSIDY):	**$(295.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(591)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**46.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB & GUTTER	**S-077**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	2	$579
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	2	$526
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$1,105**
		TOTALS	**4.00**	**$552.50**		**$1,105**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - PARKWAY CULVERT	**S-078**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Parkway Culvert Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$131 Each (without demolition) / $195 Each (with demolition) Flat Fee per permit
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$215.00**	**TOTAL REVENUE:**	**$430**
UNIT COST:	**$552.50**	**TOTAL COST:**	**$1,105**
UNIT PROFIT (SUBSIDY):	**$(337.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(675)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**38.91%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - PARKWAY CULVERT	**S-078**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	2	$579
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	2	$526
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$1,105**
		TOTALS	**4.00**	**$552.50**		**$1,105**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB RAMP	**S-079**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Curb Ramp Construction (with demolition/without demolition) in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$141 each without demolition, $210.75 each with demolition
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$228.00**	**TOTAL REVENUE:**	**$228**
UNIT COST:	**$552.00**	**TOTAL COST:**	**$552**
UNIT PROFIT (SUBSIDY):	**$(324.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(324)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.30%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB RAMP	**S-079**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	1	$289
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	1	$263
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$552**
		TOTALS	**4.00**	**$552.00**		**$552**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB CORE FOR DRAIN PIPE	**S-080**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, inspection and issuance of permit for Curb Core for Drain Pipe (residential area) construction in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$30 per permit
$52 - permit issuance

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$82.00**	**TOTAL REVENUE:**	**$82**
UNIT COST:	**$552.00**	**TOTAL COST:**	**$552**
UNIT PROFIT (SUBSIDY):	**$(470.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(470)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**14.86%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CONST - CURB CORE FOR DRAIN PIPE	**S-080**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	1	$289
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	1	$263
		TYPE SUBTOTAL	**4.00**	**$552.32**		**$552**
		TOTALS	**4.00**	**$552.00**		**$552**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXCAVATION PERMIT PROCESSING	**S-081**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review, approval and issuance of permit for excavation in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$52 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$52.00**	**TOTAL REVENUE:**	**$6,240**
UNIT COST:	**$356.40**	**TOTAL COST:**	**$42,768**
UNIT PROFIT (SUBSIDY):	**$(304.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(36,528)**
TOTAL UNITS:	**120**	**PCT. COST RECOVERY:**	**14.59%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXCAVATION PERMIT PROCESSING	**S-081**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**120**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	120	$34,721
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		0.50	$67.06	120	$8,047
		TYPE SUBTOTAL	**2.50**	**$356.40**		**$42,768**
		TOTALS	**2.50**	**$356.40**		**$42,768**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXCAVATION INSPECTION	**S-082**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	INSPECTION	

DESCRIPTION OF SERVICE

Review and inspection of construction encroachment and excavation within public rights-of way.

CURRENT FEE STRUCTURE

$104 per hour (2 hr minimum)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$208.00**	**TOTAL REVENUE:**	**$24,960**
UNIT COST:	**$262.98**	**TOTAL COST:**	**$31,558**
UNIT PROFIT (SUBSIDY):	**$(54.98)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,598)**
TOTAL UNITS:	**120**	**PCT. COST RECOVERY:**	**79.09%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Regular Hours - $132 per hour (2 hour minimum)
After Hours - $160 per hour (2 hour minimum)

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXCAVATION INSPECTION	**S-082**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**120**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		2.00	$262.98	120	$31,558
		TYPE SUBTOTAL	**2.00**	**$262.98**		**$31,558**
		TOTALS	**2.00**	**$262.98**		**$31,558**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC CONTROL PLAN REVIEW	**S-083**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PLAN	

DESCRIPTION OF SERVICE

Review of traffic control plan and inspection during encroachment work.

CURRENT FEE STRUCTURE

$103 per hour (1 hour minimum)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$103.00**	**TOTAL REVENUE:**	**$18,540**
UNIT COST:	**$383.78**	**TOTAL COST:**	**$69,080**
UNIT PROFIT (SUBSIDY):	**$(280.78)**	**TOTAL PROFIT (SUBSIDY):**	**$(50,540)**
TOTAL UNITS:	**180**	**PCT. COST RECOVERY:**	**26.84%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$385 per plan

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC CONTROL PLAN REVIEW	**S-083**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**180**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
TRAFFIC ENGINEERING	TRAFFIC ENGINEER		2.00	$383.78	180	$69,080
		TYPE SUBTOTAL	**2.00**	**$383.78**		**$69,080**
		TOTALS	**2.00**	**$383.78**		**$69,080**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PUBLIC WORKS PLAN CHECK/INSPECTION	**S-084**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PLAN	

DESCRIPTION OF SERVICE

Public Works review of plans and inspection of contruction in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

17% of first $500,000 of Approved Construction Cost (ACC)
8.50% of second $500,000 of ACC
4.25% of third $500,000 of ACC
Flat Fee of 10% if ACC is over $1.5 Million

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$99,166.67**	**TOTAL REVENUE:**	**$297,500**
UNIT COST:	**$91,590.33**	**TOTAL COST:**	**$274,771**
UNIT PROFIT (SUBSIDY):	**$7,576.34**	**TOTAL PROFIT (SUBSIDY):**	**$22,729**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**108.27%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

16% of ACC - Up to $500,000 Approved Construction Cost
7% of ACC - Amount beyond $500,000 ACC

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PUBLIC WORKS PLAN CHECK/INSPECTION	**S-084**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ADMIN CLERK I/ADMIN INTER	$500k	20.00	$640.20	2	$1,280
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS	$500k	40.00	$8,516.00	2	$17,032
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	$500k	40.00	$5,786.80	2	$11,574
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	$500k	120.00	$16,094.40	2	$32,189
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	$500k	60.00	$12,119.40	2	$24,239
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS	$500k	20.00	$5,008.20	2	$10,016
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR	$500k	240.00	$31,557.60	2	$63,115
		TYPE SUBTOTAL	**540.00**	**$79,722.60**		**$159,445**
BLDG REG/PUB IMP	ADMIN CLERK I/ADMIN INTER	$1 Mill	30.00	$960.30	1	$960
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS	$1 Mill	40.00	$8,516.00	1	$8,516
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	$1 Mill	60.00	$8,680.20	1	$8,680
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	$1 Mill	180.00	$24,141.60	1	$24,142
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	$1 Mill	90.00	$18,179.10	1	$18,179
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS	$1 Mill	30.00	$7,512.30	1	$7,512
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR	$1 Mill	360.00	$47,336.40	1	$47,336
		TYPE SUBTOTAL	**790.00**	**$115,325.90**		**$115,326**
		TOTALS	**1,330.00**	**$91,590.33**		**$274,771**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC STUDY REVIEW	**S-085**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	REVIEW	

DESCRIPTION OF SERVICE

Review of traffic study for conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,195.00**	**TOTAL COST:**	**$7,170**
UNIT PROFIT (SUBSIDY):	**$(1,195.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,170)**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First review - $1,260
Each additional review - $875

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC STUDY REVIEW	**S-085**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
TRAFFIC ENGINEERING	TRAFFIC ENGINEER	1st Review	4.00	$767.56	5	$3,838
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	1st Review	2.00	$289.34	5	$1,447
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	1st Review	1.00	$201.99	5	$1,010
		TYPE SUBTOTAL	**7.00**	**$1,258.89**		**$6,294**
TRAFFIC ENGINEERING	TRAFFIC ENGINEER	Ea Add'l Review	2.00	$383.78	1	$384
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	Ea Addl Review	2.00	$289.34	1	$289
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	Ea Addl Review	1.00	$201.99	1	$202
		TYPE SUBTOTAL	**5.00**	**$875.11**		**$875**
		TOTALS	**12.00**	**$1,195.00**		**$7,170**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IRRIGATION PLAN CHECK	**S-086**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PLAN	

DESCRIPTION OF SERVICE

Review and approve irrigation plan that will be included in a project in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$831.80**	**TOTAL COST:**	**$4,159**
UNIT PROFIT (SUBSIDY):	**$(831.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,159)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$830 per sheet

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IRRIGATION PLAN CHECK	**S-086**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	Per Sheet	1.00	$144.67	5	$723
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Per Sheet	2.00	$268.24	5	$1,341
DISTRIBUTION SYSTEM	UTIL SVCS MANAGER	Per Sheet	1.00	$242.70	5	$1,214
DISTRIBUTION SYSTEM	WATER UTIL SUPERVISOR	Per Sheet	1.00	$176.09	5	$880
		TYPE SUBTOTAL	**5.00**	**$831.70**		**$4,159**
		TOTALS	**5.00**	**$831.80**		**$4,159**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DRAINAGE PLAN REVIEW & INSPECTION	**S-087**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PLAN	

DESCRIPTION OF SERVICE

Review of drainage plan and inspection in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

14% Est. Cost (on-site) ($600 minimum)
19% Est. Drainage (off-site) ($600 minimum)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$8,800.00**	**TOTAL REVENUE:**	**$158,400**
UNIT COST:	**$2,861.22**	**TOTAL COST:**	**$51,502**
UNIT PROFIT (SUBSIDY):	**$5,938.78**	**TOTAL PROFIT (SUBSIDY):**	**$106,898**
TOTAL UNITS:	**18**	**PCT. COST RECOVERY:**	**307.56%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by 15% of Estimated Construction Costs with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DRAINAGE PLAN REVIEW & INSPECTION	**S-087**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**18**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Onsite-$30k Or Less	16.00	$2,145.92	6	$12,876
		TYPE SUBTOTAL	**16.00**	**$2,145.92**		**$12,876**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Onsite-$100k	32.00	$4,291.84	3	$12,876
		TYPE SUBTOTAL	**32.00**	**$4,291.84**		**$12,876**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Offsite-$30 Or Less	16.00	$2,145.92	6	$12,876
		TYPE SUBTOTAL	**16.00**	**$2,145.92**		**$12,876**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Offsite-$100k	32.00	$4,291.84	3	$12,876
		TYPE SUBTOTAL	**32.00**	**$4,291.84**		**$12,876**
		TOTALS	**96.00**	**$2,861.22**		**$51,502**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SEWER STUDY REVIEW	**S-088**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	STUDY	

DESCRIPTION OF SERVICE

Review and approve sewer study to estimate preliminary sewer flow rates generated by the proposed project and presents the hydraulic calculations for the proposed sewer facilities.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,359.40**	**TOTAL COST:**	**$6,797**
UNIT PROFIT (SUBSIDY):	**$(1,359.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,797)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,360 per study

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SEWER STUDY REVIEW	**S-088**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		8.00	$1,157.36	5	$5,787
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR		1.00	$201.99	5	$1,010
		TYPE SUBTOTAL	**9.00**	**$1,359.35**		**$6,797**
		TOTALS	**9.00**	**$1,359.40**		**$6,797**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MS4 PERMIT COMPLIANCE PLAN CHECK	**S-089**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PLAN	

DESCRIPTION OF SERVICE

Plan review to ensure the project is in conformance of MS4 stormwater guidelines

CURRENT FEE STRUCTURE

Less than 1 acre - $520
1 acre or greater - $760

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$580.00**	**TOTAL REVENUE:**	**$11,600**
UNIT COST:	**$1,920.90**	**TOTAL COST:**	**$38,418**
UNIT PROFIT (SUBSIDY):	**$(1,340.90)**	**TOTAL PROFIT (SUBSIDY):**	**$(26,818)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**30.19%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge actual contract costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MS4 PERMIT COMPLIANCE PLAN CHECK	**S-089**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	<1 Acre	10.00	$1,341.20	15	$20,118
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	<1 Acre	2.00	$403.98	15	$6,060
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS	<1 Acre	0.50	$125.21	15	$1,878
		TYPE SUBTOTAL	**12.50**	**$1,870.39**		**$28,056**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	1 Acre+	10.00	$1,341.20	5	$6,706
BLDG REG/PUB IMP	CAPITAL IMPROVEMENTS MGR	1 Acre+	3.00	$605.97	5	$3,030
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS	1 Acre+	0.50	$125.21	5	$626
		TYPE SUBTOTAL	**13.50**	**$2,072.38**		**$10,362**
		TOTALS	**26.00**	**$1,920.90**		**$38,418**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MS4 PERMIT COMPLIANCE INSPECTION	**S-090**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	INSPECTION	

DESCRIPTION OF SERVICE

Daily inspection to ensure the project is in conformance of MS4 stormwater guidelines

CURRENT FEE STRUCTURE

$202 per day

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$202.00**	**TOTAL REVENUE:**	**$5,050**
UNIT COST:	**$268.24**	**TOTAL COST:**	**$6,706**
UNIT PROFIT (SUBSIDY):	**$(66.24)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,656)**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**75.31%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$270 per inspection plus actual contract costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MS4 PERMIT COMPLIANCE INSPECTION	**S-090**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		2.00	$268.24	25	$6,706
		TYPE SUBTOTAL	**2.00**	**$268.24**		**$6,706**
		TOTALS	**2.00**	**$268.24**		**$6,706**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL PUBLIC WORKS PLAN REVIEW	**S-091**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	REVIEW	

DESCRIPTION OF SERVICE

Providing additional plan reviews over and above three plan reviews.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$423.00**	**TOTAL COST:**	**$423**
UNIT PROFIT (SUBSIDY):	**$(423.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(423)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$425 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL PUBLIC WORKS PLAN REVIEW	**S-091**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		2.00	$289.34	1	$289
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		1.00	$134.12	1	$134
		TYPE SUBTOTAL	**3.00**	**$423.46**		**$423**
		TOTALS	**3.00**	**$423.00**		**$423**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL PUBLIC WORKS INSPECTION	**S-092**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	INSPECTION	

DESCRIPTION OF SERVICE

Providing additional inspections over and above the standard number of inspections when needed.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Regular Hours - $132 per hour (2 hour minimum)
After Hours - $160 per hour (2 hour minimum)

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL PUBLIC WORKS INSPECTION	**S-092**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
UTILITY FRANCHISE APPLICATION	**S-093**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review and establishment of conditions for a utility franchise to encroach onto city right of way and properties. Renewals occur approximately every 10 years, when current application expires. Renewal process requires same amount of time.

CURRENT FEE STRUCTURE

$4,810 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,810.00**	**TOTAL REVENUE:**	**$4,810**
UNIT COST:	**$6,295.00**	**TOTAL COST:**	**$6,295**
UNIT PROFIT (SUBSIDY):	**$(1,485.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,485)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**76.41%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for City staff involved plus any outside costs.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
UTILITY FRANCHISE APPLICATION	**S-093**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ADMIN CLERK I/ADMIN INTER		8.00	$256.08	1	$256
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS		1.00	$212.90	1	$213
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		20.00	$2,893.40	1	$2,893
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		20.00	$2,682.40	1	$2,682
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	1	$250
		TYPE SUBTOTAL	**50.00**	**$6,295.19**		**$6,295**
		TOTALS	**50.00**	**$6,295.00**		**$6,295**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
INSURANCE CERTIFICATE REVIEW	**S-094**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	CERTIFICATE	

DESCRIPTION OF SERVICE

Review of Insurance Certificate for work on City projects.

CURRENT FEE STRUCTURE

$83 (first review per certificate)
$36 each additional review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$78.73**	**TOTAL REVENUE:**	**$866**
UNIT COST:	**$120.27**	**TOTAL COST:**	**$1,323**
UNIT PROFIT (SUBSIDY):	**$(41.54)**	**TOTAL PROFIT (SUBSIDY):**	**$(457)**
TOTAL UNITS:	**11**	**PCT. COST RECOVERY:**	**65.46%**

SUGGESTED FEE FOR COST RECOVERY OF: 10%

First review - No Charge
Second review and beyond - $120 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
INSURANCE CERTIFICATE REVIEW	**S-094**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**11**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS	1st Review	0.25	$53.23	10	$532
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	1st Review	0.50	$67.06	10	$671
		TYPE SUBTOTAL	**0.75**	**$120.29**		**$1,203**
BLDG REG/PUB IMP	ASST DIR OF PUBLIC WORKS	Ea Addl Review	0.25	$53.23	1	$53
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Ea Addl Review	0.50	$67.06	1	$67
		TYPE SUBTOTAL	**0.75**	**$120.29**		**$120**
		TOTALS	**1.50**	**$120.27**		**$1,323**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
STREET SIGN INSTALLATION	**S-095**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	APPLICATION	

DESCRIPTION OF SERVICE

Review, permitting and installation of a street sign.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,121.06**	**TOTAL COST:**	**$20,179**
UNIT PROFIT (SUBSIDY):	**$(1,121.06)**	**TOTAL PROFIT (SUBSIDY):**	**$(20,179)**
TOTAL UNITS:	**18**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$385 per review plus $735 per sign if approved

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
STREET SIGN INSTALLATION	**S-095**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**18**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET MAINTENANCE	MAINTENANCE WORKER	3 Hrs Of 2	6.00	$617.28	18	$11,111
STREET MAINTENANCE		Materials	0.00	$120.00	18	$2,160
TRAFFIC ENGINEERING	TRAFFIC ENGINEER		2.00	$383.78	18	$6,908
		TYPE SUBTOTAL	**8.00**	**$1,121.06**		**$20,179**
		TOTALS	**8.00**	**$1,121.06**		**$20,179**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DISABLED PARKING REVIEW	**S-096**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	REVIEW	

DESCRIPTION OF SERVICE

Review, permitting and installation of a request for a disabled parking space in front of a residence in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,932.67**	**TOTAL COST:**	**$5,798**
UNIT PROFIT (SUBSIDY):	**$(1,932.67)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,798)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,135 per review plus $800 for installation if approved

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DISABLED PARKING REVIEW	**S-096**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET MAINTENANCE	MAINTENANCE WORKER	3 Hrs Of 2	6.00	$617.28	3	$1,852
STREET MAINTENANCE		$180 Materials	0.00	$180.00	3	$540
TRAFFIC ENGINEERING	TRAFFIC ENGINEER		4.00	$767.56	3	$2,303
BLDG REG/PUB IMP	DIRECTOR OF PUBLIC WORKS		1.00	$250.41	3	$751
ENGINEERING ADMIN	PUBLIC WORKS SECRETARY		1.00	$117.25	3	$352
		TYPE SUBTOTAL	**12.00**	**$1,932.50**		**$5,798**
		TOTALS	**12.00**	**$1,932.67**		**$5,798**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EASEMENT DEED REVIEW	**S-097**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	DEED	

DESCRIPTION OF SERVICE

Review and inspection easement deed allowing a party to use a portion of the land of another owner, in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

$525 - First 2 review
$105 - Ea addl review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$486.82**	**TOTAL REVENUE:**	**$5,355**
UNIT COST:	**$788.27**	**TOTAL COST:**	**$8,671**
UNIT PROFIT (SUBSIDY):	**$(301.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,316)**
TOTAL UNITS:	**11**	**PCT. COST RECOVERY:**	**61.76%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 2 reviews - $825
Each additional review - $415

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EASEMENT DEED REVIEW	**S-097**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**11**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	First 2 Reviews	2.00	$289.34	10	$2,893
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	First 2 Reviews	4.00	$536.48	10	$5,365
		TYPE SUBTOTAL	**6.00**	**$825.82**		**$8,258**
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER	Ea Addl Review	1.00	$144.67	1	$145
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Ea Addl Review	2.00	$268.24	1	$268
		TYPE SUBTOTAL	**3.00**	**$412.91**		**$413**
		TOTALS	**9.00**	**$788.27**		**$8,671**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TREE REMOVAL PERMIT	**S-098**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	REVIEW	

DESCRIPTION OF SERVICE

Administrative review and inspection of a request for the removal of a tree in the public parkway in conformance with City codes, regulations and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,284.67**	**TOTAL COST:**	**$15,416**
UNIT PROFIT (SUBSIDY):	**$(1,284.67)**	**TOTAL PROFIT (SUBSIDY):**	**$(15,416)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$820 per review plus $465 per removal if approved

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TREE REMOVAL PERMIT	**S-098**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET & TREE MAINT	GROUNDS MAINTENANCE SUPV	City Arborist	4.00	$701.16	12	$8,414
STREET & TREE MAINT	MAINTENANCE WORKER		4.00	$466.28	12	$5,595
ENGINEERING ADMIN	PUBLIC WORKS SECRETARY		1.00	$117.25	12	$1,407
		TYPE SUBTOTAL	**9.00**	**$1,284.69**		**$15,416**
		TOTALS	**9.00**	**$1,284.67**		**$15,416**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TEMP. REFUSE BIN/STORAGE POD PERMIT	**S-099**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review and inspection of a temporary refuse bin or storage pod in the public right of way.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$198.53**	**TOTAL COST:**	**$2,978**
UNIT PROFIT (SUBSIDY):	**$(198.53)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,978)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$200 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TEMP. REFUSE BIN/STORAGE POD PERMIT	**S-099**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II		0.50	$67.06	15	$1,006
BLDG REG/PUB IMP	PUBLIC WORKS INSPECTOR		1.00	$131.49	15	$1,972
		TYPE SUBTOTAL	**1.50**	**$198.55**		**$2,978**
		TOTALS	**1.50**	**$198.53**		**$2,978**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REPRODUCTION - DEVELOPMENT PLANS	**S-100**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PAGE	

DESCRIPTION OF SERVICE

Reproduction of development plans

CURRENT FEE STRUCTURE

$20.00 - 1st sheet blueprint
$ 9.50 - ea addl sheet blueprint
$24.00 - 1st sheet vellum
$13.00 - ea addl sheet vellum
$27.00 - 1st print of digital file
$ 2.00 - ea addl digital file

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$16.00**	**TOTAL REVENUE:**	**$96**
UNIT COST:	**$33.50**	**TOTAL COST:**	**$201**
UNIT PROFIT (SUBSIDY):	**$(17.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(105)**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**47.76%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$30 each sheet

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REPRODUCTION - DEVELOPMENT PLANS	**S-100**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Blueprint-1st	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Blueprint-Ea Addl	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Vellum-1st Print	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Vellum-Ea Addl	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Digital-1st	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Digital-Ea Addl	0.25	$33.53	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.53**		**$34**
		TOTALS	**1.50**	**$33.50**		**$201**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BACKFLOW DEVICE TESTING PROCESSING	**S-101**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	DEVICE	

DESCRIPTION OF SERVICE

Processing of the Annual Self-Testing of a backflow prevention device that is forwarded by the property owner to ensure water system integrity.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$38.11**	**TOTAL COST:**	**$53,354**
UNIT PROFIT (SUBSIDY):	**$(38.11)**	**TOTAL PROFIT (SUBSIDY):**	**$(53,354)**
TOTAL UNITS:	**1,400**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$40 per device per year

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BACKFLOW DEVICE TESTING PROCESSING	**S-101**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,400**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
DISTRIBUTION SYSTEM	BACKFLOW & CROSS CONNCTN	22%	0.25	$38.11	1,400	$53,354
		TYPE SUBTOTAL	**0.25**	**$38.11**		**$53,354**
		TOTALS	**0.25**	**$38.11**		**$53,354**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SEWER FLOW TEST	**S-102**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	TEST	

DESCRIPTION OF SERVICE

Performing a sewer flow test.

CURRENT FEE STRUCTURE

Actual Cost / $2,325 minimum

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$800.00**	**TOTAL REVENUE:**	**$800**
UNIT COST:	**$868.00**	**TOTAL COST:**	**$868**
UNIT PROFIT (SUBSIDY):	**$(68.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(68)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**92.17%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,500 deposit for actual staff and outside costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SEWER FLOW TEST	**S-102**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ASSOC CIVIL ENGINEER		6.00	$868.02	1	$868
		TYPE SUBTOTAL	**6.00**	**$868.02**		**$868**
		TOTALS	**6.00**	**$868.00**		**$868**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
UTILITY RESEARCH	**S-103**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	HOUR	

DESCRIPTION OF SERVICE

Utility research request

CURRENT FEE STRUCTURE

$81.50 per hour (1/2 hour minimum)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$81.50**	**TOTAL REVENUE:**	**$815**
UNIT COST:	**$134.10**	**TOTAL COST:**	**$1,341**
UNIT PROFIT (SUBSIDY):	**$(52.60)**	**TOTAL PROFIT (SUBSIDY):**	**$(526)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**60.78%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$135 per hour (1/2 hour minimum)

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
UTILITY RESEARCH	**S-103**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	CIVIL ENGINEER TECH II	Hourly	1.00	$134.12	10	$1,341
		TYPE SUBTOTAL	**1.00**	**$134.12**		**$1,341**
		TOTALS	**1.00**	**$134.10**		**$1,341**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MAILING SPECIFICATIONS	**S-104**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	MAILING	

DESCRIPTION OF SERVICE

Mailing of specifications to requested parties.

CURRENT FEE STRUCTURE

Number of Plan Sheets/Number of Spec Pages

$9 1-5 Plan Sheets/ 1-25 Spec Pages
$11 6-10 Plan Sheets/ 26-40 Spec Pages
$13.25 11-15 Plan Sheets/ 41-75 Spec Pages
$15.25 16-20 Plan Sheets/ 76-100 Spec Pages
$17.50 21-25 Plan Sheets/101-150 Spec Pages
$22.25 26-50 Plan Sheets/150+ Spec Pages

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11.00**	**TOTAL REVENUE:**	**$275**
UNIT COST:	**$32.00**	**TOTAL COST:**	**$800**
UNIT PROFIT (SUBSIDY):	**$(21.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(525)**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**34.38%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$30 per spec page

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MAILING SPECIFICATIONS	**S-104**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BLDG REG/PUB IMP	ADMIN CLERK I/ADMIN INTER	Per Spec Page	1.00	$32.01	25	$800
		TYPE SUBTOTAL	**1.00**	**$32.01**		**$800**
		TOTALS	**1.00**	**$32.00**		**$800**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PERMANENT/TEMP ENCROACHMENTS	**S-105**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	

DESCRIPTION OF SERVICE

Review and inspection of a temporary encroachment in the public right-of-way, such as portable restrooms, moving vans, cranes, utility vault accesses, etc.

CURRENT FEE STRUCTURE

Actual cost ($2,503 minimum) per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ PERMANENT/TEMP ENCROACHMENTS	**S-105**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ REPRODUCTION - LINEN	S-106

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	COPY	

DESCRIPTION OF SERVICE

Reproduction of plans on linen

CURRENT FEE STRUCTURE

$16.75 Plan & Profile
$16.75 Plan
$16.75 Double Plan & Profile

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ REPRODUCTION - LINEN	**S-106**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ REPRODUCTION - POLYESTER (MYLAR)	**S-107**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PAGE	

DESCRIPTION OF SERVICE

Copy of plans onto polyester film (mylar).

CURRENT FEE STRUCTURE

$27.50 per film

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ REPRODUCTION - POLYESTER (MYLAR)	**S-107**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STANDARD PLANS	S-108

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	SHEET	

DESCRIPTION OF SERVICE

Copy of standard plans

CURRENT FEE STRUCTURE

$1.00 per sheet
$18.50 per book

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STANDARD PLANS	**S-108**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ WATCH MANUAL	S-109

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	MANUAL	

DESCRIPTION OF SERVICE

Copy of watch manual

CURRENT FEE STRUCTURE

$13.50 each

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ WATCH MANUAL	**S-109**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PLAN REVIEW & INSPECTION	**S-110**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

New construction fire plan review and inspection.

CURRENT FEE STRUCTURE

$ 600 - Up to 20,000 sq ft per floor per bldg
$ 900 - 20,000 to 50,000 sq ft per floor per bldg
$1,185 - 50,001 to 100,000 sq ft per floor per bldg
$1,785 - More than 100,000 sq ft per floor per bldg

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$867.27**	**TOTAL REVENUE:**	**$9,540**
UNIT COST:	**$869.18**	**TOTAL COST:**	**$9,561**
UNIT PROFIT (SUBSIDY):	**$(1.91)**	**TOTAL PROFIT (SUBSIDY):**	**$(21)**
TOTAL UNITS:	**11**	**PCT. COST RECOVERY:**	**99.78%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$ 680 - <20,000 sf/floor/bldg
$ 890 - 20,001-50,000 sf/floor/bldg
$1,215 - 50,001-100,000 sf/floor/bldg
$ 21 - Ea addl 10,000 sf above 100,000 sf/floor/bldg

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PLAN REVIEW & INSPECTION	**S-110**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**11**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	<20k Sf/Floor/Bldg	2.00	$467.80	4	$1,871
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<20k Sf/Floor/Bldg	1.00	$210.27	4	$841
		TYPE SUBTOTAL	**3.00**	**$678.07**		**$2,712**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	20k-50k Sf	2.00	$467.80	2	$936
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	20k-50k Sf	2.00	$420.54	2	$841
		TYPE SUBTOTAL	**4.00**	**$888.34**		**$1,777**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	50k-100k Sf	2.50	$584.75	3	$1,754
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	50k-100k Sf	3.00	$630.81	3	$1,892
		TYPE SUBTOTAL	**5.50**	**$1,215.56**		**$3,647**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	200k Sf	2.50	$584.75	1	$585
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	200k Sf	4.00	$841.08	1	$841
		TYPE SUBTOTAL	**6.50**	**$1,425.83**		**$1,426**
		TOTALS	**19.00**	**$869.18**		**$9,561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MEDICAL GAS SYSTEM PLAN/INSP	**S-111**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PLAN/INSPECT	

DESCRIPTION OF SERVICE

New medical gas system fire plan review and inspection.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,170.00**	**TOTAL COST:**	**$1,170**
UNIT PROFIT (SUBSIDY):	**$(1,170.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,170)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $700
Inspection - $470

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MEDICAL GAS SYSTEM PLAN/INSP	**S-111**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Plan Check	3.00	$701.70	1	$702
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Inspection	2.00	$467.80	1	$468
		TYPE SUBTOTAL	**5.00**	**$1,169.50**		**$1,170**
		TOTALS	**5.00**	**$1,170.00**		**$1,170**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CARBON DIOXIDE BEV DISP SYST PLAN	**S-112**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PLAN	

DESCRIPTION OF SERVICE

New Carbon Dioxide Beverage Dispensing System fire plan review.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$936.00**	**TOTAL COST:**	**$936**
UNIT PROFIT (SUBSIDY):	**$(936.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(936)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$935 per plan

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CARBON DIOXIDE BEV DISP SYST PLAN	**S-112**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		4.00	$935.60	1	$936
		TYPE SUBTOTAL	**4.00**	**$935.60**		**$936**
		TOTALS	**4.00**	**$936.00**		**$936**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SITE PLAN & ACCESS REVIEW	**S-113**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Site plan and access review to ensure compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$2,820**
UNIT COST:	**$116.92**	**TOTAL COST:**	**$1,403**
UNIT PROFIT (SUBSIDY):	**$118.08**	**TOTAL PROFIT (SUBSIDY):**	**$1,417**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**201.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$120 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SITE PLAN & ACCESS REVIEW	**S-113**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	12	$1,403
		TYPE SUBTOTAL	**0.50**	**$116.95**		**$1,403**
		TOTALS	**0.50**	**$116.92**		**$1,403**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SOLAR PANEL - RESIDENTIAL	**S-114**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of residential solar system for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$ 50 - 15kW or less, per system
$100 - More than 15kW, per system

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$50.00**	**TOTAL REVENUE:**	**$1,550**
UNIT COST:	**$222.10**	**TOTAL COST:**	**$6,885**
UNIT PROFIT (SUBSIDY):	**$(172.10)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,335)**
TOTAL UNITS:	**31**	**PCT. COST RECOVERY:**	**22.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$220 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SOLAR PANEL - RESIDENTIAL	**S-114**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**31**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	31	$3,625
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		0.50	$105.14	31	$3,259
		TYPE SUBTOTAL	**1.00**	**$222.09**		**$6,885**
		TOTALS	**1.00**	**$222.10**		**$6,885**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SOLAR PANEL - COMMERCIAL	**S-115**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of commercial solar system for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$1,410**
UNIT COST:	**$444.17**	**TOTAL COST:**	**$2,665**
UNIT PROFIT (SUBSIDY):	**$(209.17)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,255)**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**52.91%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

up to 50 kW - $445 per permit
51-250kW - additional $7 per kW over 50 kW
250kW - additional $5 per kW over 50 kW

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SOLAR PANEL - COMMERCIAL	**S-115**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	6	$1,403
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	6	$1,262
		TYPE SUBTOTAL	**2.00**	**$444.17**		**$2,665**
		TOTALS	**2.00**	**$444.17**		**$2,665**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL FIRE PLAN CHECK	**S-116**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	REVIEW	

DESCRIPTION OF SERVICE

Additional review of plans, beyond the standard two reviews

CURRENT FEE STRUCTURE

$235 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$234.00**	**TOTAL COST:**	**$234**
UNIT PROFIT (SUBSIDY):	**$1.00**	**TOTAL PROFIT (SUBSIDY):**	**$1**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**100.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$235 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ADDITIONAL FIRE PLAN CHECK	**S-116**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
		TYPE SUBTOTAL	**1.00**	**$233.90**		**$234**
		TOTALS	**1.00**	**$234.00**		**$234**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PERMIT EXTENSION/REISSUANCE	**S-117**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	REQUEST	

DESCRIPTION OF SERVICE

Review of fire permit extension or reissuance

CURRENT FEE STRUCTURE

$107 per request

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$107.00**	**TOTAL REVENUE:**	**$107**
UNIT COST:	**$234.00**	**TOTAL COST:**	**$234**
UNIT PROFIT (SUBSIDY):	**$(127.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(127)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**45.73%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$235 per request

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PERMIT EXTENSION/REISSUANCE	**S-117**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
		TYPE SUBTOTAL	**1.00**	**$233.90**		**$234**
		TOTALS	**1.00**	**$234.00**		**$234**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXPEDITED PLAN REVIEW	**S-118**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	REVEW	

DESCRIPTION OF SERVICE

Expedited plan review by Fire department

CURRENT FEE STRUCTURE

$107 per hour (2 hour minimum)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$107.00**	**TOTAL REVENUE:**	**$214**
UNIT COST:	**$280.50**	**TOTAL COST:**	**$561**
UNIT PROFIT (SUBSIDY):	**$(173.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(347)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**38.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1.2 x FBHR. 1 hour minimum

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EXPEDITED PLAN REVIEW	**S-118**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.20	$280.68	2	$561
		TYPE SUBTOTAL	**1.20**	**$280.68**		**$561**
		TOTALS	**1.20**	**$280.50**		**$561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE ALARM SYSTEM PC/INSP	**S-119**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	DEVICE	

DESCRIPTION OF SERVICE

Plan review and inspection of fire alarm system for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 - 20 devices or less
$450 - More than 20 devices

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$260.40**	**TOTAL REVENUE:**	**$13,020**
UNIT COST:	**$782.88**	**TOTAL COST:**	**$39,144**
UNIT PROFIT (SUBSIDY):	**$(522.48)**	**TOTAL PROFIT (SUBSIDY):**	**$(26,124)**
TOTAL UNITS:	**50**	**PCT. COST RECOVERY:**	**33.26%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$ 665 - 10 devices or less
$1,100 - 11 to 50 devices
$ 445 - Ea addl 50 devices beyond 50

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE ALARM SYSTEM PC/INSP	**S-119**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**50**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	<10 Devices	1.50	$350.85	35	$12,280
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<10 Devices	1.50	$315.41	35	$11,039
		TYPE SUBTOTAL	**3.00**	**$666.26**		**$23,319**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	11-50 Devices	2.00	$467.80	14	$6,549
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	11-50 Devices	3.00	$630.81	14	$8,831
		TYPE SUBTOTAL	**5.00**	**$1,098.61**		**$15,381**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Ea Addl 50	1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Ea Addl 50	1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.00**	**$444.17**		**$444**
		TOTALS	**10.00**	**$782.88**		**$39,144**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE EXTINGUISHING SYSTEM	**S-120**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of fire extinguishing system for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$985.00**	**TOTAL REVENUE:**	**$4,925**
UNIT COST:	**$561.20**	**TOTAL COST:**	**$2,806**
UNIT PROFIT (SUBSIDY):	**$423.80**	**TOTAL PROFIT (SUBSIDY):**	**$2,119**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**175.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE EXTINGUISHING SYSTEM	**S-120**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	5	$1,754
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	5	$1,051
		TYPE SUBTOTAL	**2.50**	**$561.12**		**$2,806**
		TOTALS	**2.50**	**$561.20**		**$2,806**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SPRINKLER SYSTEM PC/INSP	**S-121**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan check and inspection of a new fire sprinkler system to ensure compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

Up to 20 heads
$ 745 - Up to 20,000 sq ft per floor
$1,045 - 20,001 to 50,000 sq ft per floor
$1,335 - 50,001 to 100,000 sq ft per floor
$1,770 - More than 100,001 sq ft per floor

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$252.86**	**TOTAL REVENUE:**	**$8,850**
UNIT COST:	**$299.57**	**TOTAL COST:**	**$10,485**
UNIT PROFIT (SUBSIDY):	**$(46.71)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,635)**
TOTAL UNITS:	**35**	**PCT. COST RECOVERY:**	**84.41%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$270 - Systems with 20 heads or less
$890 - Systems with 21 to 100 heads
$220 - Ea addl 100 heads beyond 100

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SPRINKLER SYSTEM PC/INSP	**S-121**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**35**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	<20 Heads	0.25	$58.48	1	$58
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<20 Heads	1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.25**	**$268.75**		**$269**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	21-100 Heads	2.00	$467.80	4	$1,871
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	21-100 Heads	2.00	$420.54	4	$1,682
		TYPE SUBTOTAL	**4.00**	**$888.34**		**$3,553**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Ea Addl 100 Heads	0.50	$116.95	30	$3,509
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Ea Addl 100 Heads	0.50	$105.14	30	$3,154
		TYPE SUBTOTAL	**1.00**	**$222.09**		**$6,663**
		TOTALS	**6.25**	**$299.57**		**$10,485**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NFPA 13D SINGLE FAMILY PC/INSP	**S-122**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of NFPA 13D single family for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$150 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$150.00**	**TOTAL REVENUE:**	**$150**
UNIT COST:	**$888.00**	**TOTAL COST:**	**$888**
UNIT PROFIT (SUBSIDY):	**$(738.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(738)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$890 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NFPA 13D SINGLE FAMILY PC/INSP	**S-122**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		2.00	$467.80	1	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**4.00**	**$888.34**		**$888**
		TOTALS	**4.00**	**$888.00**		**$888**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE NEW RES UNIT SPRINKLER PC/INSP	**S-123**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	BUILDING	

DESCRIPTION OF SERVICE

Plan review and inspection of sprinklers for new construction residential units for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$135 per unit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$135.00**	**TOTAL REVENUE:**	**$945**
UNIT COST:	**$530.86**	**TOTAL COST:**	**$3,716**
UNIT PROFIT (SUBSIDY):	**$(395.86)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,771)**
TOTAL UNITS:	**7**	**PCT. COST RECOVERY:**	**25.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Up to 5 units - $444
6-10 units - $865
Each additional 10 units - $210

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE NEW RES UNIT SPRINKLER PC/INSP	**S-123**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Up To 5 Units	1.00	$233.90	4	$936
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Up To 5 Units	1.00	$210.27	4	$841
		TYPE SUBTOTAL	**2.00**	**$444.17**		**$1,777**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	6-10 Units	1.00	$233.90	2	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	6-10 Units	3.00	$630.81	2	$1,262
		TYPE SUBTOTAL	**4.00**	**$864.71**		**$1,729**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Each Add'l 10 Units	1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**7.00**	**$530.86**		**$3,716**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE UNDERGROUND SYSTEM PC/INSP	**S-124**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of underground construction for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$450 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$450.00**	**TOTAL REVENUE:**	**$4,050**
UNIT COST:	**$747.89**	**TOTAL COST:**	**$6,731**
UNIT PROFIT (SUBSIDY):	**$(297.89)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,681)**
TOTAL UNITS:	**9**	**PCT. COST RECOVERY:**	**60.17%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$ 655 - 1 to 4 hydrants/risers
$ 865 - 5 to 10 hydrants/risers
$1,075 - 11 or more hydrants/risers

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE UNDERGROUND SYSTEM PC/INSP	**S-124**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**9**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	1-4 Hydr/Risers	1.00	$233.90	6	$1,403
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	1-4 Hydr/Risers	2.00	$420.54	6	$2,523
		TYPE SUBTOTAL	**3.00**	**$654.44**		**$3,927**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	5-10 Hydr/Risers	1.00	$233.90	2	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	5-10 Hydr/Risers	3.00	$630.81	2	$1,262
		TYPE SUBTOTAL	**4.00**	**$864.71**		**$1,729**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	11+ Hydr/Risers	1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	11+ Hydr/Risers	4.00	$841.08	1	$841
		TYPE SUBTOTAL	**5.00**	**$1,074.98**		**$1,075**
		TOTALS	**12.00**	**$747.89**		**$6,731**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE TENANT IMPRV CONSTRUCT PC/INSP	**S-125**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Plan review and inspection of tenant improvement constructions such as walls, ceilings, egress, smoke vents, etc., for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$16,685**
UNIT COST:	**$327.23**	**TOTAL COST:**	**$23,233**
UNIT PROFIT (SUBSIDY):	**$(92.23)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,548)**
TOTAL UNITS:	**71**	**PCT. COST RECOVERY:**	**71.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$325 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE TENANT IMPRV CONSTRUCT PC/INSP	**S-125**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**71**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	71	$8,303
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	71	$14,929
		TYPE SUBTOTAL	**1.50**	**$327.22**		**$23,233**
		TOTALS	**1.50**	**$327.23**		**$23,233**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TENANT IMPRV FIRE PROT SYS PC/INSP	**S-126**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	HEAD	

DESCRIPTION OF SERVICE

Plan review and inspection of tenant improvement fire protection system for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per inspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$11,750**
UNIT COST:	**$552.86**	**TOTAL COST:**	**$27,643**
UNIT PROFIT (SUBSIDY):	**$(317.86)**	**TOTAL PROFIT (SUBSIDY):**	**$(15,893)**
TOTAL UNITS:	**50**	**PCT. COST RECOVERY:**	**42.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$445 - 20 heads or less
$770 - 21 to 100 heads
$220 - Ea addl 100 heads beyond 100

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TENANT IMPRV FIRE PROT SYS PC/INSP	**S-126**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**50**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	<20 Heads	1.00	$233.90	25	$5,848
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<20 Heads	1.00	$210.27	25	$5,257
		TYPE SUBTOTAL	**2.00**	**$444.17**		**$11,104**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	21-100 Heads	1.50	$350.85	20	$7,017
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	21-100 Heads	2.00	$420.54	20	$8,411
		TYPE SUBTOTAL	**3.50**	**$771.39**		**$15,428**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	Ea Addl 100 Heads	0.50	$116.95	5	$585
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Ea Addl 100 Heads	0.50	$105.14	5	$526
		TYPE SUBTOTAL	**1.00**	**$222.09**		**$1,110**
		TOTALS	**6.50**	**$552.86**		**$27,643**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EMERG RESP RADIO COVERAGE PLAN CHK	**S-127**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PLAN	

DESCRIPTION OF SERVICE

Plan review of a new Emergency Responder Radio Coverage system.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$936.00**	**TOTAL COST:**	**$936**
UNIT PROFIT (SUBSIDY):	**$(936.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(936)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$935 per plan

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EMERG RESP RADIO COVERAGE PLAN CHK	**S-127**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		4.00	$935.60	1	$936
		TYPE SUBTOTAL	**4.00**	**$935.60**		**$936**
		TOTALS	**4.00**	**$936.00**		**$936**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EMERG RESP RADIO COVERAGE INSPECT	**S-128**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of the installation of a new Emergency Responder Radio Coverage system.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$756.00**	**TOTAL COST:**	**$756**
UNIT PROFIT (SUBSIDY):	**$(756.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(756)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$755 per inspection

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
EMERG RESP RADIO COVERAGE INSPECT	**S-128**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE SUPPRESSION	FIREFIGHTER		1.00	$128.02	1	$128
FIRE SUPPRESSION	FIRE CAPTAIN		1.00	$217.26	1	$217
FIRE SUPPRESSION	FIRE ENGINEER		1.01	$176.67	1	$177
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
		TYPE SUBTOTAL	**4.01**	**$755.85**		**$756**
		TOTALS	**4.01**	**$756.00**		**$756**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
VAPOR RECOVERY/REMOVAL SYST PLAN	**S-129**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PLAN	

DESCRIPTION OF SERVICE

Plan review of a new Vapor Recovery system.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$702.00**	**TOTAL COST:**	**$702**
UNIT PROFIT (SUBSIDY):	**$(702.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(702)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$700 per plan

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
VAPOR RECOVERY/REMOVAL SYST PLAN	**S-129**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		3.00	$701.70	1	$702
		TYPE SUBTOTAL	**3.00**	**$701.70**		**$702**
		TOTALS	**3.00**	**$702.00**		**$702**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PRELIMINARY PLAN REVIEW	**S-130**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	REVIEW	

DESCRIPTION OF SERVICE

Optional plan review by Fire department prior to formal plan submission.

CURRENT FEE STRUCTURE

$235 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$234.00**	**TOTAL COST:**	**$234**
UNIT PROFIT (SUBSIDY):	**$1.00**	**TOTAL PROFIT (SUBSIDY):**	**$1**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**100.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$235 per hour

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PRELIMINARY PLAN REVIEW	**S-130**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
		TYPE SUBTOTAL	**1.00**	**$233.90**		**$234**
		TOTALS	**1.00**	**$234.00**		**$234**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-AUTOMATIC FIRE-EXTING	**S-131**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of automatic fire extinguishing system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$549.00**	**TOTAL COST:**	**$549**
UNIT PROFIT (SUBSIDY):	**$(314.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(314)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**42.81%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-AUTOMATIC FIRE-EXTING	**S-131**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**2.50**	**$549.31**		**$549**
		TOTALS	**2.50**	**$549.00**		**$549**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-ENERGY STORAGE SYST	**S-132**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of an energy storage system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$561.00**	**TOTAL COST:**	**$561**
UNIT PROFIT (SUBSIDY):	**$(326.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(326)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-ENERGY STORAGE SYST	**S-132**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.50**	**$561.12**		**$561**
		TOTALS	**2.50**	**$561.00**		**$561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-COMPRESSED GASES	**S-133**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of compressed gases.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$561.00**	**TOTAL COST:**	**$561**
UNIT PROFIT (SUBSIDY):	**$(326.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(326)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-COMPRESSED GASES	**S-133**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.50**	**$561.12**		**$561**
		TOTALS	**2.50**	**$561.00**		**$561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-CRYOGENIC FLUIDS	**S-134**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of cryogenic fluids.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$561.00**	**TOTAL COST:**	**$561**
UNIT PROFIT (SUBSIDY):	**$(326.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(326)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-CRYOGENIC FLUIDS	**S-134**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.50**	**$561.12**		**$561**
		TOTALS	**2.50**	**$561.00**		**$561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/FIRE CODE-EMERG RESPONDER RADIO	S-135

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of emergency responder radio system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This fee should be removed from the fee schedule as it is included in other services.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/FIRE CODE-EMERG RESPONDER RADIO	**S-135**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FIRE PUMPS AND RELATED	**S-136**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of fire pump or related.

CURRENT FEE STRUCTURE

$940 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$940.00**	**TOTAL REVENUE:**	**$3,760**
UNIT COST:	**$876.50**	**TOTAL COST:**	**$3,506**
UNIT PROFIT (SUBSIDY):	**$63.50**	**TOTAL PROFIT (SUBSIDY):**	**$254**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**107.24%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$875 per permit

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FIRE PUMPS AND RELATED	**S-136**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	4	$1,403
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.50	$525.68	4	$2,103
		TYPE SUBTOTAL	**4.00**	**$876.53**		**$3,506**
		TOTALS	**4.00**	**$876.50**		**$3,506**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FLAMM/COMBUSTIB LIQUIDS	**S-137**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of flammable and combustible liquid materials.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$1,356.00**	**TOTAL COST:**	**$1,356**
UNIT PROFIT (SUBSIDY):	**$(1,121.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,121)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**17.33%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,355 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FLAMM/COMBUSTIB LIQUIDS	**S-137**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		4.00	$935.60	1	$936
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**6.00**	**$1,356.14**		**$1,356**
		TOTALS	**6.00**	**$1,356.00**		**$1,356**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FUEL CELL POWER SYSTEMS	**S-138**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of fuel cell powers system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$561.00**	**TOTAL COST:**	**$561**
UNIT PROFIT (SUBSIDY):	**$(326.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(326)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FUEL CELL POWER SYSTEMS	**S-138**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.50**	**$561.12**		**$561**
		TOTALS	**2.50**	**$561.00**		**$561**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-GAS DETECTION SYSTEMS	**S-139**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of gas detection system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$666.00**	**TOTAL COST:**	**$666**
UNIT PROFIT (SUBSIDY):	**$(431.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(431)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**35.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$665 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-GAS DETECTION SYSTEMS	**S-139**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**3.00**	**$666.26**		**$666**
		TOTALS	**3.00**	**$666.00**		**$666**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-GATES AND BARRICADES	**S-140**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of gates and barricades.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$222.00**	**TOTAL COST:**	**$222**
UNIT PROFIT (SUBSIDY):	**$13.00**	**TOTAL PROFIT (SUBSIDY):**	**$13**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**105.86%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$220 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-GATES AND BARRICADES	**S-140**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	1	$117
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		0.50	$105.14	1	$105
		TYPE SUBTOTAL	**1.00**	**$222.09**		**$222**
		TOTALS	**1.00**	**$222.00**		**$222**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-HAZ MAT (H-OCCUPANCY)	**S-141**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of hazardous material (H-Occupancy).

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$1,017.00**	**TOTAL COST:**	**$1,017**
UNIT PROFIT (SUBSIDY):	**$(782.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(782)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**23.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,015 per permit

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-HAZ MAT (H-OCCUPANCY)	**S-141**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		3.00	$701.70	1	$702
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**4.50**	**$1,017.11**		**$1,017**
		TOTALS	**4.50**	**$1,017.00**		**$1,017**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-INDUSTRIAL OVENS	**S-142**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of industrial oven.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$444.00**	**TOTAL COST:**	**$444**
UNIT PROFIT (SUBSIDY):	**$(209.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(209)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**52.93%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$445 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-INDUSTRIAL OVENS	**S-142**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**2.00**	**$444.17**		**$444**
		TOTALS	**2.00**	**$444.00**		**$444**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-LP GAS	**S-143**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of LP gas.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$678.00**	**TOTAL COST:**	**$678**
UNIT PROFIT (SUBSIDY):	**$(443.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(443)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**34.66%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$680 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-LP GAS	**S-143**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		2.00	$467.80	1	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**3.00**	**$678.07**		**$678**
		TOTALS	**3.00**	**$678.00**		**$678**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-MOTOR VEHICLE REPAIR ROOM	**S-144**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of motor vehicle repair room.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$327.00**	**TOTAL COST:**	**$327**
UNIT PROFIT (SUBSIDY):	**$(92.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(92)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**71.87%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$325 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-MOTOR VEHICLE REPAIR ROOM	**S-144**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	1	$117
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.50**	**$327.22**		**$327**
		TOTALS	**1.50**	**$327.00**		**$327**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-PLANT EXTRACTION SYSTEM	**S-145**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of plan extraction system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$1,122.00**	**TOTAL COST:**	**$1,122**
UNIT PROFIT (SUBSIDY):	**$(887.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(887)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**20.94%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,120 per permit. Covers up to 5 hours of staff time

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-PLANT EXTRACTION SYSTEM	**S-145**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		3.00	$701.70	1	$702
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**5.00**	**$1,122.24**		**$1,122**
		TOTALS	**5.00**	**$1,122.00**		**$1,122**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-PRIVATE FIRE HYDRANTS	**S-146**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of private fire hydrant.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$222.00**	**TOTAL COST:**	**$222**
UNIT PROFIT (SUBSIDY):	**$13.00**	**TOTAL PROFIT (SUBSIDY):**	**$13**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**105.86%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$220 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-PRIVATE FIRE HYDRANTS	**S-146**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	1	$117
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		0.50	$105.14	1	$105
		TYPE SUBTOTAL	**1.00**	**$222.09**		**$222**
		TOTALS	**1.00**	**$222.00**		**$222**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SMOKE CONTROL/EXHAUST SYS	**S-147**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of smoke control/exhaust system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$666.00**	**TOTAL COST:**	**$666**
UNIT PROFIT (SUBSIDY):	**$(431.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(431)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**35.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$665 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SMOKE CONTROL/EXHAUST SYS	**S-147**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**3.00**	**$666.26**		**$666**
		TOTALS	**3.00**	**$666.00**		**$666**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SPECIAL EVENT STRUCTURE	**S-148**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of special event structure.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$421.00**	**TOTAL COST:**	**$421**
UNIT PROFIT (SUBSIDY):	**$(186.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(186)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**55.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$420 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SPECIAL EVENT STRUCTURE	**S-148**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$421**
		TOTALS	**2.00**	**$421.00**		**$421**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SPRAYING OR DIPPING	**S-149**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of spraying or dipping system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$666.00**	**TOTAL COST:**	**$666**
UNIT PROFIT (SUBSIDY):	**$(431.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(431)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**35.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$665 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-SPRAYING OR DIPPING	**S-149**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**3.00**	**$666.26**		**$666**
		TOTALS	**3.00**	**$666.00**		**$666**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-STANDPIPE SYSTEMS	**S-150**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of standpipe system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$666.00**	**TOTAL COST:**	**$666**
UNIT PROFIT (SUBSIDY):	**$(431.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(431)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**35.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$665 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-STANDPIPE SYSTEMS	**S-150**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		1.50	$350.85	1	$351
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.50	$315.41	1	$315
		TYPE SUBTOTAL	**3.00**	**$666.26**		**$666**
		TOTALS	**3.00**	**$666.00**		**$666**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-DUST COLLECTION SYSTEM	**S-151**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and inspection of dust collection system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$678.00**	**TOTAL COST:**	**$678**
UNIT PROFIT (SUBSIDY):	**$(443.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(443)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**34.66%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$680 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-DUST COLLECTION SYSTEM	**S-151**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		2.00	$467.80	1	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**3.00**	**$678.07**		**$678**
		TOTALS	**3.00**	**$678.00**		**$678**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-METHANE MITIGATION SYSTEM	**S-152**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Review and inspection of methane detection and monitoring system.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$678.00**	**TOTAL COST:**	**$678**
UNIT PROFIT (SUBSIDY):	**$(678.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(678)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$680 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-METHANE MITIGATION SYSTEM	**S-152**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		2.00	$467.80	1	$468
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**3.00**	**$678.07**		**$678**
		TOTALS	**3.00**	**$678.00**		**$678**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-OIL WELL ABANDONMENT	**S-153**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire department plan review and inspection of oil well abandonment.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$537.00**	**TOTAL COST:**	**$537**
UNIT PROFIT (SUBSIDY):	**$(537.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(537)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$535 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-OIL WELL ABANDONMENT	**S-153**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL		0.50	$116.95	1	$117
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.50**	**$537.49**		**$537**
		TOTALS	**2.50**	**$537.00**		**$537**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CHEMICAL CLASSIFICATION REVIEW	**S-154**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Chemical classification review for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$330 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This fee should be removed from the fee schedule as it is included in another service.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CHEMICAL CLASSIFICATION REVIEW	**S-154**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HIGH PILED COMBUSTIBLE STOCK	**S-155**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and inspection of high piled combustible stock.

CURRENT FEE STRUCTURE

$305 - 501 sq ft to 3,500 sq ft
$595 - 3,501 sq ft or more

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$300.00**	**TOTAL REVENUE:**	**$900**
UNIT COST:	**$506.33**	**TOTAL COST:**	**$1,519**
UNIT PROFIT (SUBSIDY):	**$(206.33)**	**TOTAL PROFIT (SUBSIDY):**	**$(619)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**59.25%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$550 - Total of 5,000 sf or less
$760 - Total of 5,001 to 10,000 sf
$210 - Ea addl 5,000 sf beyond 10,000 sf

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HIGH PILED COMBUSTIBLE STOCK	**S-155**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	DEPUTY FIRE MARSHAL	<5k Sf	1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<5k Sf	1.50	$315.41	1	$315
		TYPE SUBTOTAL	**2.50**	**$549.31**		**$549**
FIRE PREVENTION	DEPUTY FIRE MARSHAL	5k-10k Sf	1.00	$233.90	1	$234
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	5k-10k Sf	2.50	$525.68	1	$526
		TYPE SUBTOTAL	**3.50**	**$759.58**		**$760**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Ea Addl 5k Sf	1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**7.00**	**$506.33**		**$1,519**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OIL WELL - NEW INSTALLATION	**S-156**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and inspection of new installation of oil well.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Actual staff and outside costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
OIL WELL - NEW INSTALLATION	**S-156**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HYDRANT FLOW REQUEST	**S-157**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	TEST	

DESCRIPTION OF SERVICE

Request for hydrant flow test.

CURRENT FEE STRUCTURE

$100 per test

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$100.00**	**TOTAL REVENUE:**	**$2,400**
UNIT COST:	**$210.25**	**TOTAL COST:**	**$5,046**
UNIT PROFIT (SUBSIDY):	**$(110.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,646)**
TOTAL UNITS:	**24**	**PCT. COST RECOVERY:**	**47.56%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210 per test

September 26, 2024

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HYDRANT FLOW REQUEST	**S-157**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**24**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	24	$5,046
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$5,046**
		TOTALS	**1.00**	**$210.25**		**$5,046**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SAFETY WATCH	**S-158**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	HOUR	

DESCRIPTION OF SERVICE

Hourly rate for standby fire watch or inspection.

CURRENT FEE STRUCTURE

$150 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fully allocated hourly rate with minimum of 2 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SAFETY WATCH	**S-158**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE RE-INSPECTION	**S-159**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Fire reinspection of construction or business due to the actions of the customer.

CURRENT FEE STRUCTURE

$150 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$150.00**	**TOTAL REVENUE:**	**$1,800**
UNIT COST:	**$210.25**	**TOTAL COST:**	**$2,523**
UNIT PROFIT (SUBSIDY):	**$(60.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(723)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**71.34%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fully allocated hourly rate with minimum of 1 hour

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE RE-INSPECTION	**S-159**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	12	$2,523
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$2,523**
		TOTALS	**1.00**	**$210.25**		**$2,523**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REQUESTED FIRE INSPECTION	**S-160**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Fire inspection at the request of the customer.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$210.00**	**TOTAL COST:**	**$210**
UNIT PROFIT (SUBSIDY):	**$(210.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(210)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fully allocated hourly rate with minimum of 1 hour

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REQUESTED FIRE INSPECTION	**S-160**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**1.00**	**$210.00**		**$210**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
AFTER-HOURS FIRE INSPECTION	**S-161**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

After-hours fire inspection at the request of the customer.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$841.00**	**TOTAL COST:**	**$841**
UNIT PROFIT (SUBSIDY):	**$(841.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(841)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

120% of the Fully allocated hourly rate with minimum of 4 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
AFTER-HOURS FIRE INSPECTION	**S-161**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		4.00	$841.08	1	$841
		TYPE SUBTOTAL	**4.00**	**$841.08**		**$841**
		TOTALS	**4.00**	**$841.00**		**$841**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NEW BUSINESS INSPECTION - FIRE	**S-162**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of new business for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

$215 - Up to 100,000 sq ft
$420 - Over 100,000 sq ft

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$245.53**	**TOTAL REVENUE:**	**$69,240**
UNIT COST:	**$241.59**	**TOTAL COST:**	**$68,127**
UNIT PROFIT (SUBSIDY):	**$3.94**	**TOTAL PROFIT (SUBSIDY):**	**$1,113**
TOTAL UNITS:	**282**	**PCT. COST RECOVERY:**	**101.63%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210 - Up to 100,000 sq ft
$420 - Over 100,000 sq ft

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NEW BUSINESS INSPECTION - FIRE	**S-162**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**282**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Up To 100k Sf	1.00	$210.27	240	$50,465
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$50,465**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Over 100k Sf	2.00	$420.54	42	$17,663
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$17,663**
		TOTALS	**3.00**	**$241.59**		**$68,127**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL ENGINE COMPANY INSPECTION	**S-163**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Annual inspection of existing businesses for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$176.00**	**TOTAL COST:**	**$176**
UNIT PROFIT (SUBSIDY):	**$(176.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(176)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fully allocated hourly rate with minimum of 1 hour

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL ENGINE COMPANY INSPECTION	**S-163**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE SUPPRESSION	FIREFIGHTER		0.33	$42.25	1	$42
FIRE SUPPRESSION	FIRE CAPTAIN		0.35	$76.04	1	$76
FIRE SUPPRESSION	FIRE ENGINEER		0.33	$57.72	1	$58
		TYPE SUBTOTAL	**1.01**	**$176.01**		**$176**
		TOTALS	**1.01**	**$176.00**		**$176**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE VIOLATIONS	**S-164**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	VIOLATION	

DESCRIPTION OF SERVICE

Violation of fire code.

CURRENT FEE STRUCTURE

No Charge - Initial inspection/ Violation 1st notice
$ 100 - 1st reinspection/ Violation 2nd notice
$ 510 - 2nd reinspection/ Violation 3rd notice
$1,020 - 3rd reinspection/City attorney/Prosecutor action

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

No Charge - Initial inspection/ Violation 1st notice
$ 100 - 1st reinspection/ Violation 2nd notice
$ 510 - 2nd reinspection/ Violation 3rd notice
$1,020 - 3rd reinspection/City attorney/Prosecutor action

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE VIOLATIONS	**S-164**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SUPPRESSION ACTIVITIES	**S-165**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	UNIT	

DESCRIPTION OF SERVICE

Fire suppression response due to negligent activities.

CURRENT FEE STRUCTURE

$369.25 per response

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fully allocated hourly rates

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE SUPPRESSION ACTIVITIES	**S-165**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARAMEDIC SERVICES	**S-166**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	ADDRESS	

DESCRIPTION OF SERVICE

Paramedic services provided by the City. A Paramedic subscription program assists in funding the City's paramedic services, while reducing financial liability for the subscriber. Annual revenues of $360,000 includes $30,000 from paramedic subscriptions.

CURRENT FEE STRUCTURE

Paramedic Subscription Program - $60 per year per address

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$76.25**	**TOTAL REVENUE:**	**$305,000**
UNIT COST:	**$669.18**	**TOTAL COST:**	**$2,676,720**
UNIT PROFIT (SUBSIDY):	**$(592.93)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,371,720)**
TOTAL UNITS:	**4,000**	**PCT. COST RECOVERY:**	**11.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 11%

Paramedic Subscription Program - $60 per year per address

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARAMEDIC SERVICES	**S-166**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4,000**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PARAMEDICS	FIRE CAPTAIN	Subscriber	0.24	$48.70	500	$24,350
PARAMEDICS	FIRE ENGINEER	Subscriber	0.18	$28.89	500	$14,445
PARAMEDICS	FIREFIGHTER/PARA I	Subscriber	0.89	$115.41	500	$57,705
PARAMEDICS	FIREFIGHTER/PARA II	Subscriber	2.67	$419.80	500	$209,900
PARAMEDICS	FIREFIGHTER/PARA TRAINEE	Subscriber	0.44	$56.38	500	$28,190
		TYPE SUBTOTAL	**4.42**	**$669.18**		**$334,590**
PARAMEDICS	FIRE CAPTAIN	All Other	0.24	$48.70	3,500	$170,450
PARAMEDICS	FIRE ENGINEER	All Other	0.18	$28.89	3,500	$101,115
PARAMEDICS	FIREFIGHTER/PARA I	All Other	0.89	$115.41	3,500	$403,935
PARAMEDICS	FIREFIGHTER/PARA II	All Other	2.67	$419.80	3,500	$1,469,300
PARAMEDICS	FIREFIGHTER/PARA TRAINEE	All Other	0.44	$56.38	3,500	$197,330
		TYPE SUBTOTAL	**4.42**	**$669.18**		**$2,342,130**
		TOTALS	**8.84**	**$669.18**		**$2,676,720**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE FALSE ALARM RESPONSE	**S-167**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	RESPONSE	

DESCRIPTION OF SERVICE

Emergency response due to "Failure to Notify" when working on or testing fire/alarm system.

CURRENT FEE STRUCTURE

$355 per response

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per response

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE FALSE ALARM RESPONSE	**S-167**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL FIRE CODE OPERATIONS PERMIT	**S-168**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Annual fire code operation permit inspection.

CURRENT FEE STRUCTURE

Varies - $56 to $2,675

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.00**	**TOTAL REVENUE:**	**$11,592**
UNIT COST:	**$262.84**	**TOTAL COST:**	**$54,408**
UNIT PROFIT (SUBSIDY):	**$(206.84)**	**TOTAL PROFIT (SUBSIDY):**	**$(42,816)**
TOTAL UNITS:	**207**	**PCT. COST RECOVERY:**	**21.31%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$260 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL FIRE CODE OPERATIONS PERMIT	**S-168**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**207**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.25	$262.84	207	$54,408
		TYPE SUBTOTAL	**1.25**	**$262.84**		**$54,408**
		TOTALS	**1.25**	**$262.84**		**$54,408**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL FIRE CODE PERMIT - HOT WORK	**S-169**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Annual fire code operation permit inspection for hot work on premises.

CURRENT FEE STRUCTURE

$129 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$129.00**	**TOTAL REVENUE:**	**$22,575**
UNIT COST:	**$150.19**	**TOTAL COST:**	**$26,284**
UNIT PROFIT (SUBSIDY):	**$(21.19)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,709)**
TOTAL UNITS:	**175**	**PCT. COST RECOVERY:**	**85.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Less than 200 cubic feet - $105 per permit
200 cubic feet or greater - $210 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANNUAL FIRE CODE PERMIT - HOT WORK	**S-169**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**175**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	<200 C.F.	0.50	$105.14	100	$10,514
		TYPE SUBTOTAL	**0.50**	**$105.14**		**$10,514**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	200+ C.F.	1.00	$210.27	75	$15,770
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$15,770**
		TOTALS	**1.50**	**$150.19**		**$26,284**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MISCELLANEOUS FIRE PERMIT	**S-170**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Review of a miscellaneous fire permit issue not otherwise included in the fee schedule.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$210.00**	**TOTAL COST:**	**$210**
UNIT PROFIT (SUBSIDY):	**$(210.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(210)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MISCELLANEOUS FIRE PERMIT	**S-170**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**1.00**	**$210.00**		**$210**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENVIRONMENTAL PROTECTION SVCS	**S-171**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	UNIT	

DESCRIPTION OF SERVICE

Plan review, inspection and monitoring of businesses for compliance with environmental safety standards, rules and regulations.

CURRENT FEE STRUCTURE

See Appendix C for fee detail

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,663,000.00**	**TOTAL REVENUE:**	**$1,663,000**
UNIT COST:	**$2,001,252.00**	**TOTAL COST:**	**$2,001,252**
UNIT PROFIT (SUBSIDY):	**$(338,252.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(338,252)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**83.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

See Appendix C for fee detail

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENVIRONMENTAL PROTECTION SVCS	**S-171**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENVIR PROTECT SVCS	ADMIN ASSISTANT II	1 Fte	1,611.00	$124,578.63	1	$124,579
ENVIR PROTECT SVCS	ADMIN BATTALION CHIEF	.275 Fte	443.03	$171,501.34	1	$171,501
ENVIR PROTECT SVCS	DEPUTY FIRE MARSHAL	.2 Fte	322.20	$74,615.08	1	$74,615
ENVIR PROTECT SVCS	EPD-FPB SPECIALIST	.9 Fte	1,288.80	$217,188.58	1	$217,189
ENVIR PROTECT SVCS	EINVIRONMENTAL INTERN-PT	.675 Fte	1,347.84	$46,729.61	1	$46,730
ENVIR PROTECT SVCS	ENV PROGRAMS MGR	.225 Fte	362.48	$73,514.57	1	$73,515
ENVIR PROTECT SVCS	FIREFIGHTER	.18 Fte	427.14	$50,201.76	1	$50,202
ENVIR PROTECT SVCS	FIRE CAPTAIN	.24 Fte	569.52	$113,767.32	1	$113,767
ENVIR PROTECT SVCS	FIRE ENGINEER	.24 Fte	569.52	$91,390.87	1	$91,391
ENVIR PROTECT SVCS	FIRE/ENVIR SAFETY INSP I/	2.5 Fte	4,027.50	$889,433.10	1	$889,433
ENVIR PROTECT SVCS	FIRE MARSHAL	.2 Fte	322.20	$88,099.15	1	$88,099
ENVIR PROTECT SVCS	FIREFIGHTER/PARA I	.04 Fte	94.92	$11,751.10	1	$11,751
ENVIR PROTECT SVCS	FIREFIGHTER/PARA II	.12 Fte	284.76	$42,739.63	1	$42,740
ENVIR PROTECT SVCS	FIREFIGHTER/PARA TRAINEE	.02 Fte	47.46	$5,740.76	1	$5,741
		TYPE SUBTOTAL	**11,718.37**	**$2,001,251.50**		**$2,001,252**
		TOTALS	**11,718.37**	**$2,001,252.00**		**$2,001,252**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ APPEAL - FIRE	S-172

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	APPEAL	

DESCRIPTION OF SERVICE

Appeal of a Fire permit decision.

CURRENT FEE STRUCTURE

$510 per appeal

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ APPEAL - FIRE	**S-172**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIRE INVESTIGATION CAUSE/ORIG	S-173

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INCIDENT	

DESCRIPTION OF SERVICE

Copy of fire investigation cause/origination report.

CURRENT FEE STRUCTURE

$15 per report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - PRINT fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIRE INVESTIGATION CAUSE/ORIG	**S-173**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IN-RACK FIRE SPRINKLER INSPECTION	**S-174**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Inspection of in-rack fire sprinklers for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per permit plus $2.50 per head over 20 heads

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$435.00**	**TOTAL REVENUE:**	**$435**
UNIT COST:	**$526.00**	**TOTAL COST:**	**$526**
UNIT PROFIT (SUBSIDY):	**$(91.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(91)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**82.70%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$420 per permit plus $105 per each additional 100 heads over 100 heads

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IN-RACK FIRE SPRINKLER INSPECTION	**S-174**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$421**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Each Add'l 100 Heads	0.50	$105.14	1	$105
		TYPE SUBTOTAL	**0.50**	**$105.14**		**$105**
		TOTALS	**2.50**	**$526.00**		**$526**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOSE REEL/RACK/STAND PIPE INSPECT	**S-175**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Inspection of hose reels, hose racks or stand pipes for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$421.00**	**TOTAL COST:**	**$421**
UNIT PROFIT (SUBSIDY):	**$(186.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(186)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**55.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$420 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOSE REEL/RACK/STAND PIPE INSPECT	**S-175**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$421**
		TOTALS	**2.00**	**$421.00**		**$421**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PUMP HOUSE INSPECTION	**S-176**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Inspection of fire pump house for compliance with fire safety codes and regulations.

CURRENT FEE STRUCTURE

$450 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$450.00**	**TOTAL REVENUE:**	**$450**
UNIT COST:	**$631.00**	**TOTAL COST:**	**$631**
UNIT PROFIT (SUBSIDY):	**$(181.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(181)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**71.32%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$630 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE PUMP HOUSE INSPECTION	**S-176**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		3.00	$630.81	1	$631
		TYPE SUBTOTAL	**3.00**	**$630.81**		**$631**
		TOTALS	**3.00**	**$631.00**		**$631**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FIRE ALARM INSPECTION	**S-177**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and construction inspection of fire alarm and detect system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$631.00**	**TOTAL COST:**	**$631**
UNIT PROFIT (SUBSIDY):	**$(396.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(396)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**37.24%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 50 devices - $420
Each additional 50 devices - $210

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIRE CODE-FIRE ALARM INSPECTION	**S-177**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	First 50 Devices	2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$421**
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Each Add'l 50 Device	1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**3.00**	**$631.00**		**$631**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FLOW COATING EQUIPMENT	S-178

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code plan review and inspection of flow coating equipment.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FLOW COATING EQUIPMENT	**S-178**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FLAM/COMB LIQUID PIPING SYS INSPECT	**S-179**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Inspection of flammable/combustible liquid piping system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$421.00**	**TOTAL COST:**	**$421**
UNIT PROFIT (SUBSIDY):	**$(186.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(186)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**55.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$420 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FLAM/COMB LIQUID PIPING SYS INSPECT	**S-179**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		2.00	$420.54	1	$421
		TYPE SUBTOTAL	**2.00**	**$420.54**		**$421**
		TOTALS	**2.00**	**$421.00**		**$421**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FLAM/COMB LIQ-MANUF & PROCESS INSP	**S-180**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Inspection of flammable/combustible liquid manufacturing & processing system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$1,262.00**	**TOTAL COST:**	**$1,262**
UNIT PROFIT (SUBSIDY):	**$(1,027.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,027)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**18.62%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,260 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FLAM/COMB LIQ-MANUF & PROCESS INSP	**S-180**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II	Minimum	6.00	$1,261.62	1	$1,262
		TYPE SUBTOTAL	**6.00**	**$1,261.62**		**$1,262**
		TOTALS	**6.00**	**$1,262.00**		**$1,262**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MECHANICAL REFRIGERATION SYST INSP	**S-181**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Fire code inspection of mechanical refrigeration system.

CURRENT FEE STRUCTURE

$235 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$235.00**	**TOTAL REVENUE:**	**$235**
UNIT COST:	**$210.00**	**TOTAL COST:**	**$210**
UNIT PROFIT (SUBSIDY):	**$25.00**	**TOTAL PROFIT (SUBSIDY):**	**$25**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**111.90%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MECHANICAL REFRIGERATION SYST INSP	**S-181**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE & ENV SAFETY INSP II		1.00	$210.27	1	$210
		TYPE SUBTOTAL	**1.00**	**$210.27**		**$210**
		TOTALS	**1.00**	**$210.00**		**$210**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STANDBY FIRE DEPT EQUIP	S-182

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	PERMIT	

DESCRIPTION OF SERVICE

Standby Fire Department equipment with crew.

CURRENT FEE STRUCTURE

$450 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STANDBY FIRE DEPT EQUIP	**S-182**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MULTI-FAMILY RESIDENTIAL FIRE INSP	**S-183**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of multi-family residential property for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

$140 SFR, initial/annual
$ 70 - SFR, reinspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$140.00**	**TOTAL REVENUE:**	**$140**
UNIT COST:	**$232.00**	**TOTAL COST:**	**$232**
UNIT PROFIT (SUBSIDY):	**$(92.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(92)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**60.34%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$230 per inspection

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
MULTI-FAMILY RESIDENTIAL FIRE INSP	**S-183**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR		2.00	$232.28	1	$232
		TYPE SUBTOTAL	**2.00**	**$232.28**		**$232**
		TOTALS	**2.00**	**$232.00**		**$232**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APARTMENT/TOWNHOUSE FIRE INSPECTION	**S-184**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of apartments and townhouses for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

$110 - Apartment, initial/annual
$ 70 - Apartment, reinspection
$110 - Condo, initial/annual
$ 70 - Condo, reinspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$110.00**	**TOTAL REVENUE:**	**$220**
UNIT COST:	**$319.50**	**TOTAL COST:**	**$639**
UNIT PROFIT (SUBSIDY):	**$(209.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(419)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**34.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

3-10 units - $230 per inspection
11-20 units - $350 per inspection
Each additional 10 units over 20 - $60

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
APARTMENT/TOWNHOUSE FIRE INSPECTION	**S-184**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR	3-10 Units	2.00	$232.28	1	$232
		TYPE SUBTOTAL	**2.00**	**$232.28**		**$232**
FIRE PREVENTION	HOUSING INSPECTOR	10-20 Units	3.00	$348.42	1	$348
		TYPE SUBTOTAL	**3.00**	**$348.42**		**$348**
FIRE PREVENTION	HOUSING INSPECTOR	Each Add'l 10 Units	0.50	$58.07	1	$58
		TYPE SUBTOTAL	**0.50**	**$58.07**		**$58**
		TOTALS	**5.50**	**$319.50**		**$639**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ASSIST LIVING FACILITY FIRE INSPECT	**S-185**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of assisted living facilities for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$609.50**	**TOTAL COST:**	**$1,219**
UNIT PROFIT (SUBSIDY):	**$(609.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,219)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-25 residents - $230 per inspections
26-50 inspections - $350 per inspection
Each additional 25 residents over 50 - $60

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ASSIST LIVING FACILITY FIRE INSPECT	**S-185**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR	1-25 Residents	2.00	$232.28	2	$465
		TYPE SUBTOTAL	**2.00**	**$232.28**		**$465**
FIRE PREVENTION	HOUSING INSPECTOR	26-50 Residents	3.00	$348.42	2	$697
		TYPE SUBTOTAL	**3.00**	**$348.42**		**$697**
FIRE PREVENTION	HOUSING INSPECTOR	Ea Add'l 25 Resident	0.50	$58.07	1	$58
		TYPE SUBTOTAL	**0.50**	**$58.07**		**$58**
		TOTALS	**5.50**	**$609.50**		**$1,219**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REHAB/HALFWAY/STATE FACIL FIRE INSP	**S-186**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of drug rehabilitation, halfway houses, and other state facilities for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$697.00**	**TOTAL COST:**	**$697**
UNIT PROFIT (SUBSIDY):	**$(697.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(697)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$695 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REHAB/HALFWAY/STATE FACIL FIRE INSP	**S-186**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR	Minimum	6.00	$696.84	1	$697
		TYPE SUBTOTAL	**6.00**	**$696.84**		**$697**
		TOTALS	**6.00**	**$697.00**		**$697**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOSPITAL/CLINIC FIRE INSPECTION	**S-187**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of hospital and clinics for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$697.00**	**TOTAL COST:**	**$697**
UNIT PROFIT (SUBSIDY):	**$(697.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(697)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$695 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
HOSPITAL/CLINIC FIRE INSPECTION	**S-187**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR	Minimum	6.00	$696.84	1	$697
		TYPE SUBTOTAL	**6.00**	**$696.84**		**$697**
		TOTALS	**6.00**	**$697.00**		**$697**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SCHOOL FIRE INSPECTION	**S-188**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	INSPECTION	

DESCRIPTION OF SERVICE

Inspection of schools for compliance to fire safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$697.00**	**TOTAL COST:**	**$697**
UNIT PROFIT (SUBSIDY):	**$(697.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(697)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$695 per permit plus actual time spent over 6 hours

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SCHOOL FIRE INSPECTION	**S-188**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	HOUSING INSPECTOR	Minimum	6.00	$696.84	1	$697
		TYPE SUBTOTAL	**6.00**	**$696.84**		**$697**
		TOTALS	**6.00**	**$697.00**		**$697**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RECORD SEARCH RATES	**S-189**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	HOUR	

DESCRIPTION OF SERVICE

Records search performed by Fire department.

CURRENT FEE STRUCTURE

$100 per hour
$0.25 per page

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ RECORD SEARCH RATES	**S-189**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS REGULATORY PERMIT	**S-190**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	PERMIT	

DESCRIPTION OF SERVICE

Required notification and Police Department review of certain businesses, as listed in Santa Fe Springs Municipal Code Title XI: Business Regulations.

CURRENT FEE STRUCTURE

Varies $297 - $4,774

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$350.00**	**TOTAL REVENUE:**	**$3,500**
UNIT COST:	**$398.20**	**TOTAL COST:**	**$3,982**
UNIT PROFIT (SUBSIDY):	**$(48.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(482)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**87.90%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$400 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS REGULATORY PERMIT	**S-190**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I		1.00	$126.86	10	$1,269
POLICE ADMIN	ASST DIRECTOR OF POLICE S		1.00	$188.42	10	$1,884
POLICE ADMIN	DIR OF POLICE SVCS		1.00	$82.88	10	$829
		TYPE SUBTOTAL	**3.00**	**$398.16**		**$3,982**
		TOTALS	**3.00**	**$398.20**		**$3,982**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ALCOHOL SALES - APPLICATION	**S-191**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	APPLICATION	

DESCRIPTION OF SERVICE

Review and approval of alcohol sales in the City. Referred to Police Chief for approval.

CURRENT FEE STRUCTURE

$2,856 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,856.00**	**TOTAL REVENUE:**	**$11,424**
UNIT COST:	**$5,534.00**	**TOTAL COST:**	**$22,136**
UNIT PROFIT (SUBSIDY):	**$(2,678.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(10,712)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**51.61%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$5,535 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ALCOHOL SALES - APPLICATION	**S-191**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I		40.00	$5,074.40	4	$20,298
POLICE ADMIN	ASST DIRECTOR OF POLICE S		2.00	$376.84	4	$1,507
POLICE ADMIN	DIR OF POLICE SVCS		1.00	$82.88	4	$332
		TYPE SUBTOTAL	**43.00**	**$5,534.12**		**$22,136**
		TOTALS	**43.00**	**$5,534.00**		**$22,136**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ALCOHOL SALES - COMPLIANCE REVIEW	**S-192**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	REVIEW	

DESCRIPTION OF SERVICE

Review alcohol sales compliance in conformance with City codes.

CURRENT FEE STRUCTURE

$714 per review

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$714.00**	**TOTAL REVENUE:**	**$4,998**
UNIT COST:	**$1,728.29**	**TOTAL COST:**	**$12,098**
UNIT PROFIT (SUBSIDY):	**$(1,014.29)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,100)**
TOTAL UNITS:	**7**	**PCT. COST RECOVERY:**	**41.31%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,730 per review

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ALCOHOL SALES - COMPLIANCE REVIEW	**S-192**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I		10.00	$1,268.60	7	$8,880
POLICE ADMIN	ASST DIRECTOR OF POLICE S		2.00	$376.84	7	$2,638
POLICE ADMIN	DIR OF POLICE SVCS		1.00	$82.88	7	$580
		TYPE SUBTOTAL	**13.00**	**$1,728.32**		**$12,098**
		TOTALS	**13.00**	**$1,728.29**		**$12,098**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FOOD/SIDEWLK VEND/CATER TRCK-POLICE	**S-193**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	BUSINESS	

DESCRIPTION OF SERVICE

Annual review of business regulatory permit for food and sidewalk vendors and catering truck businesses in conformance with City ordinances, codes and regulations.

CURRENT FEE STRUCTURE

$319 per application (new)
$102 per renewal (annual)
$ 36 per vehicle (annual)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$53.07**	**TOTAL REVENUE:**	**$6,156**
UNIT COST:	**$175.71**	**TOTAL COST:**	**$20,382**
UNIT PROFIT (SUBSIDY):	**$(122.64)**	**TOTAL PROFIT (SUBSIDY):**	**$(14,226)**
TOTAL UNITS:	**116**	**PCT. COST RECOVERY:**	**30.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$285 per business plus
$140 per vehicle

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FOOD/SIDEWLK VEND/CATER TRCK-POLICE	**S-193**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**116**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	ADMIN ASSISTANT II	Business	1.00	$276.47	30	$8,294
POLICE ADMIN	DIR OF POLICE SVCS	Business	0.08	$6.63	30	$199
		TYPE SUBTOTAL	**1.08**	**$283.10**		**$8,493**
POLICE ADMIN	ADMIN ASSISTANT II	+ Ea Vehicle	0.50	$138.24	86	$11,889
		TYPE SUBTOTAL	**0.50**	**$138.24**		**$11,889**
		TOTALS	**1.58**	**$175.71**		**$20,382**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENTERTAINMNT PRMT - APPLICATION	**S-194**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	BUSINESS	

DESCRIPTION OF SERVICE

Review and process of new entertainment permit by Police Department.

CURRENT FEE STRUCTURE

$4,792 - Adult
$3,085 - Non-Adult
$ 287 - Non-Commercial

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,938.50**	**TOTAL REVENUE:**	**$7,877**
UNIT COST:	**$6,074.00**	**TOTAL COST:**	**$12,148**
UNIT PROFIT (SUBSIDY):	**$(2,135.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,271)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**64.84%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$6,805 - Adult
$5,345 - Non-Adult

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENTERTAINMNT PRMT - APPLICATION	**S-194**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I	Adult	50.00	$6,343.00	1	$6,343
POLICE ADMIN	ASST DIRECTOR OF POLICE S	Adult	2.00	$376.84	1	$377
POLICE ADMIN	DIR OF POLICE SVCS	Adult	1.00	$82.88	1	$83
		TYPE SUBTOTAL	**53.00**	**$6,802.72**		**$6,803**
CODE ENFORCEMENT	CODE ENF INSPECTOR I	Non-Adult	40.00	$5,074.40	1	$5,074
POLICE ADMIN	ASST DIRECTOR OF POLICE S	Non-Adult	1.00	$188.42	1	$188
POLICE ADMIN	DIR OF POLICE SVCS	Non-Adult	1.00	$82.88	1	$83
		TYPE SUBTOTAL	**42.00**	**$5,345.70**		**$5,346**
		TOTALS	**95.00**	**$6,074.00**		**$12,148**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENTERTAINMNT PRMT - ANNUAL COMPL.	**S-195**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	BUSINESS	

DESCRIPTION OF SERVICE

Annual review and inspection of entertainment establishment by Police Department.

CURRENT FEE STRUCTURE

$4,792 - Adult
$ 419 - Non-Adult
$ 83 - Non-Commercial

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,147.83**	**TOTAL REVENUE:**	**$6,887**
UNIT COST:	**$514.17**	**TOTAL COST:**	**$3,085**
UNIT PROFIT (SUBSIDY):	**$633.66**	**TOTAL PROFIT (SUBSIDY):**	**$3,802**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**223.24%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,095 - Adult
$ 400 - Non-Adult

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ENTERTAINMNT PRMT - ANNUAL COMPL.	**S-195**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I	Adult	5.00	$634.30	1	$634
POLICE ADMIN	ASST DIRECTOR OF POLICE S	Adult	2.00	$376.84	1	$377
POLICE ADMIN	DIR OF POLICE SVCS	Adult	1.00	$82.88	1	$83
		TYPE SUBTOTAL	**8.00**	**$1,094.02**		**$1,094**
CODE ENFORCEMENT	CODE ENF INSPECTOR I	Non-Adult	1.00	$126.86	5	$634
POLICE ADMIN	ASST DIRECTOR OF POLICE S	Non-Adult	1.00	$188.42	5	$942
POLICE ADMIN	DIR OF POLICE SVCS	Non-Adult	1.00	$82.88	5	$414
		TYPE SUBTOTAL	**3.00**	**$398.16**		**$1,991**
		TOTALS	**11.00**	**$514.17**		**$3,085**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIREARM SALES SITE PERMIT	**S-196**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	PERMIT	

DESCRIPTION OF SERVICE

Police review and determination of conditions of use for proposed business specific to firearm sales.

CURRENT FEE STRUCTURE

$2,759 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,759.00**	**TOTAL REVENUE:**	**$2,759**
UNIT COST:	**$906.00**	**TOTAL COST:**	**$906**
UNIT PROFIT (SUBSIDY):	**$1,853.00**	**TOTAL PROFIT (SUBSIDY):**	**$1,853**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**304.53%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$905 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIREARM SALES SITE PERMIT	**S-196**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CODE ENFORCEMENT	CODE ENF INSPECTOR I		5.00	$634.30	1	$634
POLICE ADMIN	ASST DIRECTOR OF POLICE S		1.00	$188.42	1	$188
POLICE ADMIN	DIR OF POLICE SVCS		1.00	$82.88	1	$83
		TYPE SUBTOTAL	**7.00**	**$905.60**		**$906**
		TOTALS	**7.00**	**$906.00**		**$906**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DUI EMERGENCY ACCIDENT RESPONSE	**S-197**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	RESPONSE	

DESCRIPTION OF SERVICE

Time spent responding to accidents with a DUI involvement.

CURRENT FEE STRUCTURE

California Government Code 53155
Charge the actual costs incurred up to $12,000 per response for all responding personnel

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

California Government Code 53155
Charge the actual costs incurred up to $12,000 per response for all responding personnel

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DUI EMERGENCY ACCIDENT RESPONSE	**S-197**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IMPOUNDED VEHICLE RELEASE	**S-198**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	VEHICLE	

DESCRIPTION OF SERVICE

Review and process release of impounded vehicle.

CURRENT FEE STRUCTURE

$166 per vehicle
$319 per vehicle (DUI - Not Guilty)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$166.00**	**TOTAL REVENUE:**	**$332**
UNIT COST:	**$158.50**	**TOTAL COST:**	**$317**
UNIT PROFIT (SUBSIDY):	**$7.50**	**TOTAL PROFIT (SUBSIDY):**	**$15**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**104.73%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$166 per vehicle
$319 per vehicle (DUI - Not Guilty)

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IMPOUNDED VEHICLE RELEASE	**S-198**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		WPD	0.00	$150.00	2	$300
POLICE ADMIN	ADMIN CLERK I-PT		0.25	$8.25	2	$17
		TYPE SUBTOTAL	**0.25**	**$158.25**		**$317**
		TOTALS	**0.25**	**$158.50**		**$317**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REPOSSESSED VEHICLE RELEASE	**S-199**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	VEHICLE	

DESCRIPTION OF SERVICE

Processing of a notification that a vehicle has been repossessed.

CURRENT FEE STRUCTURE

$16 per vehicle (State Mandated)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$16.00**	**TOTAL REVENUE:**	**$192**
UNIT COST:	**$25.00**	**TOTAL COST:**	**$300**
UNIT PROFIT (SUBSIDY):	**$(9.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(108)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**64.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 60%

California Government Code 26751
$15 per vehicle

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
REPOSSESSED VEHICLE RELEASE	**S-199**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		.5Hr WPD PSA@$50/H	0.00	$25.00	12	$300
		TYPE SUBTOTAL	**0.00**	**$25.00**		**$300**
		TOTALS	**0.00**	**$25.00**		**$300**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CITATION SIGN OFF/VIN VERIFICATION	**S-200**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	APPLICATION	

DESCRIPTION OF SERVICE

Vehicular equipment citation sign-off or a verification of a vehicle identification number.

CURRENT FEE STRUCTURE

$17 per citation/vehicle

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$17.00**	**TOTAL REVENUE:**	**$170**
UNIT COST:	**$25.30**	**TOTAL COST:**	**$253**
UNIT PROFIT (SUBSIDY):	**$(8.30)**	**TOTAL PROFIT (SUBSIDY):**	**$(83)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**67.19%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$25 per citation/vehicle

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
CITATION SIGN OFF/VIN VERIFICATION	**S-200**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PUBLIC SAFETY	PUBLIC SAFETY OFCR-PT		0.49	$25.29	10	$253
		TYPE SUBTOTAL	**0.49**	**$25.29**		**$253**
		TOTALS	**0.49**	**$25.30**		**$253**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC ACCIDENT REPORT	**S-201**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	REPORT	

DESCRIPTION OF SERVICE

Copy of traffic accident report

CURRENT FEE STRUCTURE

$12 per report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$12.00**	**TOTAL REVENUE:**	**$14,760**
UNIT COST:	**$14.38**	**TOTAL COST:**	**$17,687**
UNIT PROFIT (SUBSIDY):	**$(2.38)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,927)**
TOTAL UNITS:	**1,230**	**PCT. COST RECOVERY:**	**83.45%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$15 per report

Fee should comply with the terms of the Public Records Act.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
TRAFFIC ACCIDENT REPORT	**S-201**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,230**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PUBLIC SAFETY	PUBLIC SAFETY OFCR-PT		0.17	$8.77	1,230	$10,787
POLICE ADMIN	ADMIN CLERK I-PT		0.17	$5.61	1,230	$6,900
		TYPE SUBTOTAL	**0.34**	**$14.38**		**$17,687**
		TOTALS	**0.34**	**$14.38**		**$17,687**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL CRIMINAL HISTORY RECORD	**S-202**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	RECORD	

DESCRIPTION OF SERVICE

Requested local criminal history record.

CURRENT FEE STRUCTURE

$22 per report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$22.00**	**TOTAL REVENUE:**	**$264**
UNIT COST:	**$50.00**	**TOTAL COST:**	**$600**
UNIT PROFIT (SUBSIDY):	**$(28.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(336)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**44.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50 per report

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL CRIMINAL HISTORY RECORD	**S-202**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		WPD PSA 1 Hr@$50/H	0.00	$50.00	12	$600
		TYPE SUBTOTAL	**0.00**	**$50.00**		**$600**
		TOTALS	**0.00**	**$50.00**		**$600**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IMMIGRATION LETTER	**S-203**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	LETTER	

DESCRIPTION OF SERVICE

Providing Police letter for immigration purposes

CURRENT FEE STRUCTURE

$28 per letter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$28.00**	**TOTAL REVENUE:**	**$112**
UNIT COST:	**$25.00**	**TOTAL COST:**	**$100**
UNIT PROFIT (SUBSIDY):	**$3.00**	**TOTAL PROFIT (SUBSIDY):**	**$12**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**112.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$25 per letter

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
IMMIGRATION LETTER	**S-203**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		30 Min @ $50/Hr	0.00	$25.00	4	$100
		TYPE SUBTOTAL	**0.00**	**$25.00**		**$100**
		TOTALS	**0.00**	**$25.00**		**$100**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
VISA CLEARANCE LETTERS	**S-204**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	LETTER	

DESCRIPTION OF SERVICE

Investigate and prepare Visa clearance letter.

CURRENT FEE STRUCTURE

$24 per letter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$24.00**	**TOTAL REVENUE:**	**$288**
UNIT COST:	**$50.00**	**TOTAL COST:**	**$600**
UNIT PROFIT (SUBSIDY):	**$(26.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(312)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**48.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50 per letter

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
VISA CLEARANCE LETTERS	**S-204**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		1Hr WPD PSA@$50/Hr	0.00	$50.00	12	$600
		TYPE SUBTOTAL	**0.00**	**$50.00**		**$600**
		TOTALS	**0.00**	**$50.00**		**$600**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
POLICE FALSE ALARM RESPONSE	**S-205**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	RESPONSE	

DESCRIPTION OF SERVICE

Public safety response to a false alarm.

CURRENT FEE STRUCTURE

$118 per response

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$118.00**	**TOTAL REVENUE:**	**$195,880**
UNIT COST:	**$125.00**	**TOTAL COST:**	**$207,500**
UNIT PROFIT (SUBSIDY):	**$(7.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(11,620)**
TOTAL UNITS:	**1,660**	**PCT. COST RECOVERY:**	**94.40%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125 per response

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
POLICE FALSE ALARM RESPONSE	**S-205**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,660**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CONTRACT PATROL		WPD @ $125/Hr	0.00	$125.00	1,660	$207,500
		TYPE SUBTOTAL	**0.00**	**$125.00**		**$207,500**
		TOTALS	**0.00**	**$125.00**		**$207,500**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
YARD SALE PERMIT	**S-206**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	EVENT	

DESCRIPTION OF SERVICE

Review and approval of yard sale activity for local residents.

CURRENT FEE STRUCTURE

$14 per application. Free for seniors

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$7.00**	**TOTAL REVENUE:**	**$1,400**
UNIT COST:	**$8.25**	**TOTAL COST:**	**$1,650**
UNIT PROFIT (SUBSIDY):	**$(1.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(250)**
TOTAL UNITS:	**200**	**PCT. COST RECOVERY:**	**84.85%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$10 per permit. Free for seniors

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
YARD SALE PERMIT	**S-206**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**200**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	ADMIN CLERK I-PT	Seniors	0.25	$8.25	100	$825
		TYPE SUBTOTAL	**0.25**	**$8.25**		**$825**
POLICE ADMIN	ADMIN CLERK I-PT	All Others	0.25	$8.25	100	$825
		TYPE SUBTOTAL	**0.25**	**$8.25**		**$825**
		TOTALS	**0.50**	**$8.25**		**$1,650**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANIMAL CARE SERVICES	**S-207**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	LICENSE	

DESCRIPTION OF SERVICE

City contracts with Southeast Area Animal Control Authority (SEAACA) for animal care services. Licensing fees are collected by the City. Cats are currently not required to be licensed.

CURRENT FEE STRUCTURE

$23 per license - Spayed (Non-Seniors)
$8 per license - Spayed (Senior Citizen)
$45 per license - Not Spayed
$8 - Duplicate Dog License
$27 - Fine/Penalty

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$30.00**	**TOTAL REVENUE:**	**$39,000**
UNIT COST:	**$163.47**	**TOTAL COST:**	**$212,511**
UNIT PROFIT (SUBSIDY):	**$(133.47)**	**TOTAL PROFIT (SUBSIDY):**	**$(173,511)**
TOTAL UNITS:	**1,300**	**PCT. COST RECOVERY:**	**18.35%**

SUGGESTED FEE FOR COST RECOVERY OF: 31%

$23 per license - Spayed (Non-Seniors)
$8 per license - Spayed (Senior Citizen)
$90 per license - Not Spayed
$8 - Duplicate Dog License
$27 - Fine/Penalty

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
ANIMAL CARE SERVICES	**S-207**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,300**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ANIMAL CONTROL		Supplies	0.00	$1.54	1,300	$2,002
ANIMAL CONTROL		Telephone	0.00	$0.77	1,300	$1,001
ANIMAL CONTROL		Cntc Svc/Animal Cntl	0.00	$10.54	1,300	$13,702
ANIMAL CONTROL		SEAACA Contract	0.00	$117.46	1,300	$152,698
POLICE ADMIN	ASST DIRECTOR OF POLICE S	.9 Fte	0.12	$23.03	1,300	$29,939
POLICE ADMIN	DIR OF POLICE SVCS	.1 Fte	0.12	$10.13	1,300	$13,169
		TYPE SUBTOTAL	**0.24**	**$163.47**		**$212,511**
		TOTALS	**0.24**	**$163.47**		**$212,511**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PUBLIC SAFETY OFFICR-EVENT COVERAGE	**S-208**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	EVENT	

DESCRIPTION OF SERVICE

Public Safety Officer required at a private event on city park or facility.

CURRENT FEE STRUCTURE

$160 per event

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$160.00**	**TOTAL REVENUE:**	**$4,000**
UNIT COST:	**$361.36**	**TOTAL COST:**	**$9,034**
UNIT PROFIT (SUBSIDY):	**$(201.36)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,034)**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**44.28%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$360 per event

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PUBLIC SAFETY OFFICR-EVENT COVERAGE	**S-208**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PUBLIC SAFETY	PUBLIC SAFETY OFCR-PT		7.00	$361.34	25	$9,034
		TYPE SUBTOTAL	**7.00**	**$361.34**		**$9,034**
		TOTALS	**7.00**	**$361.36**		**$9,034**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SUBPOENA - WITNESS AND DOCUMENTS	**S-209**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	SUBPOENA	

DESCRIPTION OF SERVICE

Staff subpoenaed as witness (subpoena ad testificandum), or staff subpoenaed to produce documents (subpoena duces tecum).

CURRENT FEE STRUCTURE

$28 per subpoena

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Subpoenaed Non-Sworn - $35 per day plus $0.20 per mile (CA Govt Code 68093)

Subpoenaed Peace Officer - full cost to the public entity incurred in paying the peace officer, firefighter his or her salary or other compensation and traveling expense for each day that such officer is required to remain in attendance (CA Govt Code 68097.2)

Subpoena Duces Tecum - $15 (CA Evidence Code 1563(b)(6))

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
SUBPOENA - WITNESS AND DOCUMENTS	**S-209**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - AUDIO TAPE	**S-210**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COPY	

DESCRIPTION OF SERVICE

Copy availability of recorded calls in compliance with legal codes regulations and standards.

CURRENT FEE STRUCTURE

$213 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - DIGITAL fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - AUDIO TAPE	**S-210**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ BICYCLE REGISTRATION	S-211

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	BICYCLE	

DESCRIPTION OF SERVICE

Registration of bicycle with the Police department.

CURRENT FEE STRUCTURE

$6 per bicycle

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ BICYCLE REGISTRATION	**S-211**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COMM ROOM - POLICE SERVICES CTR	**S-212**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	RENTAL	

DESCRIPTION OF SERVICE

Community Room - Police Services Center (Rental)

CURRENT FEE STRUCTURE

$65 per rental

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COMM ROOM - POLICE SERVICES CTR	**S-212**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ POLICE CLASSES	S-213

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	CLASS	

DESCRIPTION OF SERVICE

Classes provided by Police Department.

CURRENT FEE STRUCTURE

$ 28 - BEPN Training (Members)
$170 - BEPN Training (Non Members)
Actual cost - Business First Aid classes
TBA - Business Workshops
$ 43 - Health, Family, Education
$ 17 - SNT, Including first Aid/CPR (Residents)
$ 43 - SNT, Including first Aid/CPR (Non-Residents)
$ 43 - SNT, Including first Aid/CPR (Business Residents)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ POLICE CLASSES	**S-213**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COMMUNITY SVCS - COURT ORDERED	S-214

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COURT ORDER	

DESCRIPTION OF SERVICE

Coordination and sign-off of court ordered community services.

CURRENT FEE STRUCTURE

$64 per court order

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COMMUNITY SVCS - COURT ORDERED	**S-214**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CONCEALED WEAPONS PERMIT	S-215

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	PERMIT	

DESCRIPTION OF SERVICE

Review and approval of Concealed Weapons Permit.

CURRENT FEE STRUCTURE

$186 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CONCEALED WEAPONS PERMIT	**S-215**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CRIMINAL CHARGES - TYPED SHEET	S-216

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	SHEET	

DESCRIPTION OF SERVICE

Provide copy of Criminal Charges.

CURRENT FEE STRUCTURE

$13 per typed sheet

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - PRINT fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ CRIMINAL CHARGES - TYPED SHEET	**S-216**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ENTERTAINMNT - OTHER USES/BURLES	**S-217**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	PERMIT	

DESCRIPTION OF SERVICE

Review and process entertainment, burlesque and other use permit.

CURRENT FEE STRUCTURE

$4,655 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ENTERTAINMNT - OTHER USES/BURLES	**S-217**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ENTERTAINMNT - OTHER AMUSEMENT	**S-218**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	PERMIT	

DESCRIPTION OF SERVICE

Review and process permitting all other amusement/entertainment.

CURRENT FEE STRUCTURE

$2,865 - Commercial Permit
$ 276 - Non-Commercial Permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ ENTERTAINMNT - OTHER AMUSEMENT	**S-218**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FINGERPRINTING	S-219

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	APPLICANT	

DESCRIPTION OF SERVICE

Review and process fingerprinting application.

CURRENT FEE STRUCTURE

$22 per applicant

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided by the City

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FINGERPRINTING	**S-219**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM REGISTRATION	S-220

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	APPLICATION	

DESCRIPTION OF SERVICE

Police review and processing of firearm registration.

CURRENT FEE STRUCTURE

$27 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided by the City

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM REGISTRATION	**S-220**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM SALES SITE APPLICATION	S-221

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	APPLICATION	

DESCRIPTION OF SERVICE

Police review, process and approval of a firearm sales business within the City.

CURRENT FEE STRUCTURE

$2,971 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service combined with other fees

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM SALES SITE APPLICATION	**S-221**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM SALES SITE INSPECTION	**S-222**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	INSPECTION	

DESCRIPTION OF SERVICE

Review, inspection and approval of Firearm Sales Site Inspection.

CURRENT FEE STRUCTURE

$107 per inspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ FIREARM SALES SITE INSPECTION	**S-222**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - POLICE REPORT	**S-223**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	REPORT	

DESCRIPTION OF SERVICE

Copy of police reports.

CURRENT FEE STRUCTURE

$13 per report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - PRINT fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - POLICE REPORT	**S-223**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - PARKING/MOVING CITATION	S-224

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COPY	

DESCRIPTION OF SERVICE

Copy of delinquent parking/moving citation.

CURRENT FEE STRUCTURE

$17 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - PRINT fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - PARKING/MOVING CITATION	**S-224**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - INCIDENT PHOTOGRAPH	S-225

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COPY	

DESCRIPTION OF SERVICE

Copy of incident photographs.

CURRENT FEE STRUCTURE

$28 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - INCIDENT PHOTOGRAPH	**S-225**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - CRIME INCIDENT REPORT	S-226

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COPY	

DESCRIPTION OF SERVICE

Copy of crime incident report.

CURRENT FEE STRUCTURE

$13 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - PRINT fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - CRIME INCIDENT REPORT	**S-226**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STATISTICAL SURVEYS	S-227

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	SURVEY	

DESCRIPTION OF SERVICE

Copy of Statistical Surveys.

CURRENT FEE STRUCTURE

$83 per survey

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Services no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ STATISTICAL SURVEYS	**S-227**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TOW IMPOUND	S-228

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	VEHICLE	

DESCRIPTION OF SERVICE

Tow Impound.

CURRENT FEE STRUCTURE

Per contract

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided by the City

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TOW IMPOUND	**S-228**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TRAFFIC RESTITUTION	S-229

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	INCIDENT	

DESCRIPTION OF SERVICE

Processing of restitution for damages to city property caused by a traffic accident.

CURRENT FEE STRUCTURE

$26 per incident

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ TRAFFIC RESTITUTION	**S-229**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - VIDEO	S-230

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	COPY	

DESCRIPTION OF SERVICE

Copy of Police video of incident.

CURRENT FEE STRUCTURE

$176 per video

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Combined with COPY - DIGITAL fee

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ COPY - VIDEO	**S-230**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ VIDEO RENTAL - DEPOSIT	**S-231**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE SERVICES	VIDEO	

DESCRIPTION OF SERVICE

Deposit to borrow Police services video.

CURRENT FEE STRUCTURE

$7 per video

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Remove. Service no longer provided

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
r/ VIDEO RENTAL - DEPOSIT	**S-231**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COMMUNITY SERVICES ADMINISTRATION	**S-232**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
COMM SVCS	UNIT	

DESCRIPTION OF SERVICE

Provides guidance and leadership to a multidisciplinary team to address community needs, conduct community problem solving and implement City Council goals and priorities relating to leisure, social, cultural and library services to the community.

CURRENT FEE STRUCTURE

See Appendix D

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$644,000.00**	**TOTAL REVENUE:**	**$644,000**
UNIT COST:	**$1,316,810.00**	**TOTAL COST:**	**$1,316,810**
UNIT PROFIT (SUBSIDY):	**$(672,810.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(672,810)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**48.91%**

SUGGESTED FEE FOR COST RECOVERY OF: 39%

See Appendix D

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COMMUNITY SERVICES ADMINISTRATION	**S-232**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PUBLIC ART & ART EDU(	ADMIN ASSISTANT II		161.10	$14,568.27	1	$14,568
PUBLIC ART & ART EDU(	COMM SVCS LEAD III-PT		62.40	$3,338.40	1	$3,338
PUBLIC ART & ART EDU(	COMM SVCS SPECIALIST		161.10	$15,149.84	1	$15,150
PUBLIC ART & ART EDU(	COMM SVCS SUPERVISOR		80.55	$12,375.70	1	$12,376
PUBLIC ART & ART EDU(	FAMILY & HUMAN SVCS MGR		158.90	$32,183.61	1	$32,184
PUBLIC ART & ART EDU(	LIBRARY SERVICES MANAGER		79.45	$15,006.52	1	$15,007
PUBLIC ART & ART EDU(	MANAGEMENT ANALYST II		80.55	$12,585.13	1	$12,585
PUBLIC ART & ART EDU(	OVERTIME		2,080.00	$47,715.20	1	$47,715
PUBLIC ART & ART EDU(	PROGRAM COORDINATOR		322.20	$45,791.06	1	$45,791
HEALTH & WELLNESS IN	ADMIN ASSISTANT II		161.10	$14,302.46	1	$14,302
HEALTH & WELLNESS IN	COMM SVCS LEAD III-PT		62.40	$2,987.71	1	$2,988
HEALTH & WELLNESS IN	COMM SVCS SPECIALIST		402.75	$37,032.86	1	$37,033
HEALTH & WELLNESS IN	COMM SVCS SUPERVISOR		322.20	$47,659.82	1	$47,660
HEALTH & WELLNESS IN	FAMILY & HUMAN SVCS MGR		79.45	$14,865.89	1	$14,866
HEALTH & WELLNESS IN	LIBRARY SERVICES MANAGER		79.45	$13,864.03	1	$13,864
HEALTH & WELLNESS IN	MANAGEMENT ANALYST II		322.20	$46,525.68	1	$46,526
HEALTH & WELLNESS IN	OVERTIME		2,080.00	$5,865.60	1	$5,866
HEALTH & WELLNESS IN	PROGRAM COORDINATOR		322.20	$42,324.19	1	$42,324
HEALTH & WELLNESS IN	PARKS & REC SVCS MGR		158.90	$31,095.14	1	$31,095
VOLUNTEER PROGRAM	COMM SVCS SPECIALIST		80.55	$6,675.18	1	$6,675
VOLUNTEER PROGRAM	COMM SVCS SUPERVISOR		80.55	$11,403.46	1	$11,403
VOLUNTEER PROGRAM	FAMILY & HUMAN SVCS MGR		79.45	$14,821.40	1	$14,821
VOLUNTEER PROGRAM	LIBRARY SERVICES MANAGER		79.45	$13,821.92	1	$13,822
VOLUNTEER PROGRAM	MANAGEMENT ANALYST II		241.65	$34,790.35	1	$34,790
VOLUNTEER PROGRAM	PROGRAM COORDINATOR		161.10	$20,267.99	1	$20,268
SUMMER CAMP PROGR	COMM SVCS LEAD I-PT		9,152.00	$312,266.24	1	$312,266
SUMMER CAMP PROGR	COMM SVCS LEAD III-PT		312.00	$14,994.72	1	$14,995
SUMMER CAMP PROGR	COMM SVCS SUPERVISOR		80.55	$12,493.31	1	$12,493
SUMMER CAMP PROGR	PROGRAM COORDINATOR		402.75	$60,283.62	1	$60,284
SUMMER CAMP PROGR	PARKS & REC SVCS MGR		158.90	$32,024.71	1	$32,025

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COMMUNITY SERVICES ADMINISTRATION	**S-232**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM SVCS ADMIN	ADMIN ASSISTANT II		1,449.90	$129,070.10	1	$129,070
COMM SVCS ADMIN	COMM SVCS LEAD III-PT		1,179.36	$55,642.20	1	$55,642
COMM SVCS ADMIN	MANAGEMENT ANALYST II		966.60	$143,018.14	1	$143,018
		TYPE SUBTOTAL	**21,601.71**	**$1,316,810.45**		**$1,316,810**
		TOTALS	**21,601.71**	**$1,316,810.00**		**$1,316,810**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARKS & RECREATION SVCS	**S-233**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
COMM SVCS	UNIT	

DESCRIPTION OF SERVICE

The Parks and Recreation Services Division provides recreational activities to stimulate and create physical and emotional growth for all residents of Santa Fe Springs.

CURRENT FEE STRUCTURE

See Appendix D

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$594,500.00**	**TOTAL REVENUE:**	**$594,500**
UNIT COST:	**$5,338,470.00**	**TOTAL COST:**	**$5,338,470**
UNIT PROFIT (SUBSIDY):	**$(4,743,970.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,743,970)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**11.14%**

SUGGESTED FEE FOR COST RECOVERY OF: 22%

See Appendix D

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARKS & RECREATION SVCS	**S-233**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PUBLIC ART & ART EDUC		Supplies	0.00	$48,900.00	1	$48,900
PUBLIC ART & ART EDUC		Contractual Services	0.00	$211,700.00	1	$211,700
PUBLIC ART & ART EDUC		Contrib/Art Educ Grn	0.00	$50,000.00	1	$50,000
HEALTH & WELLNESS IN		Supplies	0.00	$16,500.00	1	$16,500
HEALTH & WELLNESS IN		Marketing	0.00	$2,000.00	1	$2,000
HEALTH & WELLNESS IN		Contractual Services	0.00	$18,500.00	1	$18,500
VOLUNTEER PROGRAM		Supplies	0.00	$5,500.00	1	$5,500
VOLUNTEER PROGRAM		Contractual Services	0.00	$6,500.00	1	$6,500
SUMMER CAMP PROGR.		Supplies	0.00	$16,300.00	1	$16,300
SUMMER CAMP PROGR.		Contractual Services	0.00	$25,500.00	1	$25,500
PARKS	ADMIN ASSISTANT II		80.55	$7,157.67	1	$7,158
PARKS	COMM SVCS LEAD I-PT		13,520.00	$407,222.40	1	$407,222
PARKS	COMM SVCS LEAD II-PT		2,704.00	$92,206.40	1	$92,206
PARKS	COMM SVCS LEAD II-PTB		1,022.98	$50,504.52	1	$50,505
PARKS	COMM SVCS LEAD III-PT		3,070.08	$137,508.88	1	$137,509
PARKS	COMM SVCS SPECIALIST		1,611.00	$149,468.58	1	$149,469
PARKS	COMM SVCS SUPERVISOR		2,094.30	$304,322.73	1	$304,323
PARKS	OVERTIME		2,080.00	$27,456.00	1	$27,456
PARKS	PROGRAM COORDINATOR		483.30	$60,412.50	1	$60,413
PARKS	PARKS & REC SVCS MGR		158.90	$30,464.31	1	$30,464
PARKS		Contractual Services	0.00	$116,300.00	1	$116,300
PARKS		Supplies	0.00	$62,300.00	1	$62,300
YOUTH PROGRAMS	COMM SVCS LEAD I-PT		2,496.00	$71,834.88	1	$71,835
YOUTH PROGRAMS	COMM SVCS LEAD II-PT		832.00	$27,106.56	1	$27,107
YOUTH PROGRAMS	COMM SVCS LEAD III-PT		1,248.00	$53,376.96	1	$53,377
YOUTH PROGRAMS	COMM SVCS SUPERVISOR		402.75	$57,609.36	1	$57,609
YOUTH PROGRAMS	OVERTIME		2,080.00	$4,534.40	1	$4,534
YOUTH PROGRAMS	PROGRAM COORDINATOR		483.30	$66,714.73	1	$66,715
YOUTH PROGRAMS	PARKS & REC SVCS MGR	.1 Fte	158.90	$29,518.85	1	$29,519
YOUTH PROGRAMS		Supplies	0.00	$14,500.00	1	$14,500

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a continued listing of costs listed on
the page immediately preceding.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARKS & RECREATION SVCS	**S-233**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
YOUTH PROGRAMS		Contractual Services	0.00	$15,500.00	1	$15,500
RENTAL FACILITIES	ADMIN ASSISTANT II		241.65	$21,547.93	1	$21,548
RENTAL FACILITIES	ADMIN CLERK I-PT		416.00	$12,858.56	1	$12,859
RENTAL FACILITIES	COMM SVCS LEAD I-PT		2,392.00	$72,405.84	1	$72,406
RENTAL FACILITIES	COMM SVCS LEAD II-PT		1,560.00	$53,461.20	1	$53,461
RENTAL FACILITIES	COMM SVCS LEAD II-PTB		255.74	$12,679.59	1	$12,680
RENTAL FACILITIES	COMM SVCS LEAD III-PT		923.52	$41,558.40	1	$41,558
RENTAL FACILITIES	COMM SVCS SPECIALIST		563.85	$53,875.87	1	$53,876
RENTAL FACILITIES	COMM SVCS SUPERVISOR		402.75	$59,836.57	1	$59,837
RENTAL FACILITIES	OVERTIME		2,080.00	$1,830.40	1	$1,830
RENTAL FACILITIES	PARKS & REC SVCS MGR		158.90	$30,567.59	1	$30,568
RENTAL FACILITIES		Contractual Services	0.00	$8,900.00	1	$8,900
SPORTS	COMM SVCS LEAD I-PT		10,400.00	$309,816.00	1	$309,816
SPORTS	COMM SVCS LEAD II-PT		4,368.00	$146,983.20	1	$146,983
SPORTS	COMM SVCS LEAD III-PT		2,496.00	$110,298.24	1	$110,298
SPORTS	COMM SVCS SPECIALIST		2,094.30	$187,628.34	1	$187,628
SPORTS	COMM SVCS SUPERVISOR		483.30	$71,813.55	1	$71,814
SPORTS	OVERTIME		2,080.00	$9,193.60	1	$9,194
SPORTS	PROGRAM COORDINATOR		563.85	$69,844.10	1	$69,844
SPORTS	PARKS & REC SVCS MGR		158.90	$30,187.82	1	$30,188
SPORTS		Contractual Services	0.00	$77,800.00	1	$77,800
SPORTS		Supplies	0.00	$70,600.00	1	$70,600
PARKS & LEISURE ACTI\	COMM SVCS LEAD I-PT		748.80	$23,504.83	1	$23,505
PARKS & LEISURE ACTI\	COMM SVCS LEAD II-PT		208.00	$7,115.68	1	$7,116
PARKS & LEISURE ACTI\	COMM SVCS SPECIALIST		644.40	$60,986.02	1	$60,986
PARKS & LEISURE ACTI\	COMM SVCS SUPERVISOR		241.65	$35,940.60	1	$35,941
PARKS & LEISURE ACTI\	OVERTIME		2,080.00	$3,660.80	1	$3,661
PARKS & LEISURE ACTI\	PROGRAM COORDINATOR		402.75	$56,082.94	1	$56,083
PARKS & LEISURE ACTI\	PARKS & REC SVCS MGR		79.45	$15,266.32	1	$15,266
PARKS & LEISURE ACTI\	REC INSTRUCTOR-PT		1,040.00	$38,396.80	1	$38,397

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CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
PARKS & RECREATION SVCS	**S-233**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PARKS & LEISURE ACTI\		Contractual Services	0.00	$24,900.00	1	$24,900
PARKS & LEISURE ACTI\		Supplies	0.00	$8,800.00	1	$8,800
AQUATICS CENTER	COMM SVCS SPECIALIST		80.55	$7,524.98	1	$7,525
AQUATICS CENTER	COMM SVCS SUPERVISOR		241.65	$35,176.99	1	$35,177
AQUATICS CENTER	INSTRUCTOR LIFEGUARD II-P		790.40	$32,746.27	1	$32,746
AQUATICS CENTER	INSTRUCTOR LIFEGUARD III-		395.20	$19,392.46	1	$19,392
AQUATICS CENTER	OVERTIME		2,080.00	$4,368.00	1	$4,368
AQUATICS CENTER	PARKS & REC SVCS MGR		79.45	$14,785.65	1	$14,786
AQUATICS CENTER		Contractual Services	0.00	$7,600.00	1	$7,600
AQUATICS CENTER		Supplies	0.00	$2,300.00	1	$2,300
PARKS & REC SVCS ADI\	ADMIN CLERK I-PT		624.00	$18,663.84	1	$18,664
PARKS & REC SVCS ADI\	COMM SVCS LEAD I-PT		3,432.00	$100,523.28	1	$100,523
PARKS & REC SVCS ADI\	COMM SVCS LEAD II-PT		728.00	$24,133.20	1	$24,133
PARKS & REC SVCS ADI\	COMM SVCS LEAD III-PT		1,248.00	$54,325.44	1	$54,325
PARKS & REC SVCS ADI\	COMM SVCS SPECIALIST		644.40	$58,292.42	1	$58,292
PARKS & REC SVCS ADI\	OVERTIME		2,080.00	$30,596.80	1	$30,597
PARKS & REC SVCS ADI\	PROGRAM COORDINATOR		483.30	$62,007.39	1	$62,007
PARKS & REC SVCS ADI\		Facility Maint	0.00	$845,482.00	1	$845,482
FIESTAS PATRIAS CULTI	ADMIN ASSISTANT II		80.55	$6,302.23	1	$6,302
FIESTAS PATRIAS CULTI	COMM SVCS SPECIALIST		402.75	$32,550.26	1	$32,550
FIESTAS PATRIAS CULTI	COMM SVCS SUPERVISOR		161.10	$20,612.75	1	$20,613
FIESTAS PATRIAS CULTI	OVERTIME		2,080.00	$14,705.60	1	$14,706
FIESTAS PATRIAS CULTI	PROGRAM COORDINATOR		80.55	$10,101.78	1	$10,102
FIESTAS PATRIAS CULTI	PROGRAM LEADERS		270.40	$7,116.93	1	$7,117
FIESTAS PATRIAS CULTI	PARKS & REC SVCS MGR		79.45	$13,401.63	1	$13,402
		TYPE SUBTOTAL	**87,671.62**	**$5,338,470.42**		**$5,338,470**
		TOTALS	**87,671.62**	**$5,338,470.00**		**$5,338,470**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LIBRARY & CULTURAL SVCS	**S-234**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
COMM SVCS	UNIT	

DESCRIPTION OF SERVICE

The Library and Cultural Services Division works collaboratively in an integrated services approach to meet the educational, leisure and cultural needs of the residents in Santa Fe Springs.

CURRENT FEE STRUCTURE

See Appendix D

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$83,400.00**	**TOTAL REVENUE:**	**$83,400**
UNIT COST:	**$2,524,633.00**	**TOTAL COST:**	**$2,524,633**
UNIT PROFIT (SUBSIDY):	**$(2,441,233.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,441,233)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**3.30%**

SUGGESTED FEE FOR COST RECOVERY OF: 5%

See Appendix D

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LIBRARY & CULTURAL SVCS	**S-234**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CIRCULATION	ADMIN ASSISTANT II		241.65	$18,851.12	1	$18,851
CIRCULATION	LIBRARIAN II TECH		805.50	$96,257.25	1	$96,257
CIRCULATION	LIBRARIAN III		322.20	$41,254.49	1	$41,254
CIRCULATION	LIBRARY CLERK I		1,369.35	$106,357.41	1	$106,357
CIRCULATION	LIB INFO DESK ASST-PT		3,577.60	$137,022.08	1	$137,022
CIRCULATION	LIBRARY SVCS AIDE-PT		5,865.60	$175,909.34	1	$175,909
CIRCULATION	PROGRAM COORDINATOR		402.75	$50,955.93	1	$50,956
CIRCULATION		Contractual Services	0.00	$56,000.00	1	$56,000
OUTREACH PROGRAM	ADMIN ASSISTANT II		483.30	$36,576.14	1	$36,576
OUTREACH PROGRAM	LIBRARIAN II TECH		322.20	$37,352.65	1	$37,353
OUTREACH PROGRAM	LIBRARIAN III		402.75	$50,033.63	1	$50,034
OUTREACH PROGRAM	LIBRARY CLERK I		161.10	$12,137.27	1	$12,137
OUTREACH PROGRAM	LIB INFO DESK ASST-PT		3,411.20	$125,191.04	1	$125,191
OUTREACH PROGRAM	PROGRAM COORDINATOR		805.50	$98,867.07	1	$98,867
OUTREACH PROGRAM		Contractual Services	0.00	$24,500.00	1	$24,500
OUTREACH PROGRAM		Supplies	0.00	$13,500.00	1	$13,500
ADULT LITERACY	LIBRARIAN I		1,208.25	$134,466.14	1	$134,466
ADULT LITERACY	LIB INFO DESK ASST-PT		2,288.00	$83,420.48	1	$83,420
ADULT LITERACY		Supplies	0.00	$5,800.00	1	$5,800
CHILDREN & YOUTH SV(	LIBRARIAN I		402.75	$44,854.27	1	$44,854
CHILDREN & YOUTH SV(	LIBRARIAN II		805.50	$111,803.40	1	$111,803
CHILDREN & YOUTH SV(	LIBRARIAN III		161.10	$20,124.61	1	$20,125
CHILDREN & YOUTH SV(	LIB INFO DESK ASST-PT		3,993.60	$148,002.82	1	$148,003
CHILDREN & YOUTH SV(		Contractual Services	0.00	$17,400.00	1	$17,400
CHILDREN & YOUTH SV(		Books	0.00	$25,000.00	1	$25,000
CHILDREN & YOUTH SV(		Supplies	0.00	$23,200.00	1	$23,200
MULTI MEDIA SVCS	LIBRARIAN II		724.95	$102,355.69	1	$102,356
MULTI MEDIA SVCS	LIBRARIAN III		644.40	$81,883.91	1	$81,884
MULTI MEDIA SVCS	LIB INFO DESK ASST-PT		2,496.00	$92,551.68	1	$92,552
MULTI MEDIA SVCS		Periodicals	0.00	$9,500.00	1	$9,500

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LIBRARY & CULTURAL SVCS	**S-234**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
MULTI MEDIA SVCS		Contractual Services	0.00	$15,600.00	1	$15,600
MULTI MEDIA SVCS		Books	0.00	$43,500.00	1	$43,500
MULTI MEDIA SVCS		Audio-Visual	0.00	$78,400.00	1	$78,400
WILLIE GORDON LEARN	ADMIN ASSISTANT II		80.55	$6,089.58	1	$6,090
WILLIE GORDON LEARN	LIBRARIAN II		80.55	$11,100.60	1	$11,101
WILLIE GORDON LEARN	LIBRARIAN II TECH		161.10	$18,648.94	1	$18,649
WILLIE GORDON LEARN	LIBRARIAN III		80.55	$9,992.23	1	$9,992
WILLIE GORDON LEARN	LIBRARY CLERK I		80.55	$6,060.58	1	$6,061
WILLIE GORDON LEARN	LIB INFO DESK ASST-PT		977.60	$36,855.52	1	$36,856
WILLIE GORDON LEARN		Contractual Services	0.00	$700.00	1	$700
LIBRARY & CULTURAL S	ADMIN ASSISTANT II		805.50	$62,216.82	1	$62,217
LIBRARY & CULTURAL S	LIBRARIAN II TECH		322.20	$38,122.70	1	$38,123
LIBRARY & CULTURAL S	LIB INFO DESK ASST-PT		291.20	$11,994.53	1	$11,995
LIBRARY & CULTURAL S	LIBRARY SVCS AIDE-PT		1,996.80	$57,787.39	1	$57,787
LIBRARY & CULTURAL S	PROGRAM COORDINATOR		402.75	$50,456.52	1	$50,457
LIBRARY & CULTURAL S		Facility Maint	0.00	$59,479.00	1	$59,479
LIBRARY & CULTURAL S		Memberships	0.00	$4,600.00	1	$4,600
LIBRARY & CULTURAL S		Supplies	0.00	$9,500.00	1	$9,500
LIBRARY & CULTURAL S		Travel & Meetings	0.00	$5,000.00	1	$5,000
LIBRARY & CULTURAL S		Contractual Services	0.00	$10,600.00	1	$10,600
LIBRARY & CULTURAL S		Training	0.00	$6,800.00	1	$6,800
		TYPE SUBTOTAL	**36,174.60**	**$2,524,632.83**		**$2,524,633**
		TOTALS	**36,174.60**	**$2,524,633.00**		**$2,524,633**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FAMILY & HUMAN SVCS	**S-235**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
COMM SVCS	UNIT	

DESCRIPTION OF SERVICE

FHS works collaboratively in an integrated services approach to provide essential human services to SFS residents in the areas of child care and development services, older adult services, family services, social services and case management.

CURRENT FEE STRUCTURE

See Appendix D

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$284,300.00**	**TOTAL REVENUE:**	**$284,300**
UNIT COST:	**$2,482,516.00**	**TOTAL COST:**	**$2,482,516**
UNIT PROFIT (SUBSIDY):	**$(2,198,216.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,198,216)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**11.45%**

SUGGESTED FEE FOR COST RECOVERY OF: 15%

See Appendix D

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FAMILY & HUMAN SVCS	**S-235**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FAMILY SVCS & CASE M	ADMIN ASSISTANT II		161.10	$11,328.55	1	$11,329
FAMILY SVCS & CASE M	COMM SVCS LEAD I-PT		3,140.80	$81,252.50	1	$81,253
FAMILY SVCS & CASE M	COMM SVCS LEAD II-PT		1,497.60	$42,382.08	1	$42,382
FAMILY SVCS & CASE M	COMM SVCS LEAD III-PT		748.80	$28,394.50	1	$28,395
FAMILY SVCS & CASE M	COMM SVCS SUPERVISOR		322.20	$40,052.68	1	$40,053
FAMILY SVCS & CASE M	FAMILY & HUMAN SVCS MGR		317.80	$52,030.22	1	$52,030
FAMILY SVCS & CASE M	PROGRAM COORDINATOR		563.85	$61,070.59	1	$61,071
FAMILY SVCS & CASE M		Contractual Services	0.00	$5,100.00	1	$5,100
FAMILY SVCS & CASE M		Supplies	0.00	$27,400.00	1	$27,400
FIESTAS PATRIAS CULT		Supplies	0.00	$10,000.00	1	$10,000
FIESTAS PATRIAS CULT		Contractual Services	0.00	$43,500.00	1	$43,500
OLDER ADULTS SVCS	ADMIN ASSISTANT II		161.10	$11,947.18	1	$11,947
OLDER ADULTS SVCS	COMM SVCS LEAD I-PT		3,140.80	$88,036.62	1	$88,037
OLDER ADULTS SVCS	COMM SVCS LEAD II-PT		1,497.60	$45,916.42	1	$45,916
OLDER ADULTS SVCS	COMM SVCS LEAD III-PT		748.80	$30,768.19	1	$30,768
OLDER ADULTS SVCS	COMM SVCS SUPERVISOR		322.20	$42,246.86	1	$42,247
OLDER ADULTS SVCS	FAMILY & HUMAN SVCS MGR		317.80	$54,893.59	1	$54,894
OLDER ADULTS SVCS	HUMAN SVCS CASE WORKER I		805.50	$86,035.46	1	$86,035
OLDER ADULTS SVCS	HUMAN SVCS CASE WORKER II		805.50	$95,620.91	1	$95,621
OLDER ADULTS SVCS	PROGRAM COORDINATOR		563.85	$64,414.22	1	$64,414
OLDER ADULTS SVCS		Contractual Services	0.00	$37,500.00	1	$37,500
HERITAGE PRK & CLARI	ADMIN ASSISTANT II		80.55	$5,807.66	1	$5,808
HERITAGE PRK & CLARI	ADMIN CLERK I-PT		1,040.00	$33,675.20	1	$33,675
HERITAGE PRK & CLARI	COMM SVCS LEAD I-PT		3,140.80	$84,393.30	1	$84,393
HERITAGE PRK & CLARI	COMM SVCS LEAD II-PT		1,497.60	$44,029.44	1	$44,029
HERITAGE PRK & CLARI	COMM SVCS LEAD III-PT		748.80	$29,435.33	1	$29,435
HERITAGE PRK & CLARI	COMM SVCS SPECIALIST		1,369.35	$102,208.28	1	$102,208
HERITAGE PRK & CLARI	COMM SVCS SUPERVISOR		322.20	$41,070.83	1	$41,071
HERITAGE PRK & CLARI	FAMILY & HUMAN SVCS MGR		317.80	$53,358.62	1	$53,359
HERITAGE PRK & CLARI	HERITAGE PARK RANGER-PT		4,992.00	$140,075.52	1	$140,076

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CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FAMILY & HUMAN SVCS	**S-235**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
HERITAGE PRK & CLARI	PROGRAM COORDINATOR		1,369.35	$158,296.86	1	$158,297
HERITAGE PRK & CLARI		Supplies	0.00	$22,600.00	1	$22,600
HERITAGE PRK & CLARI		Contractual Services	0.00	$73,000.00	1	$73,000
FAMILY & HUMAN SVCS	ADMIN ASSISTANT II		1,127.70	$82,175.50	1	$82,176
FAMILY & HUMAN SVCS	ADMIN CLERK I-PT		1,040.00	$28,454.40	1	$28,454
FAMILY & HUMAN SVCS	COMM SVCS LEAD I-PT		3,140.80	$85,775.25	1	$85,775
FAMILY & HUMAN SVCS	COMM SVCS LEAD II-PT		1,497.60	$44,748.29	1	$44,748
FAMILY & HUMAN SVCS	COMM SVCS LEAD III-PT		748.80	$29,966.98	1	$29,967
FAMILY & HUMAN SVCS	COMM SVCS SUPERVISOR		402.75	$51,894.34	1	$51,894
FAMILY & HUMAN SVCS	FAMILY & HUMAN SVCS MGR		317.80	$53,937.02	1	$53,937
FAMILY & HUMAN SVCS	HUMAN SVCS CASE WORKER I		805.50	$84,545.28	1	$84,545
FAMILY & HUMAN SVCS	HUMAN SVCS CASE WORKER II		805.50	$93,969.63	1	$93,970
FAMILY & HUMAN SVCS	OVERTIME		2,080.00	$1,643.20	1	$1,643
FAMILY & HUMAN SVCS	PROGRAM COORDINATOR		241.65	$27,125.21	1	$27,125
FAMILY & HUMAN SVCS		Supplies	0.00	$18,100.00	1	$18,100
FAMILY & HUMAN SVCS		Facility Maint	0.00	$86,939.00	1	$86,939
FAMILY & HUMAN SVCS		Contractual Services	0.00	$45,400.00	1	$45,400
		TYPE SUBTOTAL	**42,201.85**	**$2,482,515.71**		**$2,482,516**
		TOTALS	**42,201.85**	**$2,482,516.00**		**$2,482,516**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE - NEW	**S-236**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	APPLICATION	

DESCRIPTION OF SERVICE

Processing application for a new business license.

CURRENT FEE STRUCTURE

$50 per business

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$50.00**	**TOTAL REVENUE:**	**$28,050**
UNIT COST:	**$44.38**	**TOTAL COST:**	**$24,897**
UNIT PROFIT (SUBSIDY):	**$5.62**	**TOTAL PROFIT (SUBSIDY):**	**$3,153**
TOTAL UNITS:	**561**	**PCT. COST RECOVERY:**	**112.66%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50 per business

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE - NEW	**S-236**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**561**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNT CLERK II	In-Town	0.50	$44.38	282	$12,515
		TYPE SUBTOTAL	**0.50**	**$44.38**		**$12,515**
FINANCE	ACCOUNT CLERK II	Contractor	0.50	$44.38	279	$12,382
		TYPE SUBTOTAL	**0.50**	**$44.38**		**$12,382**
		TOTALS	**1.00**	**$44.38**		**$24,897**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE - RENEWAL	**S-237**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	RENEWAL	

DESCRIPTION OF SERVICE

Annual renewal of a business registration and updating of City records.

CURRENT FEE STRUCTURE

$35 per business

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$35.00**	**TOTAL REVENUE:**	**$125,965**
UNIT COST:	**$43.10**	**TOTAL COST:**	**$155,117**
UNIT PROFIT (SUBSIDY):	**$(8.10)**	**TOTAL PROFIT (SUBSIDY):**	**$(29,152)**
TOTAL UNITS:	**3,599**	**PCT. COST RECOVERY:**	**81.21%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$45 per business

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE - RENEWAL	**S-237**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3,599**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNT CLERK II	Remainder Of 95%	0.34	$30.40	3,599	$109,410
FINANCE	REVENUE & BUDGET MGR	20% Of .76	0.07	$12.70	3,599	$45,707
		TYPE SUBTOTAL	**0.41**	**$43.10**		**$155,117**
		TOTALS	**0.41**	**$43.10**		**$155,117**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE CHANGE OF ADDRESS	**S-238**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	ADDRESS	

DESCRIPTION OF SERVICE

Updating of business license records.

CURRENT FEE STRUCTURE

$30 per business

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$30.00**	**TOTAL REVENUE:**	**$1,050**
UNIT COST:	**$44.37**	**TOTAL COST:**	**$1,553**
UNIT PROFIT (SUBSIDY):	**$(14.37)**	**TOTAL PROFIT (SUBSIDY):**	**$(503)**
TOTAL UNITS:	**35**	**PCT. COST RECOVERY:**	**67.61%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$45 per business

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
BUSINESS LICENSE CHANGE OF ADDRESS	**S-238**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**35**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNT CLERK II		0.50	$44.38	35	$1,553
		TYPE SUBTOTAL	**0.50**	**$44.38**		**$1,553**
		TOTALS	**0.50**	**$44.37**		**$1,553**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NSF CHECK PROCESSING	**S-239**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	CHECK	

DESCRIPTION OF SERVICE

Processing checks returned for non-sufficient funds.

CURRENT FEE STRUCTURE

$25 - 1st time
$35 - 2nd or more times

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$25.00**	**TOTAL REVENUE:**	**$25**
UNIT COST:	**$60.00**	**TOTAL COST:**	**$60**
UNIT PROFIT (SUBSIDY):	**$(35.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(35)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**41.67%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60 per returned check

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NSF CHECK PROCESSING	**S-239**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNT CLERK III		0.08	$7.75	1	$8
FINANCE		Bank Charge	0.00	$10.00	1	$10
BILLING & COLLECTION	ACCOUNTANT		0.17	$23.26	1	$23
BILLING & COLLECTION	ACCOUNT CLERK III		0.17	$18.73	1	$19
		TYPE SUBTOTAL	**0.42**	**$59.74**		**$60**
		TOTALS	**0.42**	**$60.00**		**$60**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COPY - PRINTED	**S-240**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	COPY	

DESCRIPTION OF SERVICE

Providing photocopies of city documents.

CURRENT FEE STRUCTURE

$0.10 per page

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.10**	**TOTAL REVENUE:**	**$12**
UNIT COST:	**$1.64**	**TOTAL COST:**	**$197**
UNIT PROFIT (SUBSIDY):	**$(1.54)**	**TOTAL PROFIT (SUBSIDY):**	**$(185)**
TOTAL UNITS:	**120**	**PCT. COST RECOVERY:**	**6.09%**

SUGGESTED FEE FOR COST RECOVERY OF: 25%

$0.20 per page - standard

$0.10 per page - FPPC related document per California Government Code 81008

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COPY - PRINTED	**S-240**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**120**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK		0.01	$1.64	120	$197
		TYPE SUBTOTAL	**0.01**	**$1.64**		**$197**
		TOTALS	**0.01**	**$1.64**		**$197**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COPY - DIGITAL	**S-241**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	DEVICE	

DESCRIPTION OF SERVICE

Cost for copies of files onto digital media, such as cd, DVD or flash drive.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$7.40**	**TOTAL COST:**	**$74**
UNIT PROFIT (SUBSIDY):	**$(7.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(74)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$7 per device

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
COPY - DIGITAL	**S-241**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK	2 Min Ea	0.03	$4.91	10	$49
CITY CLERK		Thumb Drive	0.00	$2.50	10	$25
		TYPE SUBTOTAL	**0.03**	**$7.41**		**$74**
		TOTALS	**0.03**	**$7.40**		**$74**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	**S-242**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	DOCUMENT	

DESCRIPTION OF SERVICE

Certification of a City document on request.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$65.42**	**TOTAL COST:**	**$785**
UNIT PROFIT (SUBSIDY):	**$(65.42)**	**TOTAL PROFIT (SUBSIDY):**	**$(785)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$65 per document

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	**S-242**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.25	$65.40	12	$785
		TYPE SUBTOTAL	**0.25**	**$65.40**		**$785**
		TOTALS	**0.25**	**$65.42**		**$785**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NOTARY PUBLIC	**S-243**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	NOTARY	

DESCRIPTION OF SERVICE

Providing notary service to the general public.

CURRENT FEE STRUCTURE

$10 per signature

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$10.00**	**TOTAL REVENUE:**	**$600**
UNIT COST:	**$27.82**	**TOTAL COST:**	**$1,669**
UNIT PROFIT (SUBSIDY):	**$(17.82)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,069)**
TOTAL UNITS:	**60**	**PCT. COST RECOVERY:**	**35.95%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

This fee is limited by California Government Code 8211
$15 per signature

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
NOTARY PUBLIC	**S-243**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**60**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK		0.17	$27.81	60	$1,669
		TYPE SUBTOTAL	**0.17**	**$27.81**		**$1,669**
		TOTALS	**0.17**	**$27.82**		**$1,669**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
AGENDA MAILING	**S-244**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	SUBSCRIBER	

DESCRIPTION OF SERVICE

Copy and mail City Council agenda and minutes on request.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$359.80**	**TOTAL COST:**	**$1,799**
UNIT PROFIT (SUBSIDY):	**$(359.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,799)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$400 per subscriber per year

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
AGENDA MAILING	**S-244**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK	30 Min/Meet+Posting	2.20	$359.83	5	$1,799
		TYPE SUBTOTAL	**2.20**	**$359.83**		**$1,799**
		TOTALS	**2.20**	**$359.80**		**$1,799**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL CANDIDATE FILING	**S-245**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	CANDIDATE	

DESCRIPTION OF SERVICE

Processing an application for an intent to run for a City elected office.

CURRENT FEE STRUCTURE

$25 per candidate

Candidate Statement - $200

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$25.00**	**TOTAL REVENUE:**	**$125**
UNIT COST:	**$1,046.40**	**TOTAL COST:**	**$5,232**
UNIT PROFIT (SUBSIDY):	**$(1,021.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,107)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**2.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 2%

This fee is limited by State law:
$25 per candidate
FPPC Late Filing Fee - $10 per day for each day a statement is late up to a maximum of $100

Candidate Statement - LA County and staff costs

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL CANDIDATE FILING	**S-245**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		4.00	$1,046.40	5	$5,232
		TYPE SUBTOTAL	**4.00**	**$1,046.40**		**$5,232**
		TOTALS	**4.00**	**$1,046.40**		**$5,232**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL INITIATIVE FILING	**S-246**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	INITIATIVE	

DESCRIPTION OF SERVICE

Processing an intent to place a local initiative on the ballot.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,570.00**	**TOTAL COST:**	**$1,570**
UNIT PROFIT (SUBSIDY):	**$(1,570.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,570)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 15%

This fee is limited by State law
$200 per initiative, fully refundable if initiative is placed on ballot

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
LOCAL INITIATIVE FILING	**S-246**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		6.00	$1,569.60	1	$1,570
		TYPE SUBTOTAL	**6.00**	**$1,569.60**		**$1,570**
		TOTALS	**6.00**	**$1,570.00**		**$1,570**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FILM PERMIT	**S-247**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY MANAGER	APPLICATION	

DESCRIPTION OF SERVICE

Processing and review of commercial filming located within the City.

CURRENT FEE STRUCTURE

Permit w/o special effects - $625/day + cost first 3 days. $57/day on the 4th day and beyond
Permit with special effects - $910 + cost first 3 days. $57/day on the 4th day and beyond
Permit for students - $110 + cost

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$188.67**	**TOTAL COST:**	**$2,830**
UNIT PROFIT (SUBSIDY):	**$(188.67)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,830)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$190 per permit

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FILM PERMIT	**S-247**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY MANAGER	MUNICIPAL AFFAIRS MANAGER		1.00	$188.67	15	$2,830
		TYPE SUBTOTAL	**1.00**	**$188.67**		**$2,830**
		TOTALS	**1.00**	**$188.67**		**$2,830**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
RECYCLER DEALER PERMIT	**S-248**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY MANAGER	APPLICATION	

DESCRIPTION OF SERVICE

Review of a recycler dealer operating within the City.

CURRENT FEE STRUCTURE

$1,061 - application
$ 510 - annual
$ 36 - per vehicle (annual)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$531.19**	**TOTAL REVENUE:**	**$13,811**
UNIT COST:	**$192.31**	**TOTAL COST:**	**$5,000**
UNIT PROFIT (SUBSIDY):	**$338.88**	**TOTAL PROFIT (SUBSIDY):**	**$8,811**
TOTAL UNITS:	**26**	**PCT. COST RECOVERY:**	**276.22%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$285 - new
$190 - renewal

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
RECYCLER DEALER PERMIT	**S-248**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**26**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY MANAGER	MUNICIPAL AFFAIRS MANAGER	New	1.50	$283.01	1	$283
		TYPE SUBTOTAL	**1.50**	**$283.01**		**$283**
CITY MANAGER	MUNICIPAL AFFAIRS MANAGER	Renewal	1.00	$188.67	25	$4,717
		TYPE SUBTOTAL	**1.00**	**$188.67**		**$4,717**
		TOTALS	**2.50**	**$192.31**		**$5,000**

CITY OF SANTA FE SPRINGS
REVENUE AND COST SUMMARY WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIREWORK STAND PERMIT	**S-249**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY MANAGER	APPLICATION	

DESCRIPTION OF SERVICE

Inspection and permit processing of a public fireworks display to ensure compliance with safety codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$812.67**	**TOTAL COST:**	**$7,314**
UNIT PROFIT (SUBSIDY):	**$(812.67)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,314)**
TOTAL UNITS:	**9**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$815 per application

CITY OF SANTA FE SPRINGS
COST DETAIL WORKSHEET
FY 2023-24

SERVICE	REFERENCE NO.
FIREWORK STAND PERMIT	**S-249**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**9**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY MANAGER	COMMUNICATIONS SPECIALIST	60 Hr/Yr	6.67	$639.51	9	$5,756
CITY MANAGER	EXEC ASST TO THE CM/COUNC	15 Hr/Yr	1.67	$173.13	9	$1,558
		TYPE SUBTOTAL	**8.33**	**$812.64**		**$7,314**
		TOTALS	**8.33**	**$812.67**		**$7,314**

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APPENDIX C – DETAIL OF FIRE ENVIRONMENTAL PROTECTION FEES

	Current Fee	Suggested Fee
ABOVEGROUND PETROLEUM STORAGE TANK FACILITY (APSA Program)		
Annual Fee Based on Facility Aggregate Gallons		
1,320 to less than 10,000 gallons	$156	**$190**
10,000 to less than 100,000 gallons	$345	**$415**
100,000 to less than 1,000,000 gallons	$630	**$760**
1,000,000 to less than 10,000,000 gallons	$1,217	**$1,465**
10,000,000 to less than 100,000,000 gallons	$1,802	**$2,170**
Greater than 100 million gallons	$2,750	**$3,315**
CALIFORNIA ACCIDENTAL RELEASE PREVENTION		
Annual Fee per material		
Federally Regulated Material, per material	$3,531	**$4,255**
State Only Regulated Material, per material	$2,122	**$2,560**
HAZARDOUS MATERIALS RELEASE RESPONSE PLANS AND INVENTORIES (HMP)		
Annual Fee is based upon both number and volume of materials		
Number of Materials 1	$145	**$175**
Number of Materials 2-4	$285	**$345**
Number of Materials 5-~~8~~10	$515	**$620**
~~Number of Materials 9-12~~	~~$764~~	
~~Number of Materials 13-20~~	~~$1,274~~	
Number of Materials 11-20		$1,535
Number of Materials 21-40	$3,817	**$4,600**
Number of Materials 41+ (Single Facility)		$8,275
Number of Materials 41+ (At Multiple Facility)		$9,195
~~Number of Materials 41+~~	~~$7,628~~	
~~Number of Materials 41+ (3 or less contig. facilities)~~	~~$7,628~~	
~~Number of Materials 41+ (4-6 contig. facilities)~~	~~Fee based on 2 facilities with greatest # of mat'ls.~~	
~~Number of Materials 41+ (greater than 6 contig. facilities)~~	~~Fee based on 3 facilities with greatest # of mat'ls.~~	
In addition to above, if the volume are…		
Liquids- volume 10,001 to 1,000,000 gals	$681	**$820**
Liquids- volume over 1,000,001 gals	$6,781	**$8,175**
Solids- volume 100,001 to 10,000,000 lbs	$681	**$820**
Solids- volume over 10,000,001 lbs	$6,781	**$8,175**
Gases- volume 1,000,001 to 100,000,000 cubic ft	$681	**$820**
Gases- volume over 100,000,001 cubic ft	$6,781	**$8,175**
HAZARDOUS WASTE GENERATOR FEES		
Annual Fee - Bases upon number of employees except special permit		
Special Permit (1gal/mo, 12/gal total)	$235	**$285**
CESQG (Silver Only)	$235	**$285**
Excluded Recycable	$235	**$285**
Hazardous Waste Hauler Permit (new fee)	$235	**$285**
0-5 employees	$608	**$735**
6-19 employees	$785	**$945**
20-100 employees	$1,020	**$1,230**
101-500 employees	$1,377	**$1,660**
501+ employees	$2,409	**$2,905**
Self Audit Program - 0-5 Employees	$395	**$475**
Self Audit Program - 6-10 employees	$520	**$625**

		Current Fee	Suggested Fee
INDUSTRIAL WASTE			
Annual Fees - Based on inspection fee class			
	Class A (restaurant)	$230	**$275**
	Class B	$342	**$410**
	Class C	$511	**$615**
	Class D	$685	**$825**
	Class E	$1,028	**$1,240**
	Class M (plating shop with discharging sewer	$2,050	**$2,470**
	Class S	$0	**$0**
	Class T (new)	$258	**$310**
	Rainwater Diversion System	$258	**$310**
TIERED PERMIT FEES			
Annual Fee			
Permit-By-Rule (Fixed Units), per facility		$1,414	**$1,705**
Permit-By-Rule (Transportable), per unit		$1,414	**$1,705**
Conditional Authorization, per facility		$1,414	**$1,705**
Conditional Exemption, per facility		$140	**$170**
Commercial Laundry, per facility		$140	**$170**
~~Initial Notification (no annual fee)~~		~~N/A~~	Remove
~~Conditional Exemption, per facility~~		~~N/A~~	Remove
UNDERGROUND STORAGE TANK FEES			
Annual Operating Permit Fees			
	First Tank	$818	**$985**
	Each Additional Tank	$406	**$490**
STORMWATER FEES			
Annual fee, per facility		$68	**$80**
Stormwater - Single Program Inspection			
Stormwater - Inspection w Other Program			

	Current Fee	Suggested Fee
CALIFORNIA ACCIDENTAL RELEASE PREVENTION		
Review/Participation, per hour	$168	**$205**
CLOSURE PERMITS		
(Facility, Industrial Waste Pretreatment, or Tiered Permit Equipment)		
~~UST Closure Permit~~	~~See Underground Tank Fee section~~	Remove
~~AST Closure Permit~~	~~See Fire Prevention Fee Schedule~~	Remove
Facility Closure Permit	$359	**$435**
Industrial Waste or Tiered Permit Treatment Unit		
Treatment Unit Closure - Initial Permit Fee	$485	**$585**
Closure/Workplan Report Review Fee, per hour	$156	**$190**
OTHER CHARGES		
Other Fees		
Late or missed Inspection	$395	**$475**
EPD oversight hourly rate	$168	**$205**
Reinspection fee	$395	**$475**
Additional Consultant's time	Consultant's Rate	**Consultant's Rate**
EPD overtime hourly rate	$252	**$305**
~~EPD plan expedite, double the plan check fee~~	~~Varies~~	Remove
Chemical Hazard Classification, Occupancy Rating Tables and other re	$168	**$205**
INDUSTRIAL WASTE		
Industrial Waste Disposal Permit		
New Sewer Disposal Permit	$337	**$405**
New On-Site Disposal Permit	$516	**$620**
New Off-Site Disposal Permit	$495	**$595**
Revised Sewer Disposal Permit	$219	**$265**
Revised On-Site Disposal Permit	$314	**$380**
Revised Off-Site Disposal Permit	$298	**$360**
Industrial Water Plan - New		
New Class 1 Sewer Discharge	$505	**$610**
New Class 2 Sewer Discharge	$618	**$745**
New Class 3 Sewer Discharge	$792	**$955**
New Class 4 Sewer Discharge	$870	**$1,050**
New Class 5 Sewer Discharge	$1,264	**$1,525**
New Class 6 Sewer Discharge	$1,618	**$1,950**
New Class 1 On-Site Reuse	$669	**$805**
New Class 2 On-Site Reuse	$848	**$1,020**
New Class 3 On-Site Reuse	$1,078	**$1,300**
New Class 4 On-Site Reuse	$1,197	**$1,445**
New Class 5 On-Site Reuse	$1,764	**$2,125**
New Class 6 On-Site Reuse	$2,111	**$2,545**
New Class 1 Off-Site Untreated	$551	**$665**
New Class 2 Off-Site Untreated	$669	**$805**
New Class 3 Off-Site Untreated	$848	**$1,020**
New Class 4 Off-Site Untreated	$932	**$1,125**
New Class 5 Off-Site Untreated	$1,376	**$1,660**
New Class 6 Off-Site Untreated	$1,769	**$2,130**
Industrial Waste Plan - Revisions		
Revised Class 1 Sewer Discharge	$393	**$475**
Revised Class 2 Sewer Discharge	$483	**$580**
Revised Class 3 Sewer Discharge	$607	**$730**

	Current Fee	Suggested Fee
Revised Class 4 Sewer Discharge	$669	**$805**
Revised Class 5 Sewer Discharge	$977	**$1,180**
Revised Class 6 Sewer Discharge	$1,154	**$1,390**
Revised Class 1 On-Site Reuse	$523	**$630**
Revised Class 2 On-Site Reuse	$629	**$760**
Revised Class 3 On-Site Reuse	$904	**$1,090**
Revised Class 4 On-Site Reuse	$916	**$1,105**
Revised Class 5 On-Site Reuse	$1,359	**$1,640**
Revised Class 6 On-Site Reuse	$1,814	**$2,185**
Revised Class 1 Off-Site Untreated	$393	**$475**
Revised Class 2 Off-Site Untreated	$483	**$580**
Revised Class 3 Off-Site Untreated	$607	**$730**
Revised Class 4 Off-Site Untreated	$730	**$880**
Revised Class 5 Off-Site Untreated	$1,005	**$1,210**
Revised Class 6 Off-Site Untreated	$1,246	**$1,500**
SITE ASSESSMENT/MITIGATION FEES		
~~***Initial Oversight Fee*** *(includes initial 4 hours)*~~	~~$672~~	Remove
~~***Hourly Rate*** *(Inspector or Specialist Oversight, each add'l hr)*~~	~~$168~~	Remove
SPILL RESPONSE/CLEANUP		
~~EDP Hourly rate~~	~~$168~~	Remove
~~EDP overtime hourly rate~~	~~$252~~	Remove
SFSDFR will charge a responsible party full cost recovery (including manpower & materials) for spill response/cleanup		
UNDERGROUND SPILL CONTAINMENT TANK EXEMPTED PER 23 CCR 2621		
Installation, New Construction, Plan Clearance		
First Tank	$260	**$315**
Each Additional Tank	$260	**$315**
UNDERGROUND TANK FEES		
Construction Permit Fees		
UST Installation, New Construction, Plan Clearance		
First Tank	$988	**$1,190**
Each Additional Tank	$260	**$315**
UST Closure Application and Permit		
First Tank (includes 4 hours oversight)	$643	**$775**
Each Additional Tank (flat rate)	$208	**$250**
Report Review - Historic Tank Closure	$336	**$405**
UST Modification - Minor		
First Tank (includes 2 hours oversight)	$400	**$480**
Each Additional Tank (flat rate)	$168	**$205**
UST Modification - Major		
First Tank (includes 4 hours oversight)	$800	**$965**
Each Additional Tank (flat rate)	$156	**$190**
UST Pe Administrative Changes Only	$168	**$205**
~~Plan Check Resubmittal (each submittal after the second submittal)~~	~~$168~~	Remove

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APPENDIX D – ANALYSIS AND DETAIL OF COMMUNITY SERVICES FEES

COST RECOVERY ANALYSIS

	CITY OF SANTA FE SPRINGS	Direct Costs			Indirect Costs						
	Service	Employee Costs	Program Costs	Total Direct Costs	Cost Alloc Plan	PW Facility Maint & Repl	Total Costs	Budgeted Revenues	YTD Revenues	Direct Cost Recovery	Total Cost Recovery
5199	COMM SVCS ADMIN	384,300	40,100	424,400	(82,325)	-	342,075			0.0%	0.0%
1001	PUBLIC ART & ART EDUC PROG	186,100	311,900	498,000	(132,571)	-	365,429	798,000	879,796	176.7%	240.8%
1002	HEALTH & WELLNESS INITIATIVE	259,000	39,000	298,000	(66,540)	-	231,460	11,000	5,505	1.8%	2.4%
1003	VOLUNTEER PROGRAM	86,800	12,000	98,800	(21,597)	-	77,203			0.0%	0.0%
1004	SUMMER CAMP PROGRAM	272,100	41,800	313,900	(13,257)	-	300,643	40,000	29,420	9.4%	9.8%
	COMMUNITY SERVICES ADMIN SUBTOTAL	**$ 1,188,300**	**$ 444,800**	**$ 1,633,100**	**$ (316,290)**	**$ -**	**$1,316,810**	**$849,000**	**$914,721**	**56.0%**	**69.5%**
5499	PARKS & REC SVCS ADMIN	522,600	110,100	632,700	162,067	-	794,767	51,500	17,268	2.7%	2.2%
5420	PARKS (Programming)	903,200	181,200	1,084,400	364,816	-	1,449,216	123,000	43,123	4.0%	3.0%
5425	YOUTH PROGRAMS	234,800	30,000	264,800	79,797	-	344,597	29,500	-	0.0%	0.0%
5430	RENTAL FACILITIES	273,200	13,400	286,600	99,655	255,765	642,020	105,000	64,026	22.3%	10.0%
5435	SPORTS	658,400	148,400	806,800	269,377	477,737	1,553,914	145,500	131,233	16.3%	8.4%
5440	PARKS & LEISURE ACTIVITIES	211,200	33,700	244,900	66,075	-	310,975	42,200	32,272	13.2%	10.4%
5445	AQUATICS CENTER	91,500	10,900	102,400	28,601	111,980	242,981		1,280	1.3%	0.5%
	PARKS & REC SVCS SUBTOTAL	**$ 2,894,900**	**$ 527,700**	**$ 3,422,600**	**$ 1,070,388**	**$ 845,482**	**$5,338,470**	**$496,700**	**$289,203**	**8.4%**	**5.4%**
5699	LIBRARY & CULTURAL SVCS ADMIN	276,300	40,500	316,800	27,799	59,479	404,078	11,500	7,223	2.3%	1.8%
5620	CIRCULATION	476,900	62,500	539,400	84,058	-	623,458	300	778	0.1%	0.1%
5625	OUTREACH PROGRAM	326,300	38,000	364,300	36,851	-	401,151	30,000	10,260	2.8%	2.6%
5630	ADULT LITERACY	178,600	7,500	186,100	23,172	-	209,272	32,000	12,000	6.4%	5.7%
5645	CHILDREN & YOUTH SVCS	275,600	65,600	341,200	32,800	-	374,000	-	3,500	1.0%	0.9%
5650	MULTIMEDIA SVCS	254,400	147,000	401,400	20,017	-	421,417	12,000	33,714	8.4%	8.0%
5655	WILLIE GORDON LEARNING CENTER	80,100	1,200	81,300	9,957	-	91,257	-	-	0.0%	0.0%
	LIBRARY & CULTURAL SERVICES SUBTOTAL	**$ 1,868,200**	**$ 362,300**	**$ 2,230,500**	**$ 234,654**	**$ 59,479**	**$2,524,633**	**$85,800**	**$67,475**	**3.0%**	**2.7%**
5899	FAMILY & HUMAN SVCS ADMIN	570,200	90,800	661,000	17,661	-	678,661	53,000	49,885	7.5%	7.4%
5820	FAMILY SVCS & CASE MGMT	267,300	32,500	299,800	22,599	-	322,399	23,500	4,611	1.5%	1.4%
5825	FIESTAS PATRIAS CULTURAL EVENT	97,400	53,500	150,900	26,511	-	177,411	40,000	8,816	5.8%	5.0%
5840	HERITAGE PRK & CLARKE ESTATE FACIL	556,400	95,600	652,000	65,886	86,939	804,825	216,000	130,015	19.9%	16.2%
5830	OLDER ADULTS SVCS	446,200	69,800	516,000	15,639	-	531,639	17,100	13,386	2.6%	2.5%
	FAMILY & HUMAN SERVICES SUBTOTAL	**$ 1,937,500**	**$ 342,200**	**$ 2,279,700**	**$ 148,296**	**$ 86,939**	**$2,514,935**	**$349,600**	**$206,712**	**9.1%**	**8.2%**
	COMMUNITY SERVICES DEPARTMENT	**$ 7,888,900**	**$ 1,677,000**	**$ 9,565,900**	**$ 1,137,048**	**$ 991,900**	**$11,694,848**	**$1,781,100**	**$1,478,111**	**15.5%**	**12.6%**

Attachment B of the agenda report superseded the listing below

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
COMMUNITY SERVICES - LIBRARY		
Inter-Library Loan	$5	$5
Late Fines		
Book Fines	~~$0.25 per daycents~~	~~$0.25 per day~~
Video Fines	~~$1 per day~~	~~$1 per day~~
Tech to Go kits (Chromebooks/hotspot)		~~$5 per day~~
Entertainment DVD Rental	$1 per week Free for Seniors	~~$2~~ ~~Free for Seniors~~
Entertainment DVD Hold	$0.50	Remove
Lost Items		
Processing lost books, DVD, CDs		$5
Processing lost paperbacks		$2
Lost item replacement		Replacement Price
Lost Tech To Go kits		$600
Replacement for Damaged/Missing Items		
Replacement Audio Discs		$8
Replacement artwork for DVD/CD		$2
Replacement DVD case		$8
Replacement CD case		$5
Library Community Room Use	$75/hour	$75/hour
~~**Cesar E. Chavez Reading Garden Use**~~	~~$150 for 4-hour period~~	~~$150 for 4-hour period~~
Pub Trivia	$15	Remove
Fee Supported Library Programs-Resident		Cost Recovery 25% - 100%
Fee Supported Library Programs-Non-Resident		Cost Recovery 25% - 100%, + $10
Library Programs with Meals	$20	$20
PASSPORT	$35 $10 - Photo	$35 $10 - Photo
FACILITY RENTALS & PICNIC AREA RESERVATIONS (Service Fees are non-refundable)		
Demand Price Premium for Non-Residents (May, June, July)		Additional 15%
ALL FACILITIES		
~~**Security Fee - Public Safety Office (for events serving alcohol)**~~	~~$160 total for each event~~	~~$300 per event~~
~~**Security Fee - Private Security**~~		~~At Cost + $20 Administrative Fee~~
Cocktail Tables		$15 per table
Arch/Gazebo		$100 per arch/gazebo
Photo Opportunity		$200 per event
City Employee Allowance		15% discount for facility rentals only, up to $300
CLARKE ESTATE/HERITAGE PARK DEPOSIT/DOWNPAYMENT		($1,000 Deposit/downpayment)
CLARKE ESTATE		
Ceremony and Reception / Full Event Rental (7 hour rental)		
~~0 - 100 Persons~~	~~$2,376~~	
~~101 - 150 Persons~~	~~$2,451~~	
~~151 - 200 Persons~~	~~$2,526~~	
1 - 100 Persons		$3,000
101 - 200 Persons		$4,000
Reception Only / Event Rental (6 hour rental)		
~~0 - 100 Persons~~	~~$2,310~~	
~~101 - 150 Persons~~	~~$2,385~~	
~~151 - 200 Persons~~	~~$2,460~~	
1 - 100 Persons		$2,400
101 - 200 Persons		$3,000

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
~~**Grounds**~~		
~~0 - 100 Persons~~	~~$2,310~~	
~~101 - 150 Persons~~	~~$2,385~~	
~~151 - 200 Persons~~	~~$2,460~~	
~~1 - 100 Persons~~		~~$2,250~~
~~101 - 200 Persons~~		~~$3,750~~
Ceremony Only (2 hours)		
~~0 - 100 Persons~~	$433	
~~101 - 150 Persons~~	$508	
~~151 - 200 Persons~~	$583	
1 - 100 Persons		$1,000
101 - 200 Persons		$1,500
Clarke Estate Event Deposit/Downpayment	$750	$1,000 (included in the total fee)
Clarke Estate Photo Session		$100/hour 2 hr min. $50 Deposit/Downpayment
Clarke Estate Upstairs Meeting Room	$66/4 hours. $50 ea addl hr. $50 Deposit/Downpayment	$52/hour plus $50 Deposit/Downpayment
Clarke Estate Downstairs Meeting Room	$76/4 hours. $60 ea addl hr. $50 Deposit/Downpayment	$105/hour plus $100 Deposit/Downpayment
HERITAGE PARK		
Ceremony & Reception (7 Hours)		
~~0 - 100 Persons~~	$2,490	
~~101 - 150 Persons~~	$2,645	
~~151 - 200 Persons~~	$2,905	
~~201 - 300 Persons~~	$3,500	
1 - 150 Persons		$3,500
151 - 300 Persons		$4,500
Reception Only (6 Hours)		
~~0 - 100 Persons~~	$2,160	
~~101 - 150 Persons~~	$2,180	
~~151 - 200 Persons~~	$2,220	
~~201 - 300 Persons~~	$2,670	
1 - 150 Persons		$2,800
151 - 300 Persons		$3,800
Ceremony Only (2 Hours)		
~~0 - 100 Persons~~	$990	
~~101 - 150 Persons~~	$1,040	
~~151 - 200 Persons~~	$1,095	
~~201 - 300 Persons~~	$1,250	
1 - 150 Persons		$1,400
151 - 300 Persons		$1,700
Heritage Park Resident Discount		20%
~~**Ceremony & Reception (Resident Discounted Fee)**~~		
~~0 - 100 Persons~~	~~$2,376~~	
~~101 - 150 Persons~~	~~$2,451~~	
~~151 - 200 Persons~~	~~$2,526~~	
~~201 - 300 Persons~~	~~$2,676~~	
~~1 - 150 Persons~~		~~$2,500~~
~~151 - 300 Persons~~		~~$4,000~~
~~**Reception Only (Resident Discounted Fee)**~~		
~~0 - 100 Persons~~	~~$2,310~~	
~~101 - 150 Persons~~	~~$2,385~~	
~~151 - 200 Persons~~	~~$2,460~~	
~~201 - 300 Persons~~	~~$2,610~~	
~~1 - 150 Persons~~		~~$2,250~~
~~151 - 300 Persons~~		~~$3,750~~
~~**Ceremony Only (Resident Discounted Fee)**~~		
~~0 - 100 Persons~~	~~$433~~	
~~101 - 150 Persons~~	~~$508~~	
~~151 - 200 Persons~~	~~$583~~	
~~201 - 300 Persons~~	~~$733~~	
~~1 - 150 Persons~~		~~$750~~
~~151 - 300 Persons~~		~~$1,000~~

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
Heritage Park Event Deposit/Downpayment	$750	$1,000 (included in the total fee)
Heritage Park Photo Session		$100/hour ($50 Deposit/Downpayment)
~~Heritage Park "as Art" Rental (Res/Non-Res)~~	$60/$75	Remove. Service no longer provided
Carriage Barn Meeting Space Rental	$35/Hr	$105/Hr ($50 Deposit/Downpayment)
Train Depot Meeting Room	$35/hour plus $100 Deposit/Downpayment	$52/hour ($50 Deposit/Downpayment)
Caboose Parties	$50 Deposit/Downpayment + 5% Svc. Fee	$150/Use ($100 Deposit/Downpayment)
Max 40 person and 4 hrs use	$130 Use	
Heritage Park Plaza Reservation	$300 Deposit/Downpayment + 5% Svc. Fee	$315 ($300 Deposit/Downpayment)
$300 Deposit/Downpayment & 48 person max	~~$310/~~$315 Use	
Heritage Park Picnic Area Reservation		
1 - 90 people (resident / non-resident)	$50 Deposit/Downpayment + 5% Svc. Fee $180 / $185 Use	$300 (6 hours) ($100 Deposit/Downpayment)
~~91 - 150 people (walk-in / online)~~	~~$200 Deposit/Downpayment + 5% Svc. Fee~~ ~~$360/$375 Use~~	Remove. No party over 90 allowed
~~151 - 200 people (walk-in / online)~~	~~$200 Deposit/Downpayment + 5% Svc. Fee~~ ~~$615/$625 Use~~	Remove. No party over 90 allowed
TOWN CENTER HALL		
Social Hall Rental		
Saturday Fee - Non-Resident	$1,450 + $750 Deposit/Downpayment	*$2,300 ($1,000 Deposit/Downpayment)
Sunday-Friday Fee - Non-Resident	$1,225 + $750 Deposit/Downpayment	*$1,550 ($1,000 Deposit/Downpayment)
Saturday Fee - Resident	$1,140 + $750 Deposit/Downpayment	*$1,350 ($1,000 Deposit/Downpayment)
Sunday-Friday Fee - Resident	$1,025 + $750 Deposit/Downpayment	*$1,150 ($1,000 Deposit/Downpayment)
Additional Setup/Cleanup (max 2 hours)		$35/hour
Business Meeting Business must be physically located within Santa Fe Springs boundaries	$305 + $100 Deposit/Downpayment	$500 ($250 Deposit/Downpayment (4 hr max)) *Includes 3 hours of setup, 6 hours of event time, 1 hour of cleanup
Funeral Reception	$120 + $500 Deposit/Downpayment / 4 hr max	$200 ($250 Deposit/Downpayment/4 hr max)
Additional Setup/Cleanup (max 2 hours)	$30 per hr during non-peak hours	$35/hr outside business hours
~~Funeral (Sat & Sun)~~	~~$120 + $500 Deposit/Downpayment / 4 hr max~~ ~~$30 per hr during non-peak hours~~	~~$305 + $100 Deposit/Downpayment/4 hr max~~ ~~$30/hr outside business hours~~
Meeting Room #1 (35 persons)	$105 + 50 Deposit/Downpayment	$225 ($100 Deposit/Downpayment (3 hr max))
Meeting Room #2 (12 persons max)	$52 + $50 Deposit/Downpayment	REMOVE
AV Equipment Rental		REMOVE
Rehearsal Fee		$35/hr (during normal business hours)
THE CLUB (Up to 100 Persons & 4 hours)		
Resident	$260 + $200 Deposit/Downpayment	*$300 ($150 Deposit/Downpayment)
Non-Resident	$300 + $200 Deposit/Downpayment	*$500 ($150 Deposit/Downpayment) *Includes 3 hours of setup, 4 hours of event time, 1 hour of cleanup

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
GUS VELASCO NEIGHBORHOOD CENTER (GVNC)		
Meeting Room #1	$105 + $50 Deposit/Downpayment	$200 ($50 Deposit/Downpayment)
~~**Meeting Room #2**~~	~~$52 + $50 Deposit/Downpayment~~	~~$102 ($100 Deposit/Downpayment)~~
Fitness Room (only 50yo or older)		
Resident	FREE - Mon to Fri	FREE
Non-Resident	$150 - Mon to Fri	$150/year
Pio Pico Room		
Saturday Fee	$706 Saturday Fee 6 hr rental	*$1,500 ($100 Deposit/Downpayment/6 hr max)
Sunday-Friday Fee	$670 Fri/Sun Fee 6 hr rental	*$1,000 ($100 Deposit/Downpayment/6 hr max)
Funeral	$120 + $500 Deposit/Downpayment / 4 hr max $30/hr outside business hours	$400 ($250 Deposit/Downpayment/4 hr max) $35/hr outside business hours
Funeral (Sat. & Sun.)	$180 + $100 Deposit/Downpayment No 6 hr max option	Remove (offering one fee 7 days a week) *Includes 3 hours of setup, 4 hours of event time, 1 hour of cleanup
Ontiveros Room		
Saturday Fee	$622 + $500 Deposit/Downpayment/6 hr rental	*$900 ($1,000 Deposit/Downpayment/6 hr rental)
Sunday-Friday Fee	$570 + $500 Deposit/Downpayment/6 hr rental	*$750 ($1,000 Deposit/Downpayment/6 hr rental)
Funeral	$120 + $500 Deposit/Downpayment / 4 hr max $30/hr outside business hours	$400 ($250 Deposit/Downpayment/4 hr max) $35/hr outside business hours
Funeral (Sat. & Sun.)	$180 + $100 Deposit/Downpayment No 6 hr max option	Remove (offering one fee, 7 days a week) *Includes 3 hours of setup, 4 hours of event time, 1 hour of cleanup
Family / Older Adut Programs		
Special Events (dances, holiday celebrations)- Resident / Non-Resident		$10
Older Adult Exercise Classes		
Resident		$0
Non-Resident		$3
Community Senior Ball		$5
Notary Services	$15	$15
BETTY WILSON CENTER		
Saturday Fee	$622 + $500 Deposit/Downpayment	*$750 ($500 Deposit/Downpayment)
Sunday-Friday Fee	$570 + $500 Deposit/Downpayment	*$575 ($500 Deposit/Downpayment)
Funeral Reception	$120 + $500 Deposit/Downpayment / 4 hr max	$400 ($250 Deposit/Downpayment/4 hr max)
Additional Setup/Cleanup (max 2 hours)	$30 per hr during non-peak hours	$35/hr outside business hours
~~Funeral (Sat. & Sun.)~~	~~$180 + $100 Deposit/Downpayment No 6 hr max option~~	~~$305 + $100 Deposit/Downpayment/4 hr max $30/hr outside business hours~~ *Includes 3 hours of setup, 6 hours of event time, 1 hour of cleanup
PICNIC SHELTERS		
Los Nietos, SFS Park, ~~Lake Center~~ (Up to 180 ~~200~~ Persons)		
Resident	$200 + $100 Deposit/Downpayment	$200 ($100 Deposit/Downpayment)
Non-Resident	$225 + $100 Deposit/Downpayment	$250 ($100 Deposit/Downpayment)
~~Business~~	~~Eliminate this category~~	
Little Lake Park (Up to 75 Persons)	$100 + $100 Deposit/Downpayment	$100 ($50 Deposit/Downpayment)
~~**Little Lake Park Patio (Up to 25 Persons)**~~	~~$50 + $50 Deposit/Downpayment~~	Remove. No longer available
Little Lake Park - Meeting Room (64 max)	$130 + $100 Deposit/Downpayment	$200 ($100 Deposit/Downpayment)
Lakeview Park (Up to 50 Persons)		
Resident	$60 + $50 Deposit/Downpayment	$100 ($50 Deposit/Downpayment)
Non-Resident	$75 + $50 Deposit/Downpayment	$200 ($50 Deposit/Downpayment)
Video Game or Food Truck Fee		$150 per event
Facility Deposit/Downpayment for City Employees (All Facilities)		$0

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
ACTIVITY CENTER		
Fitness Facility - City Employee		$0
Fitness Facility - Monthly Resident/Business	$5/month	$5/month
Fitness Facility - Annual Resident	$50/yearly	$50/year
Fitness Facility - Annual Non-Resident		$150/year
Daily Gym Admission - Resident/Business/Youth (16-17)	$0	$0
Daily Gym Admission - Non-Resident	$2	$3
Facility Rental - Main Gym Floor	$30/hr plus 1 staff/hr	$50/hr plus 1 staff/hr (min 4 hour rental). $50 Deposit/Downpayment
Facility Rental - Raquetball Courts	$30/hr plus 1 staff/hr	$30/court/hr plus 1 staff/hr (min 4 hour rental). $30 Deposit/Downpayment
~~***Special Events: Com. Services - Recreation***~~	~~***$297 + $250 Deposit/Downpayment***~~	Remove. No longer available
AQUATICS		
Swim Lessons - Resident	$40 /2 weeks	$50/2 weeks
Swim Lessons - Non-Resident	$62 /2 weeks	$90/2 weeks
Private Lessons - Resident	$80 /4 classes	$95/4 classes
Private Lessons - Non-Resident	$95 /4 classes	$140/4 classes
Water Aerobics	$3 /class	$3/class
Water Aerobics - City Employee		$0
Adaptive Swim Lesson-Resident		$95/4 classes
Adaptive Swim Lesson-Non-Resident		$140/4 classes
Pool Rental - Resident (100)	$140/hr + $200 Deposit/Downpayment	$140/hr ($200 Deposit/Downpayment)
Pool Rental - Non-Resident (100)	$200/hr + $200 Deposit/Downpayment	$200/hr ($200 Deposit/Downpayment)
Pool Rental - Resident (101-200)	$200/hr + $200 Deposit/Downpayment	$200/hr ($200 Deposit/Downpayment)
Pool Rental - Non-Resident (101-200)	$260/hr + $200 Deposit/Downpayment	$260/hr ($200 Deposit/Downpayment)
Swim Lessons - Variable Days		Varies
Senior/Veteran Discount (Rec Swim, Water Aerobics, Lap Swim)		$2
AQUATIC CENTER		
Aquatic Center Meeting Room	$50 Deposit/Downpayment + 1.5% Svc. Fee	$200 ($100 Deposit/Downpayment (3 hr max))
Additional Setup/Cleanup (max 2 hours)	$30 per hr during non-peak hours	$35/hr outside business hours
Picnic Area During Rec Swim ~~Pavilion~~	$50 Deposit/Downpayment + 1.5% Svc. Fee $55/Hr Use	$75/hr ($50 Deposit/Downpayment (During Rec Swim)) Must pay for each participant to go into Rec Swim
Picnic Area + Private Pool Rental		
Resident 1-100 Guests		$150/hr ($200 Deposit/Downpayment (3 hr. min))
Resident 101-200 Guests		$200/hr ($200 Deposit/Downpayment (3 hr. min))
Non-Resident 1-100 Guests		$225/hr ($200 Deposit/Downpayment (3 hr. min))
Non-Resident 101-200 Guests		$260/hr ($200 Deposit/Downpayment (3 hr. min))
Pool Only Rental		
1 Pool		$160/hr ($200 Deposit/Downpayment (3 hr. min))
2 Pools		$190/hr ($200 Deposit/Downpayment (3 hr. min))
Competition Pool Lane Rental (Teams Only)		$75/hr ($200 Deposit/Downpayment (3 hr. min))
RECREATION PROGRAMS		
Adult Sports		
Softball-Resident		$530/team
Softball-Non-Resident		$630/team
Basketball, Volleyball-Resident		$560/team
Basketball, Volleyball-Non-Resident		$660/team
Tournament-Resident	$125/team	$175/team
Tournament-Non-Resident	$125/team	$275/team
~~Resident~~	~~$530 / team~~	
~~Non Resident~~	~~$602 / team~~	
~~Basketball~~		
~~Resident~~	~~$535 / team~~	
~~Non Resident~~	~~$560 / team~~	~~$625/team~~
Free Agent-Resident		$65/player
Free Agent-Non-resident		$85/player
Field Rental - 1 Field	$30/Hr. for 1 field	$40/Hr for one field
Field Rental - 2+ Fields	$20/Hr per field	$30/Hr per field
Drag, water, and chalk line	$20/field for 2 or more fields	$25 per field
Soccer Prep Fee		$35
Light fee	$10/hour per field	$15/hour per field

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
Youth Sports		
Basketball, Flag Football,Volleyball, Soccer (Res/Nonres)	$34 / $45 child	$50/$85 child
~~Soccer (Res/Nonres)~~	~~$62 /$ 77 per child~~	~~$85/$150 per child~~
Lake Center Youth Sports		
Basketball, Flag Football, Volleyball, Soccer	$45 / child	$50/child
~~Volleyball, Soccer~~	$45~~2~~ / child	
~~Football~~ Tournament	$125 / Team	$150/Team
Forfeit Fee	25	$25
Late Payment	25	$35
Special Activity - Event Participation	Varies	Varies
Special Activity - Vendors	Varies	Varies
~~**Community Based Sports Association Agreement (per season)**~~		
~~METRO~~	~~$2,000~~	Remove. Not a fee
~~Norwalk/SFS Youth Football~~	~~$2,000 per agreement~~	Remove. Not a fee
~~SFS 49ers Football & Cheer~~		Remove. Not a fee
~~**Youth Association Tournament Fees**~~	~~**$30/ hr.**~~	Remove. No longer available
Recreation Programs		
Community Garden parcel (Resident)	$20	$20
Community Garden parcel (Non-Resident)	$40	$40
~~**Community Garden parcel (Business/Non Profit)**~~		
Aquatics		
Open Swim/Youth	$2	$2
Open Swim/ Adult	$3	$3
Open Swim/Employees		$0
Swim Team/Resident	$70 (quarterly)	$70 (quarterly)
Swim Team/Non-Resident	$110 (quarterly)	$110 (quarterly)
Jr. Life Guard Program/Resident	$97	$97
Jr. Life Guard Program/Non-Resident	$118	$118
Lap Swim	$3	$3
Lap Swim - City Employee		$0
Day Camp - Residents/Non-Residents (2-WK session)	$125/$151	$140 resident/$180 non-resident
Day Camp - Residents/Non-Residents (1-WK session)		$70 resident/$90 non-resident
Spring Camp (Resident/Non-Resident)	$94 / $115	$100 resident/ $130 non-resident
Daily Day Camp-Resident		$15
Daily Camp-Non-Resident		$30
Day Camp Excursion-For Daily Camp		Cost of Trip
Family Camp		
Adults	$75	$100
Child 10 and under	$50	$75
5K Fees (Includes Medal & T-shirt)		
Regular Fees		
Adult-Resident	$15	$20
Adult-Non-Resident	$15	$30
Youth	$5	$8
Youth-Kids Run	$4	$4
Early Bird Discount (75-34 Days Prior to Race Day)		
Adult-Resident	$10	$15
Adult-Non-Resident	$10	$25
Youth	$5	$5
Youth-Kids Run	$4	$4
Super Early Bird Discount (120+76 Days Prior to Race Day)		
Adult-Resident		$12
Adult-Non-Resident		$20
Youth		$4
Youth-Kids Run		$3
First Week Promotional		
Adult-Resident		$10
Adult-Non-Resident		$15
Youth		$3
Youth-Kids Run		$2
***Exact dates may vary depending on annual calendar**		
Same Day Fees to go up $5 from Regular Fees		
Arts in Public Places Program		
Arts Camp (Resident / Non-Resident)	$75	$100 / $125

DEPARTMENT / FEE	CURRENT FEE	SUGGESTED FEE
ARTFEST		
Artist	$20	$20
Film Artist	$25	$25
Students w/ ID	$0	$0
ARTFEST ADMISSION FEES		
Adult	$10	REMOVE
Senior	$8	REMOVE
Student	$0	REMOVE
2 Day Entry (Adult)	$18	REMOVE
Recreation Classes and Activities		
Recreation Classes & Activities	Class Fees Vary	Class Fees Vary
Non-Resident Fee		Class fee + $10 NR Fee
City program excursion trips	Ticket Entry Cost	Ticket Entry Cost
~~**School Age Day Care**~~		
~~Residents~~	~~$90 school / $107 summer~~	Remove. No longer provided
~~Business Residents~~	~~$91 school / $108 summer~~	Remove. No longer provided
~~**Preschool**~~		
~~Resident Full Time Enrollment -with lunch~~	~~$135/week~~	Remove. No longer provided
~~Resident Part Time Enrollment with lunch~~	~~$99.25/week~~	Remove. No longer provided
~~Business Resident Full Time Enrollment with lunc~~	~~$165/week~~	Remove. No longer provided
~~Business Resident Part Time Enrollment with lunc~~	~~$122.50/week~~	Remove. No longer provided
~~Residential Daily Rate with lunch~~	~~$114/week~~	Remove. No longer provided
~~Business Resident Daily Rate with lunch~~	~~$126/week~~	Remove. No longer provided
~~**Initial Registration**~~	~~$67~~	Remove. No longer provided
~~**Annual Registration**~~	~~$46~~	Remove. No longer provided
~~Summer Only Registration~~	~~$46~~	Remove. No longer provided
~~**Late Child Care Pick Up Fee**~~	~~$17/quarter hour~~	Remove. No longer provided
~~**Note: Part Time Enrollment is 5 half-days per week**~~		
~~**Resident Daily Rate is 3-day per week minimum**~~		
~~**Late Child Care Payment Fee**~~	~~$20~~	Remove. No longer provided
~~**INTERGOVERNMENTAL RELATIONS**~~		
~~**Transit**~~		Remove. No longer provided
~~**Tram**~~		Remove. No longer provided
~~**General Public**~~	~~$1~~	Remove. No longer provided
~~**Students (17 years and under)**~~	~~$0~~	Remove. No longer provided
~~**Children (under 5 years)**~~	~~Free with adult~~	Remove. No longer provided
~~**Seniors/disabled**~~		Remove. No longer provided
~~**Residents**~~	~~Free with ID card~~	Remove. No longer provided
~~**Non-Residents**~~	~~$0~~	Remove. No longer provided
~~**Van Service (seniors and disabled residents)**~~	~~No Fee~~	Remove. No longer provided
~~**Bus**~~		Remove. No longer provided
~~**Outside charters**~~	~~$410 / first 5 hours~~	Remove. No longer provided
~~**$82 / ea addl hour**~~		Remove. No longer provided
~~**5 hour minimum**~~		Remove. No longer provided
~~**Metro Express**~~	~~Free w/Metrolink ticket~~	Remove. No longer provided
~~**Transportation Center Parking Fees**~~	~~$35/month or $10/day~~	Remove. Provided by the City of Norwalk

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ITEM #11

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance & Administrative Services

SUBJECT: **FY 2024-2025 FIRST QUARTER BUDGET REVIEW AND MODIFICATIONS**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve staff recommendations of an additional $803,499 in General Fund expenditures; and

2) Approve staff recommendation revenue adjustments in the amount of $163,979 of various funding sources;

3) Approve adjustments for two (2) positions:
   a. Add one (1) new full-time position
   b. Add one (1) hourly employee with 25 hours/week (9-month budget for total of 975 hours)

FISCAL IMPACT

In the first quarter of FY 2024-25, departments submitted budget adjustment requests for City Council approval, as summarized in Attachment D.

Throughout the first quarter, the City Council had approved a net expenditure of $386,442; this represented an increase in expenditures $1.44 million, while revenue increased by $1.06 million. In the first quarter review, staff recommended an additional net adjustment of $639,520, which included an increase in expenditures of $803,499 and an increase in revenue of $163,979. As a result of these recommended adjustments, the

initial proposed surplus for the City's Fiscal Year 2024 – 25 General Fund budget will decrease from $2.1 million to $1.3 million.

The following table provides details regarding first quarter adjustments.

FY 2024-2025 1st QUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Adopted Budget FY 2024-25	Previously Approved Adjustments [1] FY 2024-25	New Adjustment Request *Require City Council Approval* [2] FY 2024-25	Amended Budget FY 2024-25	YTD Total Adjustments Amended vs. Original FY 2024-25
City Manager's Office	$ 9,498,050	$ -	$ -	$ 9,498,050	$ -
Finance	7,012,840	-	-	7,012,840	-
Police	20,169,100	-	123,541	20,292,641	123,541
Fire-Rescue	26,790,700	-	75,000	26,865,700	75,000
Community Development	2,914,200	1,041,000	27,525	3,982,725	1,068,525
Public Works					-
Engineering	4,517,000	-	-	4,517,000	-
Maintenance	13,692,950	-	262,000	13,954,950	262,000
Community Services					-
Administration	2,492,150	-	90,825	2,582,975	90,825
Library & Cultural Services	2,509,400	35,064	157,508.00	2,701,972	192,572
Family & Human Services	3,334,800	-	-	3,334,800	-
Parks and Recreation Services	6,479,380	79,671	57,000	6,616,051	136,671
Subtotal - Departmental/Operating	**$ 99,410,570**	**$ 1,155,735**	**$ 793,399**	**$ 101,359,704**	**$ 1,949,134**
Equipment Acquisitions and Fund Transfers					
Vehicle Acquisitions/Replacements	1,142,050	288,771	10,100	1,440,921	298,871
Interfund Transfers	-		-	-	-
Subtotal Equipment Acquisition & Fund Transfe	**$ 1,142,050**	**$ 288,771**	**$ 10,100**	**$ 1,440,921**	**$ 298,871**
Grand Total	**$ 100,552,620**	**$ 1,444,506**	**$ 803,499**	**$ 102,800,625**	**$ 2,248,005**

Footnote:
[1] *Attachment E Items approved by City Council July 01, 2024 through September 30, 2024*
[2] *Attachment D New Adjustment Request; Items Require City Council Action/Approval*

No impacts to the Water Utility Fund

BACKGROUND

The quarterly budget review process presents an opportunity to adjust forecasted appropriation amounts, and budget assumptions based on fiscal year-to-date actual information. The fiscal year ("FY") 2024-25 budget was originally adopted in June 2024. The City has been adapting to a rapidly evolving economic landscape, profoundly shaped by shifts in consumer behavior that emerged in its wake. This period has seen a slowdown in online sales, alongside a nominal growth in business-to-business transactions, as anticipated during the initial forecast.

The initial forecast has taken into account any potential disruption in the general economy that the current geopolitical climate may cause; staff will continue to monitor any adverse fluctuation in anticipated trends for the remaining part of the fiscal year.

In addition to the quarterly review, staff compiles an "unaudited" summary of the City's actual General Fund and Water Fund revenues and operating expenditures for FY 2023-

24. While the figures are not final, nor official, the summary is instrumental in helping staff assess prior year expenditures and current financial trends in order to incorporate the information into future budget estimates and to assess the City's current financial position. Staff expects to provide complete year-end audited figures as part of the full Annual Comprehensive Financial Report (ACFR) upon the completion of the audit.

ANALYSIS

The First Quarter (July to September) report will provide updated expenditures and revenue projections for the fiscal year. The General Fund budget was adopted with an initial surplus of $2.1 million. Since adoption in June, Department have requested budget appropriations and new revenue sources have been received. Three months of information, coupled with prior fiscal year (FY 2023-24 unaudited) provide trends where expenditures are headed by year-end, allowing for updates estimated to be presented.

FY 2023-24 Narrative

Overall, across the General Fund, the unaudited actual year-end financial information is favorable for both revenues and expenditures. Revenues, in general, are higher than anticipated by 12% and expenditures are less than budgeted amounts by 3%. The influx in additional revenue, coupled with significant savings from operating costs across departments, has created an operating surplus of approximately $6.6 million after replenishing the targeted General Fund reserve for FY 2023-24.

Conversely, the revenues in the Water Fund were lower than anticipated by about 5% and expenditures were 11% under budget, which results in surplus of $976K.

FY 2024-2025 First Quarter Narrative

The results of the first-quarter review concluded that actual General Fund revenues and expenditures are being received and expended as anticipated.

During the first three months of the fiscal year (July – September), the majority of revenues came in as projected, which was 20% or $20.1 million of the FY 2024-25's budget, while FY 2023-24 were at 24% or $22.4 million of the budget. The variance year over year is due to the:

1) **Sales Tax and Transactions:** Sales tax applies to all retail sales of goods and merchandise. The city receives two advance payments and a quarterly adjustment. The quarter-to-date receipt met the target at 25% of the annual budget. However, it reflects a 2% decrease compared to last year's first quarter (27% vs. 25%). This variance is primarily due to declines in the following sectors: Business & Industry (2%), Auto-Transportation (5.6%), and General Consumer (6.6%).

2) **Property Tax:** Is an annual charge; the amount is divided into two large increments, which generally come in at the end of December and April.

3) **Utility Users' Tax (UUT):** Collected monthly, the quarter-to-date cash receipts are at 12% of the total UUT budget. Currently, one period of UUT from SCE is pending, as staff anticipated a delay in cash receipts for the first quarter

4) **Interest Earning** came in lower due to a drop in the interest rate.

The actual year-to-date expenditure was 33% or $33.3 million of FY 2024-25's budget, while FY 2023-24 was at 22% or 19.9 million of the budget. The main driver was due to a couple of large prepayments at the beginning of the year:

1) Actuarial Unfunded liability of $12,561,044, Worker's Compensation and liability of $1,876,611, OPEB of $91,000, and Property Insurance of $663,207 totaled $15,191,862, or 15% of the total budget, were paid during July 2024 for the fiscal year.

2) Excluding the substantial prepayments noted above, expenditures were just under 25% of the total budget for the quarter. Salary & Benefits totaled $9.3 million, or 21%, primarily due to staffing vacancies. Of the 228 full-time positions funded by the City, 202 were filled as of September 30, 2024, resulting in an 11% vacancy rate. This created vacancy savings of approximately 3%, or $1 million, for Q1 of FY 2024-25.

	FY 2024-25	Filled	Vacancy
City Manager's Office	17	13	4
Community Development	8	7	1
Community Services	28	23	5
Finance	18	17	1
Fire	60	58	2
Parks & Recreation	16	15	1
Police Services	15	13	2
Public Works	67	56	11
Total	229	202	27
Vacancy Rate %			***11%***

3) Maintenances & Operations were $8.8 million or 21%, mainly due to spending trends comparable to the prior fiscal year's first quarter.

FY 2024-2025 Summary

General Fund

ATTACHMENT A

FY 2024-2025 1st QUARTER BUDGET REVIEW
Overall Summary

General Fund	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available / (Percentage Used) $	%
Revenues	$ 109,495,423	$ 104,330,005	$ 102,818,350	$ 104,339,264	$ 20,075,977	**$ 84,263,287**	**19.2%**
Expenditures							
Department	71,543,912	84,294,739	99,410,570	101,359,704	15,356,927	**86,002,776**	**15.2%**
Non-Recurring	1,367,010	1,387,605	-	-	-	-	NA
One-Time Prepayment	-	-	-	-	17,562,172	(17,562,172)	NA
Vehicle/Equipment Acquisition	3,145,272	673,166	1,142,050	1,440,921	619,209	821,712	43%
Capital Improvement Program	2,800,000	2,800,000	-	-	-	-	NA
	78,856,194	89,155,510	100,552,620	102,800,625	33,538,308	69,262,316	32.6%
Operating Surplus / (Deficit) before Transfers	**30,639,229**	**15,174,496**	**2,265,730**	**1,538,640**			
Fund Transfers:							
Replenish Targeted Reserve	(5,637,237)	(6,509,000)	-	-	-	-	NA
Renovation & Replacement	(250,000)	(250,000)	(162,000)	(162,000)	-	-	NA
Equipment Replacement	(4,000,000)	(891,500)	-	-	-	-	NA
Employee Benefits Fund	(3,000,000)	-	-	-	-	-	NA
Capital Improvement Program Funding	(6,750,000)	(438,800)	-	-	-	-	NA
Unfunded Liability Contribution Reserve	(7,000,000)	(438,800)	-	-	-	-	NA
Economic Contingency Reserve	(4,000,000)	-	-	-	-	-	NA
Unexpected Events	-	-	-	-	-	-	NA
Total	(30,637,237)	(8,528,100)	(162,000)	(162,000)			
Operating Surplus / (Deficit) Net of Transfers	**$ 1,992**	**$ 6,646,396**	**$ 2,103,730**	**$ 1,376,640**			

Revenues

ATTACHMENT B

FY 2024-2025 1st QUARTER BUDGET REVIEW
General Fund Revenues

Revenue Source	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	Cash Basic YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available / (Percentage Rc'd) $	%
Taxes							
Property	2,774,745	$ 2,757,943	$ 2,700,000	$ 2,700,000	$ 61,965	$ (2,638,035)	2.3%
Property - Pass Thru to City	2,801,881	3,210,906	2,800,000	2,800,000	-	(2,800,000)	0.0%
Utility User's Tax (UUT)	8,513,512	8,533,099	8,000,000	8,000,000	956,540	(7,043,460)	12.0%
Sales & Use	39,980,366	40,205,065	39,440,000	39,440,000	9,761,110	(29,678,890)	24.7%
Transactions & Use (Measure Y)	16,807,006	17,251,079	17,560,000	17,560,000	4,778,031	(12,781,969)	27.2%
Transient Occupancy	165,381	166,966	150,000	150,000	28,645	(121,355)	19.1%
Franchise	4,575,994	4,563,369	4,140,000	4,140,000	29,548	(4,110,452)	0.7%
Business Operations	750,638	938,214	770,000	770,000	187,090	(582,911)	24.3%
Property Transfer	321,978	353,376	370,000	370,000	46,798	(323,202)	12.6%
Oil Well	143,924	144,870	140,000	140,000	3,520	(136,480)	2.5%
Barrel	210,631	49,298	110,000	110,000	24,373	(85,627)	22.2%
Total Taxes	77,046,054	78,174,187	76,180,000	76,180,000	15,877,619	$ (60,302,381)	20.8%
Use of Money & Property							
Net Interest Earnings	2,995,442	5,323,142	1,000,000	1,000,000	-	(1,000,000)	0.0%
Rentals	331,412	337,269	330,000	330,000	101,573	(228,427)	30.8%
Ground Lease	824,000	824,000	820,000	820,000	137,333	(682,667)	16.7%
Development	422,310	385,723	400,000	400,000	-	(400,000)	0.0%
Total Use Of Money & Property	4,573,164	6,870,134	2,550,000	2,550,000	238,906	(2,311,094)	9.4%
Vehicle In Lieu Taxes	2,507,001	2,739,793	2,600,000	2,600,000	-	(2,600,000)	0.0%
Total Vehicle In Lieu Taxes	2,507,001	2,739,793	2,600,000	2,600,000	-	$ (2,600,000)	0.0%
Other							
Other	1,270,626	268,912	250,000	250,000	260,916	10,916	104.4%
Greenwaste Host Fee	1,053,423	657,014	960,000	960,000	-	(960,000)	0.0%
Water Utility Lease Payment	1,200,000	1,200,000	1,200,000	1,200,000	-	(1,200,000)	0.0%
Total Other	3,524,049	2,125,926	2,410,000	2,410,000	260,916	$ (2,149,084)	10.8%
Total Program Revenues	10,687,106	9,898,158	11,157,000	11,157,000	3,698,536	(7,458,464)	33.1%
One-Time Funding Source	6,530,075	-	1,142,050	1,440,921	-	(1,440,921)	0.0%
Other Funding Sources	4,627,975	4,521,808	6,779,300	8,001,343	-	(8,001,343)	0.0%
Total General Fund Revenue	**$ 109,495,423**	**$ 104,330,005**	**$ 102,818,350**	**$ 104,339,264**	**$ 20,075,977**	**$ (84,263,287)**	**19.2%**

The originally adopted budget had a projected General Fund revenue of $102.8 million. This includes charge for services revenues of $11.2 million derived from specific departments' operations. The revised budget forecast is $104.3 million, or $1.5 million more than originally estimated. This included requests for adjustments and adjustments previously approved detailed in Attachment D and E.

The recommended adjustments are for the City's Grant from various government agencies as follows:

California State Grant for Literacy Services $25,000
So. Cal Library Cooperative Grant $3,438
So. Cal Literacy Network Grant $12,000

The following adjustments have been previously approved:

Equitable Community Revitalization Grant (ECRG) $350,000
Town Center Telegraph Corridor Grant $673,000
California State Library Grant $35,064

In addition to the various sources above, staff also requested a transfer of $378,542 from the Equipment Replacement Fund to cover vehicles and equipment purchases.

Expenditures (Attachments A and C)

ATTACHMENT C

FY 2024-2025 1st QUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Adopted Variance Amount Available / (Percentage Used) $	%
City Manager's Office	$ 4,246,771	$ 4,696,595	$ 9,498,050	$ 9,498,050	$ 1,782,627	$ 7,715,423	18.8%
Finance	4,453,500	7,771,023	7,012,840	7,012,840	760,161	6,252,679	10.8%
Police	15,406,475	16,765,140	20,169,100	20,292,641	4,583,529	15,585,571	22.7%
Fire-Rescue	21,956,989	24,005,222	26,790,700	26,865,700	3,678,583	23,112,117	13.7%
Community Development	3,146,527	3,541,133	2,914,200	3,982,725	262,467	2,651,733	9.0%
Public Works					-	-	
Engineering	1,705,486	1,877,975	4,517,000	4,517,000	307,134	4,209,866	6.8%
Maintenance	11,686,473	15,862,951	13,692,950	13,954,950	1,696,484	11,996,466	12.4%
Community Services					-	-	
Administration	1,314,722	1,359,692	2,492,150	2,582,975	277,711	2,214,439	11.1%
Library & Cultural Services	2,231,900	2,034,109	2,509,400	2,701,972	380,566	2,128,834	15.2%
Family & Human Services	1,930,050	2,194,511	3,334,800	3,334,800	420,397	2,914,403	12.6%
Parks and Recreation Services	3,465,019	4,186,388	6,479,380	6,616,051	1,207,269	5,272,111	18.6%
Total - Departmental/Operating	**$ 71,543,912**	**$ 84,294,739**	**$ 99,410,570**	**$ 101,359,704**	**$ 15,356,927**	**$ 84,053,643**	**15.4%**
Equipment Acquisitions and Fund Transfers							
Vehicle Acquisitions/Replacements	3,145,272	673,166	1,142,050	1,440,921	619,209	522,841	54.2%
Interfund Transfers	9,550,000	101,247	-	-	-	-	NA
Subtotal	$ 12,695,272	$ 774,413	$ 1,142,050	$ 1,440,921	$ 619,209	$ 522,841	54.2%
Annual Prepayment	-	-	-	-	17,562,172	$ (17,562,172)	NA
Non-Recurring	1,367,010	1,387,605	-	-	-	-	NA
Total - Non Departmental	**$ 14,062,282**	**$ 2,162,018**	**$ 1,142,050**	**$ 1,440,921**	**$ 18,181,381**	**$ (16,740,460)**	**NA**
Grand Total	**$ 14,062,282**	**$ 86,456,757**	**$ 100,552,620**	**$ 102,800,625**	**$ 33,538,308**	**$ 69,262,316**	**33.4%**

The total budgeted expenditures and uses in the originally adopted budget were approximately $100.5 million; this included one-time transfers of $162,000 to renovation & replacement. The previously approved and proposed expenditure adjustments of $2.2 million resulted in a revised budget of $102.8 million or a 2.5% increase. While the net impact of the proposed adjustments results in a nominal increase, there are recommended adjustments in expenditures throughout departments.

The proposed adjustments include net funding for two (2) position adjustments to address needed staffing levels. This emerged subsequent to the initial budget adopted in June 2024 to recognize the need to address organizational structural needs and challenges, such as continued progress requiring a broader organizational structure.

The proposed personnel adjustments include:

- Funding for twelve (2) position adjustments including:
    - One (1) new full-time position; and
    - One (1) new part-time position with 25 hours/week (9-month budget for total of 975 hours)

The proposed personnel net adjustments of $138,595 for the above positions are detailed in Attachment D.

Operationally, Staff also recommends a net adjustment of $27,525 in the Community Development's activity for brokerage services fees relating to the post office's contract. The City Council previously approved an adjustment of $18,000 to cover the remaining work to address HCD's comment on the City's 2021-29 Housing Element. In addition, the City Council also approved environmental activities and associated costs of $350,000 and $673,000 consultant services for the Town Center Telegraph Corridor Specific Plan, both of which will be covered by grant funds.

The City's Community Services Department proposes a net increase of $79,400 across all divisions. Staff requests an additional 46,800 for consultant help with the volunteer program, $10,500 for equipment for Heritage Park, $10,100 for two (2) drones for Creative Media & Communications, $12,000 for equipment to re-open SFS Café Libro at the library. Staff also requests an adjustment of $25,000 for literacy services, $3.438 for electronic resources, and 12,000 for the English as Second Language (ESL) program; these will be funded with State Grants. In addition, the City Council previously approved $ 35,064 for Audio-Visual, which will be covered by the California State Library Grant.

Parks & Recreation requests a net increase of $136,671 to the initiative budget. This includes a carryover appropriation of $45,000 from FY 2023-24 for the purchase of a stage received during FY 2024-25 and an adjustment of $12,000 for the Aquatic Ribbon cutting ceremony. The City Council previously approved an adjustment of $79,671 of budget transfer from equipment acquisition/replacement reserve to fund the purchase of a cut mower, edger, and related accessories.

Police Service is requesting a net adjustment of $412,312 as follows: $123,541 for the purchase of vehicle mobile radios, mobile data computers (MDCs), vehicle readers, transponders, and fitness equipment, which will be funded by the Asset Forfeiture Funds. The City Council previously approved the purchase of three (3) Ford Explorer police pursuit vehicles in the amount of $288,771.

The Fire-Rescue Department is requesting an adjustment of $75,000 for the hazard mitigation plan.

Public Works is requesting an adjustment of $262,000, which includes $37,000 for Ballfield maintenance, repair, and disposal, $50,000 for construction and playground installation services, $50,000 increase in landscaping contract cost due to rising costs, $125,000 for city fleet repairs.

The originally adopted budget included an anticipated $2.1 million operating surplus (attachment A). Staff is now projecting a budget surplus of $1.3 million. However, there are no recommendations on the use of the surplus at this time. Once the fiscal year-end results are available, staff will present recommendations to the City Council.

Water Utility Fund

Water Fund

	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available / (Percentage Used) $	%
Revenues	$ 16,675,100	$ 16,155,881	$ 16,409,100	$ 16,409,100	$ 2,765,000	$ 13,644,100	16.9%
Expenditures							
Department	14,431,600	13,537,830	17,514,450	17,514,450	2,237,669	15,276,781	12.8%
Interfund Transfers	1,897,300	1,347,588	1,338,700	1,338,700	124,000	1,214,700	9.3%
Debt Service	496,100	293,857	496,000	496,000	496,000	-	100.0%
	16,825,000	15,179,276	19,349,150	19,349,150	2,857,669	16,491,481	14.8%
Surplus / (Deficit)	**$ (149,900)**	**$ 976,605**	**$ (2,940,050)**	**$ (2,940,050)**			

The Water Utility Fund's originally adopted budget had a projected revenue of $16.4 million. Staff is not recommending a change to revenue assumption at this time.

The Water Utility Fund is requesting an adjustment of $150,000. The city has been utilizing an old and antiquated system to run water billing, but in August of 2024, the system stopped working. The City's IT consultant created a calculator in Excel to generate water bills temporarily. Due to the amount of manual work involved in maintaining these Excel worksheets, our staff have been working an excessive amount of overtime. Staff is proposing to bring in contractors to help manage the billing component of the process. This will lessen staff's overtime until the City onboard a water utility billing system. Staff is tracking to onboard a system around January/February of 2025.

The originally adopted budget included an anticipated $2.9 million operating deficit (attachment A). Staff is now projecting a budget deficit of $3.1 million.

ENVIRONMENTAL

NA

DISCUSSION

Future Outlook

As discussed on previous occasions, staff continues to monitor ongoing economic and organizational issues as we look forward to developing the FY 2024-25 budget. These include:

Current Geopolitical Climate – The invasion of Ukraine by Russia presents an undeniable level of uncertainty in the economy. As with any conflict, there are lasting and spillover effects on the national and local economy that can linger for years to come.

CalPERS' Unfunded Liability – The growth in the City's Unfunded Liability is also a significant challenge. There are a number of reasons for the substantial increase in the unfunded liability, including a smaller City workforce relative to the number of retirees, CalPERS investment losses, a lower investment discount rate, a shorter amortization period, changes in mortality assumptions, and changing the unfunded liability payment from a percentage of payroll to a fixed amount each year. If investment performance does not meet expectations, the discount rate is lowered further, or other assumption changes are made, these rates could escalate even higher. City staff have established a Pension Trust Fund and will be developing a plan to mitigate future impacts on the City's General Fund.

Infrastructure Funding – While there are funds and accounts that have been established by the City Council, the City will be challenged to provide an increased level of funding to address significant deferred maintenance needs moving forward.

Rising inflation – Inflation can also jeopardize the City's favorable financial position as it is directly tied to the rising cost of acquiring items and services necessary to deliver local programs and services.

Operating Budget

There are a variety of strategic assumptions that will be included in the upcoming budget to ensure the City's long-term financial viability. For both the General and Water Utility Funds, it is anticipated that the operational changes implemented over the last several years will provide stability in the long term. Staff will continue to work with the City Council to continue the pursuit of internal operating efficiencies and strategies to minimize costs and impacts to City services while exploring new and innovative revenue ideas.

SUMMARY/NEXT STEPS

The proposed FY 2024-25 first quarter adjustment is presented to the City Council for further input and direction. Staff will incorporate any further direction and input provided by the City Council.

ATTACHMENT(S):

A. Attachment A – FY 2024-25 1st Quarter Budget Review Summary
B. Attachment B & B1 – FY 2024-25 1st Quarter Budget Review Revenue Adjustments
C. Attachment C & C1 – FY 2024-25 1st Quarter Budget Review Operating Exp Adjustments
D. Attachment D – Revenues and Expenditures Adjustments Department Request
E. Attachment E – Revenues and Expenditures Adjustments Previously approved

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A

FY 2024-2025 1st QUARTER BUDGET REVIEW
Overall Summary

General Fund

	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available / (Percentage Used) $	%
Revenues	$ 109,495,423	$ 104,330,005	$ 102,818,350	$ 104,339,264	$ 20,075,977	**$ 84,263,287**	**19.2%**
Expenditures							
Department	71,543,912	84,294,739	99,410,570	101,359,704	15,356,927	**86,002,776**	**15.2%**
Non-Recurring	1,367,010	1,387,605	-	-	-	-	NA
One-Time Prepayment	-	-	-	-	17,562,172	(17,562,172)	NA
Vehicle/Equipment Acquisition	3,145,272	673,166	1,142,050	1,440,921	619,209	821,712	43%
Capital Improvement Program	2,800,000	2,800,000	-	-	-	-	NA
	78,856,194	89,155,510	100,552,620	102,800,625	33,538,308	69,262,316	32.6%
Operating Surplus / (Deficit) before Transfers	**30,639,229**	**15,174,496**	**2,265,730**	**1,538,640**			
Fund Transfers:							
Replenish Targeted Reserve	(5,637,237)	(6,509,000)	-	-	-	-	NA
Renovation & Replacement	(250,000)	(250,000)	(162,000)	(162,000)	-	-	NA
Equipment Replacement	(4,000,000)	(891,500)	-	-	-	-	NA
Employee Benefits Fund	(3,000,000)	-	-	-	-	-	NA
Capital Improvement Program Funding	(6,750,000)	(438,800)	-	-	-	-	NA
Unfunded Liability Contribution Reserve	(7,000,000)	(438,800)	-	-	-	-	NA
Economic Contingency Reserve	(4,000,000)	-	-	-	-	-	NA
Unexpected Events	-	-	-	-	-	-	NA
Total	(30,637,237)	(8,528,100)	(162,000)	(162,000)			
Operating Surplus / (Deficit) Net of Transfers	**$ 1,992**	**$ 6,646,396**	**$ 2,103,730**	**$ 1,376,640**			

Water Fund

	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available / (Percentage Used) $	%
Revenues	$ 16,675,100	$ 16,155,881	$ 16,409,100	$ 16,409,100	$ 2,765,000	$ 13,644,100	16.9%
Expenditures							
Department	14,431,600	13,537,830	17,514,450	17,514,450	2,237,669	15,276,781	12.8%
Interfund Transfers	1,897,300	1,347,588	1,338,700	1,338,700	124,000	1,214,700	9.3%
Debt Service	496,100	293,857	496,000	496,000	496,000	-	100.0%
	16,825,000	15,179,276	19,349,150	19,349,150	2,857,669	16,491,481	14.8%
Surplus / (Deficit)	**$ (149,900)**	**$ 976,605**	**$ (2,940,050)**	**$ (2,940,050)**			

ATTACHMENT B

FY 2024-2025 1st QUARTER BUDGET REVIEW

General Fund Revenues

Revenue Source	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	Cash Basis YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available $	YTD Actual vs Amended Variance Amount Available %
Taxes							
Property	2,774,745	$ 2,757,943	$ 2,700,000	$ 2,700,000	$ 61,965	$ (2,638,035)	2.3%
Property - Pass Thru to City	2,801,881	3,210,906	2,800,000	2,800,000	-	(2,800,000)	0.0%
Utility User's Tax (UUT)	8,513,512	8,533,099	8,000,000	8,000,000	956,540	(7,043,460)	12.0%
Sales & Use	39,980,366	40,205,065	39,440,000	39,440,000	9,761,110	(29,678,890)	24.7%
Transactions & Use (Measure Y)	16,807,006	17,251,079	17,560,000	17,560,000	4,778,031	(12,781,969)	27.2%
Transient Occupancy	165,381	166,966	150,000	150,000	28,645	(121,355)	19.1%
Franchise	4,575,994	4,563,369	4,140,000	4,140,000	29,548	(4,110,452)	0.7%
Business Operations	750,638	938,214	770,000	770,000	187,090	(582,911)	24.3%
Property Transfer	321,978	353,376	370,000	370,000	46,798	(323,202)	12.6%
Oil Well	143,924	144,870	140,000	140,000	3,520	(136,480)	2.5%
Barrel	210,631	49,298	110,000	110,000	24,373	(85,627)	22.2%
Total Taxes	77,046,054	78,174,187	76,180,000	76,180,000	15,877,619	$ (60,302,381)	20.8%
Use of Money & Property							
Net Interest Earnings	2,995,442	5,323,142	1,000,000	1,000,000	-	(1,000,000)	0.0%
Rentals	331,412	337,269	330,000	330,000	101,573	(228,427)	30.8%
Ground Lease	824,000	824,000	820,000	820,000	137,333	(682,667)	16.7%
Development	422,310	385,723	400,000	400,000	-	(400,000)	0.0%
Total Use Of Money & Property	4,573,164	6,870,134	2,550,000	2,550,000	238,906	(2,311,094)	9.4%
Vehicle In Lieu Taxes	2,507,001	2,739,793	2,600,000	2,600,000	-	(2,600,000)	0.0%
Total Vehicle In Lieu Taxes	2,507,001	2,739,793	2,600,000	2,600,000	-	$ (2,600,000)	0.0%
Other							
Other	1,270,626	268,912	250,000	250,000	260,916	10,916	104.4%
Greenwaste Host Fee	1,053,423	657,014	960,000	960,000	-	(960,000)	0.0%
Water Utility Lease Payment	1,200,000	1,200,000	1,200,000	1,200,000	-	(1,200,000)	0.0%
Total Other	3,524,049	2,125,926	2,410,000	2,410,000	260,916	$ (2,149,084)	10.8%
Total Program Revenues	10,687,106	9,898,158	11,157,000	11,157,000	3,698,536	(7,458,464)	33.1%
One-Time Funding Source	6,530,075	-	1,142,050	1,440,921	-	(1,440,921)	0.0%
Other Funding Sources	4,627,975	4,521,808	6,779,300	8,001,343	-	(8,001,343)	0.0%
Total General Fund Revenue	**$ 109,495,423**	**$ 104,330,005**	**$ 102,818,350**	**$ 104,339,264**	**$ 20,075,977**	**$ (84,263,287)**	**19.2%**

GENERAL FUND REVENUE - 1Q 2025 VS 1Q 2024 **ATTACHMENT B-1**

Revenue Name	July 2024	Aug 2024	Sep 2024	Q1 ACTUAL FY 2024-25	Budget FY 2024-25	%	Q1 ACTUAL FY 2023-24	Budget FY 2023-24	%
Sales Tax [1*]	3,010,022	2,992,449	3,758,639	9,761,110	39,440,000	25%	10,347,409	38,000,000	27%
Transaction & Use [2*]	1,338,660	1,334,335	2,105,037	4,778,031	17,560,000	27%	4,432,278	15,600,000	28%
Property Tax	-	46,798	15,168	61,965	5,500,000	1%	-	5,100,000	0%
Transient Occupancy	8,459	8,415	11,771	28,645	150,000	19%	24,183	150,000	16%
Utility User's Tax [3]	81,653	676,585	198,302	956,540	8,000,000	12%	1,654,409	7,000,000	24%
Use of Property/Inv. Earnings	121,539	74,373	42,994	238,906	2,550,000	9%	896,491	3,634,900	25%
	4,560,333	**5,132,954**	**6,131,911**	**15,825,198**	**73,200,000**	**22%**	**17,354,769**	**69,484,900**	**25%**
Franchise	29,548	-	-	29,548	4,140,000	1%	28,491	3,642,000	1%
Business Operations [4]	69,837	46,454	70,798	187,090	770,000	24%	393,161	765,000	51%
Vehicle In Lieu Tax	-	-	-	-	2,600,000	0%	-	2,300,000	0%
	99,386	**46,454**	**70,798**	**216,638**	**7,510,000**	**3%**	**421,652**	**6,707,000**	**6%**
Permit & License	1,418,438	522,313	345,984	2,286,735	5,930,900	39%	3,026,442	4,170,000	73%
Other Revenues	790,810	630,336	326,259	1,747,406	16,177,450	11%	1,609,867	12,905,000	12%
	2,209,248	1,152,649	672,243	4,034,141	22,108,350	**18%**	4,636,309	17,075,000	**27%**
YTD Revenue Received	**6,868,967**	**6,332,057**	**6,874,952**	**20,075,977**	**102,818,350**	**20%**	**22,412,731**	**93,266,900**	**24%**

Footnote:

[1] Sept 2024 estimate - actual CDTFA report available ~11/28/2024; Sales Decrease in Business & Industry Group -2%, Auto-Transportation -5.6%, & General Consumer -6.6%;

[2] Sept 2024 estimate - actual CDTFA report available ~11/28/2024

[3] Cash receipt delivery delay; revenue recvd & posted in Q2

[4] Revenue Increase by 7% vs. FY 2024 Q1: Variance noted is due to cash receipt delay in FY 2023; $263K of FY 2023 received in FY 2024 Q1 (Sept 2024)

**Projection for Sept 2024*

ATTACHMENT C

FY 2024-2025 1st QUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Adopted Variance Amount Available $	YTD Actual vs Adopted Variance Amount Available %
City Manager's Office	$ 4,246,771	$ 4,696,595	$ 9,498,050	$ 9,498,050	$ 1,782,627	$ 7,715,423	18.8%
Finance	4,453,500	7,771,023	7,012,840	7,012,840	760,161	6,252,679	10.8%
Police	15,406,475	16,765,140	20,169,100	20,292,641	4,583,529	15,585,571	22.7%
Fire-Rescue	21,956,989	24,005,222	26,790,700	26,865,700	3,678,583	23,112,117	13.7%
Community Development	3,146,527	3,541,133	2,914,200	3,982,725	262,467	2,651,733	9.0%
Public Works					-	-	
Engineering	1,705,486	1,877,975	4,517,000	4,517,000	307,134	4,209,866	6.8%
Maintenance	11,686,473	15,862,951	13,692,950	13,954,950	1,696,484	11,996,466	12.4%
Community Services					-	-	
Administration	1,314,722	1,359,692	2,492,150	2,582,975	277,711	2,214,439	11.1%
Library & Cultural Services	2,231,900	2,034,109	2,509,400	2,701,972	380,566	2,128,834	15.2%
Family & Human Services	1,930,050	2,194,511	3,334,800	3,334,800	420,397	2,914,403	12.6%
Parks and Recreation Services	3,465,019	4,186,388	6,479,380	6,616,051	1,207,269	5,272,111	18.6%
Total - Departmental/Operating	**$ 71,543,912**	**$ 84,294,739**	**$ 99,410,570**	**$ 101,359,704**	**$ 15,356,927**	**$ 84,053,643**	**15.4%**
Equipment Acquisitions and Fund Transfers							
Vehicle Acquisitions/Replacements	3,145,272	673,166	1,142,050	1,440,921	619,209	522,841	54.2%
Interfund Transfers	9,550,000	101,247	-	-	-	-	NA
Subtotal	$ 12,695,272	$ 774,413	$ 1,142,050	$ 1,440,921	$ 619,209	$ 522,841	54.2%
Annual Prepayment	-	-	-	-	17,562,172	$ (17,562,172)	NA
Non-Recurring	1,367,010	1,387,605	-	-	-	-	NA
Total - Non Departmental	**$ 14,062,282**	**$ 2,162,018**	**$ 1,142,050**	**$ 1,440,921**	**$ 18,181,381**	**$ (16,740,460)**	**NA**
Grand Total	**$ 14,062,282**	**$ 86,456,757**	**$ 100,552,620**	**$ 102,800,625**	**$ 33,538,308**	**$ 69,262,316**	**33.4%**

Water Fund

	Actual FY 2022-23	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	Amended Budget FY 2024-25	YTD 1Q Actual FY 2024-25	YTD Actual vs Amended Variance Amount Available $	YTD Actual vs Amended Variance Amount Available %
Water Utility							
Administration	1,529,184	1,272,086	1,896,750	1,896,750	321,508	1,575,242	17.0%
Purchases	6,472,442	7,420,445	8,682,950	8,682,950	728,812	7,954,138	8.4%
Billing and Collection	1,422,364	1,478,422	2,391,100	2,391,100	433,883	1,957,217	18.1%
Backflow	387,826	347,501	426,500	426,500	91,059	335,441	21.4%
Distribution System Maintenance	1,757,490	1,950,632	2,712,500	2,712,500	390,938	2,321,562	14.4%
Production Facilities Maintenance	1,069,411	1,017,409	1,404,650	1,404,650	269,165	1,135,485	19.2%
Debt Service	523,568	293,857	496,000	496,000	-	496,000	0.0%
Meter Installation	18,531	51,335	-	-	2,305	(2,305)	0.0%
Transfer to other funds	2,260,664	1,347,588	1,338,700	1,338,700	-	1,338,700	0.0%
Grand Total	**15,441,479**	**$ 15,179,276**	**$ 19,349,150**	**$ 19,349,150**	**$ 2,237,669**	**$ 17,111,481**	**11.6%**

GENERAL FUND 1Q 2025 vs 1Q 2024

ATTACHMENT C-1

SALARY and M&O

Payroll	Jul 2024 *	Aug 2024 *	Sep 2024	Q1 ACTUAL FY 2024-25	Budget FY 2024-25	% Used	Q1 ACTUAL FY 2023-24	Budget FY 2023-24	% Used
Salary	$ 2,084,579	$ 2,374,011	$ 1,907,218	$ 6,365,809	$ 26,553,050		$ 5,193,401	$ 22,322,000	
Medical	554,238	497,169	513,785	1,565,192			1,458,248		
Pension	58,699	66,849	53,705	179,253	17,309,815		146,240	10,887,303	
Other	408,724	414,696	396,993	1,220,412			1,334,002		
Salary & Benefit Subtotal	**$ 3,106,240**	**$ 3,352,726**	**$ 2,871,700**	**$ 9,330,666**	**43,862,865**	**21%**	**$ 8,131,891**	**$ 33,209,303**	**24%**
One-Time Costs									
AUL	12,561,044	-	-	12,561,044			2,799,866		
CJPIA - WC	867,581	-	-	867,581	13,519,625	100%	818,333	15,879,797	25%
OPEB	91,000	-	-	91,000			351,750		
One-Time Costs Subtotal	**13,519,625**	**-**	**-**	**13,519,625**	**13,519,625**	**100%**	**3,969,949**	**15,879,797**	**25%**
TOTAL Payroll	**$ 16,625,865**	**$ 3,352,726**	**$ 2,871,700**	**$ 22,850,291**	**$ 57,382,490**	**40%**	**$ 12,101,840**	**$ 49,089,100**	**25%**

* Include sick and vacation cash out

M&O	July	August	September	TOTAL	FY 24-25 Budget	%	1st QTR FY 23-24	FY 23-24 Budget	%
Contractual Services	$ 253,776	$ 890,882	$ 1,092,945	$ 2,237,603	$ 13,376,400	17%	$ 1,268,964	$ 9,318,300	14%
Whittier Contract	1,062,624	1,658,424	1,086,844	3,807,892	16,800,400	23%	3,769,731	15,415,400	24%
Supplies	124,452	194,584	121,212	440,248	3,106,100	14%	426,240	3,242,500	13%
Utilities	2,529	231,436	176,695	410,660	3,326,980	12%	505,197	2,833,800	18%
Gasoline	-	33,981	40,792	74,772	540,800	14%	92,338	535,700	17%
Vehicle/Equipment	-	511,558	107,651	619,209	382,500	162%	17,425	4,216,000	0%
Debt Services	-	-	-	-	975,000	0%	92,765	975,000	10%
Others & Transfers	38,838	997,581	206,976	1,243,395	2,989,540	42%	201,030	4,442,921	5%
TOTAL	**$ 1,482,220**	**$ 4,518,446**	**$ 2,833,114**	**$ 8,833,780**	**$ 41,497,720**	**21%**	**$ 6,373,691**	**$ 40,979,621**	**16%**
One-Time Costs									
CJPIA - Liability	1,009,030	-	-	1,009,030	1,009,100	100%	807,224	807,224	100%
CJPIA - Property	663,207			663,207	663,300	100%	621,855	621,855	100%
Total One time Costs	**$ 1,672,237**	**$ -**	**$ -**	**$ 1,672,237**	**$ 1,672,400**	**100%**	**$ 1,429,079**	**$ 1,429,079**	**100%**
Total	**$ 19,780,322**	**$ 7,871,172**	**$ 5,704,815**	**$ 33,356,308**	**$ 100,552,610**	**33%**	**$ 19,904,610**	**$ 91,497,800**	**22%**

FY 2024-25 Quarterly Updates
Revenue and Expenditure Adjustments

ATTACHMENT D

Proposed Quarterly Adjustments:		**Revenue**	**Expenditures**	
Personnel Adjustments (prorated)				
Community Services - Add Librarian I		$ -	$ 105,070	
Community Services - Community Services Program Leader III		-	33,525	
	Net Costs /(Savings)	**$ -**	**$ 138,595**	
Operating/Departmental Expenditures				
Community Development (CD)				
CD - Brokerage services.		$ -	$ 27,525	
	Net Costs /(Savings)	**$ -**	**$ 27,525**	
Community Services (CS)				
CS - Hire a "Court-Ordered Volunteer" consultant.		$ -	$ 46,800	
CS - Purchase of Equipment for Heritage Park for enhanced operations.		-	10,500	
CS - Purchase or 2 drones for Creative Media & Communications program enhancement.		-	10,100	**
CS - Purchase of necessary equipment to re-open and operate the SFS Café Libro at the Library.		-	12,000	
*CS - Recognize and appropriate the awarded CA State grant for literacy services.		25,000	25,000	
*CS - Recognize and appropriate the awarded So. CA Library Cooperative Grant.		3,438	3,438	
*CS - Recognize and appropriate the awarded So. CA Library Literacy Network Grant.		12,000	12,000	
	Net Costs /(Savings)	**$ 40,438**	**$ 119,838**	
Fire-Rescue				
Fire- Update to the Hazard Mitigation Plan.		$ -	$ 75,000	
	Net Costs /(Savings)	**$ -**	**$ 75,000**	
Parks & Recreation (PR)				
PR - Purchase of stage (budgeted in FY 23-24, but received item in July 2024).		$ -	$ 45,000	
PR- Supplies for Aquatic Ribbon Cutting Ceremony.		-	12,000	
	Net Costs /(Savings)	**$ -**	**$ 57,000**	
Police Services (PLS)				
(PLS)- Purchase of vehicle mobile radios, mobile data computers (MDCs), vehicle readers and transponders, and fitness equipment. Fund with Asset Forfeiture Funds		$ 123,541	$ 123,541	
	Net Costs /(Savings)	**$ 123,541**	**$ 123,541**	
Public Works (PWM or PWE)				
PWM - Additional Ballfield Maintenance and Repair and disposal maintenance.		$ -	$ 37,000	
PWM - Construction and playground installation services.		-	50,000	
PWM - Increase of Landscaping Contract Cost .		-	50,000	
PWM - For City Fleet Repairs.		-	125,000	
	Net Costs /(Savings)	**$ -**	**$ 262,000**	
Total Expenditures & Revenue Adjustments		**$ 163,979**	**$ 803,499**	
Net Total		***$***	***639,520***	

* *Restricted Funding*
*** Fund with Equipment Replacement Reserve*

FY 2024-25 Quarterly Updates
Adjustments Approved by Council through 1st Quarter (July-September)

ATTACHMENT E

	Revenue	Expenditures	
Community Development (CD)			
CD - Cover remaining work to address (HCD's) comment on the City's 2021-29 Housing Element.	$ -	$ 18,000	
*CD - Approve the recognition and appropriate Equitable Community Revitalization Grant (ECRG).	350,000	350,000	
*CD - Approve the recognition and appropriate grant funds for the Town Center Telegraph Corridor Specific Plan.	673,000	673,000	
Net Costs /(Savings)	**$ 1,023,000**	**$ 1,041,000**	
Community Services (CS)			
*CS - Approve the recognition and appropriate grant awarded by the California State Library.	$ 35,064	$ 35,064	
Net Costs /(Savings)	**$ 35,064**	**$ 35,064**	
Parks & Recreation (P&R)			
P&R - Budget transfer from the Equipment Acquisition and Replacement Fund to purchase a cut mower, edger and related accessories.	$ -	$ 79,671	**
Net Costs /(Savings)	**$ -**	**$ 79,671**	
Police Services			
Police Services- Budget transfer from the Equipment Acquisition and Replacement Fund to purchase (3) Ford Explorer police pursuit vehicles.	$ -	$ 288,771	**
Net Costs /(Savings)	**$ -**	**$ 288,771**	
Total Expenditures & Revenue Adjustments	**$ 1,058,064**	**$ 1,444,506**	
Net Total	***$***	***386,442***	

* *Restricted Funding*
** *Fund with Equipment Replacement Reserve*

ITEM # 12

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Nicholas Razo, Assistant City Manager
Maribel Garcia, Administrative Services Officer

SUBJECT: **APPROVE PROFESSIONAL SERVICES AGREEMENT WITH IBE DIGITAL TO UPGRADE AND MODERNIZE INFORMATION TECHNOLOGY NEEDS IN THE CITY**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Authorize the City Manager to execute a Professional Services Agreement with IBE Digital to Upgrade and Modernize Information Technology (IT) needs in the City in the amount of $4,950,057; and

2) Approved a five (5) percent project contingency in the amount of $247,502; and

3) Authorize the City Manager, at their discretion, to execute a finance agreement for the payment of hardware, software, and implementation services associated with the project; and

4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The total estimated investment cost of this IT project is $4,950,057. The table below is a detailed breakdown which identifies the per fiscal year cost associated with the project:

Fiscal Year	Investment*
FY 24/25	$ 696,991.41
FY 25/26	$ 886,842.50
FY 26/27	$ 865,246.01
FY 27/28	$ 906,161.18
FY 28/29	$ 943,407.57
FY 29/30	$ 651,408.25

*Annual investment amount does not include the project contingency.

This includes all necessary hardware, software, supplies, and services to modernize the City's IT infrastructure completely. In addition, a contingency amount has been added. Below is a breakdown of the associated project cost by categories/project segment:

IT Infrastructure Hardware and Software	**$1,035,650.94**
Staff Workstations	**$941,974.81**
Investment Labor	**$451,125.00**
IT and Cybersecurity Support Services	**$2,251,306.13**
Project Contingency	**$247,502.00**

For budgetary purposes, the City may choose to finance the IT Hardware and software ($1,035,650.94) and Staff Workstations ($941,974.81) over a period up to sixty (60) months. This amount includes the borrowing costs. The monthly payments will should not exceed $32,960.43 and payments will commence shortly after a notice to proceed is issued.

Project Labor ($451,125) will be paid in monthly increments of $56,390.63 over eight (8) months. These payments will commence shortly after a notice to proceed has been issued.

Upon installing all hardware and software, the City will incur ongoing costs for IT and Cybersecurity support services. These services will be paid monthly for sixty (60) months, starting at $35,797 per month. Once per calendar year, this amount may increase based upon the consumer price index (CPI). The total cost of these services shall not exceed $2,251,306.13 during the term of the agreement.

It is recommended that a contingency in the amount of $247,502.00 or five (5) percent of the investment cost is added to the project. This will allow staff to complete any project related tasks that arise unexpectedly during the project. Use of the contingency will require a change and approval will be at the City Manager’s discretion.

Expenses will be charged and tracked under project number FA250003 – IT Modernization Project. In addition, funds will be budgeted annually for the aforementioned project number for future ongoing costs.

To assist with offsetting the cost of this project, Staff will redirect funds from vacant full-time positions within the Information Technology Division. These positions include one (1) Technology Services Manager, one (1) Systems Analyst, and two (2) Computer Specialists III. These positions have remained unfilled since at least the first quarter of the current fiscal year. The annual estimated cost savings from these positions is $525,000.

BACKGROUND

In the twenty-first century, a robust information technology infrastructure is critical to the success of local government agencies tasked with providing services to stakeholders. IT is involved with nearly every City operation, including, but not limited to: public safety, public works, EMS, traffic management, capital planning, accounting, payroll, inventory management, emergency/crisis management, and general record-keeping. Failing to ensure the IT infrastructure operates optimally could result in these services failing.

The City's IT infrastructure needs a complete overhaul due to years of deferring critical upgrades. After observing some deficiencies, Staff was directed to hire a consultant to conduct a comprehensive IT assessment to identify areas for improvement and make recommendations.

The infrastructure assessment was completed in June 2024. The results revealed several urgent priorities, including Cyber Security, Data Resiliency, Staff Capacity Required to Support the Existing Environment, Network Complexity, and IT Sustainability.

To address these priorities, the City has partnered with an IT consultant. The IT consultant has prepared a Statement of Work based on the assessment that recommends a comprehensive strategy to upgrade and modernize the current infrastructure.

DISCUSSION

IBE Digital is an IT consultant that primarily provides services for public sector organizations. With over thirty (30) years of experience, IBE has performed similar projects for other government entities during its tenure. Locally, IBE currently provides IT support services and has developed a very robust understanding of the City's needs.

After completing the IT assessment, IBE provided a comprehensive Statement of Work detailing a plan to address local IT needs. Approval of this Statement of Work (SOW) is necessary for the City of Santa Fe Springs to modernize its aging IT infrastructure and address significant security and compliance gaps. The current infrastructure is outdated, lacks manufacturer support and security patching, and is insufficient to meet the City's evolving business needs, particularly in delivering mission-critical services. Without these upgrades, the City's operations remain vulnerable to downtime, inefficiency, and exposure to modern cyber threats.

The planned IT infrastructure modernization includes upgrading network equipment, improving data storage solutions, and implementing robust security systems. These efforts will significantly enhance the reliability, availability, and scalability of the City's services, providing immediate and long-term benefits such as reduced system downtime, increased operational efficiency, and future-proofing for upcoming business initiatives. The deployment of advanced security measures like FortiGate security services, Aruba network access controls, and the Veeam Data Platform will protect the City's assets from cyber-attacks, improve data integrity, and support compliance with regulatory requirements. Together, these initiatives will contribute to lower operational costs, increased productivity, and better service delivery to the community.

The initial assessment identified several factors demonstrating that the City's current IT infrastructure is not up to modern technological standards. In addition, some significant security risks and vulnerabilities exist, and all require immediate attention. Action is needed as soon as possible to ensure technology standards meet the community's growing service needs and mitigate potential risks and exposure.

The City would typically use a Request for Proposals (RFP) process to procure these services. Due to its complex nature, this process is expected to take at least four (4) to six (6) months to complete. In addition to preparing the RFP documentation, it is estimated that the process would need to be posted for a minimum of 45-60 days to properly advertise, perform outreach, conduct site walks with consultants, address any questions, and receive responses. Furthermore, Staff would have to commit time to reviewing/evaluating responses, conducting interviews with consultants, contract negotiations with the selected Consultant, and ultimately returning to the City Council for review and approval.

As an alternative to issuing an RFP, it is recommended that the items and services required to complete this project be acquired using the same terms, conditions, and pricing as existing agreements available with other public entities.

IBE is an authorized Konica-Minolta IT software, hardware, and certified services dealer. Konica-Minolta has been awarded multiple agreements that are available through various purchasing cooperatives such as Sourcewell, Omnia Partners, and California Multiple Awards Schedule (CMAS), and IBE is listed as an authorized dealer for these agreements. As a member of these cooperatives, the City is authorized to use these agreements with approval from the seller. In some cases, especially when procuring IT-related items and services, the discount obtained using these agreements is more significant than the discount received by engaging in a local bidding process.

Using an agreement established by another public entity is a common practice locally. Similar practices are in place by other public entities.

Below is a list of the purchase agreements that are being proposed for use:

- Sourcewell Contract No. 030321-KON
- NCPA Contract No. 01-169
- NCPA Contract No. 01-170

These agreements have been incorporated into the City's PSA.

The City's Department of Finance and Legal Counsel staff have reviewed the agreements and determined that the items and services were procured through a public competitive process. The agreements are still valid, and the Consultant has given the City authorization to use them.

According to the terms of Santa Fe Springs Municipal Code Section 34.18B – Purchase By Bidding Required Generally; Exceptions, the City is able to acquire items and services using the terms, conditions, and pricing available in existing agreements that were vetted through a competitively bid process. The aforementioned municipal code section states:

Purchases of supplies, equipment, and services shall be made pursuant to the procedures set forth in this subchapter, except for the following:

B. Cooperative or piggyback purchasing, which may consist of the following:

(1) Cooperative purchasing with other public agencies, and with nonprofit groups or organizations established by public entities, provided that a competitive bidding process is used.

(2) Contracts with suppliers who have been awarded contracts by the state or other local agencies for the purchase of supplies, equipment, and services under a competitive bidding process.

(3) Purchasing supplies, equipment, or services through bid award lists of others, provided that competitive purchasing procedures similar to those required in the City were employed to create such bid award lists.

The City Council should authorize an exception to the bidding process pursuant to the municipal code section. Doing so will help expedite the fulfillment of these critical IT needs while remaining in compliance with local procurement requirements.

SUMMARY/NEXT STEPS

It is requested that the City Council authorize the City Manager to execute a multi-year agreement with IBE to provide the items and services necessary to upgrade and modernize the City's IT infrastructure. Approving this agreement will ensure Staff have the necessary resources to provide the community services in the most efficient and effective manner.

ATTACHMENT(S):

A. PSA IBE

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH IBE DIGITAL
(Cooperative Purchases: Sourcewell Contract #030321-KON;
NCPA Contract #01-169; NCPA Contract #01-170)

This Professional Services Agreement ("Agreement") is made and effective as of _____, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and IBE Digital, a California corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate.

RECITALS

WHEREAS, City requires professional consulting services to achieve a City-wide information technology ("IT") modernization, including follow up server management and preventative monitoring services (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, in July 2024, Consultant completed a comprehensive IT assessment for City, providing strategic recommendations and the development of a statement of work to implement the proposed recommendations; and

WHEREAS, in order to streamline and expedite purchasing and professional services procurement procedures for the Project, City will piggyback purchases using Sourcewell Contract #030321-KON and the National Cooperative Purchasing Alliance ("NCPA"), a wholly owned subsidiary of OMNIA Partners, NCPA Contract #01-169 and NCPA Contract #01-170; and

WHEREAS, Sourcewell is a Minnesota local government agency, and OMNIA Partners offers competitively solicited contracts awarded by public agencies and governmental entities. City is a current member agency of Sourcewell and NCPA/OMNIA; and

WHEREAS, the Sourcewell Contract #030321-KON and related solicitation documents may be located on the Internet at:
https://www.sourcewell-mn.gov/cooperative-purchasing/030321-KON;
the NCPA Contract #01-169 and related solicitation documents may be found at:
https://www.omniapartners.com/suppliers/promark/public-sector/contract-documents;
and the NCPA #01-170 and related solicitation documents may be found at:
https://www.synnexcorp.com/us/govsolv/ncpa-01-170/ ; and

WHEREAS, California Government Code Section 6502 allows City to enter into

joint power agreements with other government agencies to exercise any power common to both parties, including out of state agencies; and

WHEREAS, the contracts provided by Sourcewell and NCPA were competitively bid and pursuant to Section 34.18(B)(1) of the Santa Fe Springs Code of Ordinances qualify as cooperative or piggyback purchases that exempt the purchasing and professional services procurement procedures for the Project from City's formal and informal bidding requirements; and

WHEREAS, the equipment and services provided by Sourcewell and NCPA/OMNIA, through Consultant's authorized dealer iCopy, Inc., are being offered to City at the same or better prices as was obtained in the Sourcewell and NCPA/OMNIA Contracts; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of _____ , 2024, under Agenda Item No. _____.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2030 ("Completion Date"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement ("Term"). The Term of this Agreement may be extended for one (1) additional six (6) month term until June 30, 2031, if such extension is mutually agreed upon in writing by the Parties.

2. SCOPE OF WORK

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described in the following documents prepared by Consultant entitled (a) "IBE Digital IT Modernization Project SOW for City of Santa Fe Springs", which is attached and incorporated hereto as **Exhibit A** ("Modernization SOW"); (b) "Managed Information Technology Services for City of Santa Fe Springs", which is attached and incorporated hereto as **Exhibit B** ("Managed IT Services SOW"); and (c) "Managed IT Services – Appendices" which is attached and incorporated hereto as **Exhibit C** ("IBE Appendices"), collectively referred to as the "Scope of Work". Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks, and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of performance set forth therein and before the Completion Date. To the extent that **Exhibits**

A, B, and **C** contain terms and conditions inconsistent with terms and conditions of this Agreement, the terms and conditions of this Agreement shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work may hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent to the City's issuance of a written Notice to Proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work on or before the Completion Date and in accordance with the schedule and timeline established by the Parties;

B. Consultant shall, at all times, faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

4. PAYMENT OF COMPENSATION

A. Consultant shall perform the Work in accordance with the "Investment Breakdown" on page 27 of **Exhibit A** ("Rate of Compensation"). The foregoing notwithstanding, Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed **FOUR MILLION NINE HUNDRED FIFTY THOUSAND FIFTY-SEVEN DOLLARS ($4,950,057)** (the "Not-to-Exceed Sum") during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. The prospective payments of compensation by City to Consultant are set forth in that certain document entitled "Payment Schedule" dated November 5, 2024, which is attached and incorporated hereto as **Exhibit D** ("Payment Schedule").

B. In the event CONSULTANT's rate of compensation is anticipated to exceed the Not-to-Exceed Sum prior to the expiration of the Agreement, the City Council for CITY hereby delegates to the City Manager the authority to increase the Not-to-Exceed Sum by an amount not to exceed five percent (5%) or **TWO HUNDRED**

FORTY-SEVEN THOUSAND FIVE HUNDRED TWO THOUSAND DOLLARS ($247,502) for an aggregate Not-to-Exceed Sum of **FIVE MILLION ONE HUNDRED NINETY-SEVEN THOUSAND FIVE HUNDRED FIFTY NINE DOLLARS ($5,197,559)** (hereinafter, the "Aggregate Not-to-Exceed Sum") provided that any authorization shall be made in writing signed by the City Manager and expressly referencing the City Manager's delegated authority under this paragraph. Any anticipated changes in excess of the sums the City Manager is authorized to approve under this paragraph must be approved by the City Council before they are incurred, and such City Council approval must be memorialized in the form of a written amendment to this Agreement. CITY shall be under no obligation to pay sums in excess of the Aggregate Not-to-Exceed Sum which have not first been authorized by the City Manager or City Council as appropriate. In the event CONSULTANT's charges are projected to exceed the aggregate Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Aggregate Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

C. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

D. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, and consistent with the Payment Schedule as represented by Exhibit D, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant.

E. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine records directly related to the Work provided hereunder, after reasonable advance written notice

to Consultant, without charge by Consultant, at City's sole expense, during normal business hours, and with minimal disruption to Consultant's business. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities. All audits shall be subject to any reasonable conditions and restrictions Consultant may impose to protect the confidentiality, integrity, and availability of its data, systems, and other customers.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement in whole or any portion of the Work, by serving upon Consultant at least ten (10) days prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of the Work, such suspension or termination shall not make void or invalidate the remainder of the Work.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Work performed up to the effective date of termination, unless the City disputes any of the Work performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 4 and Section 20.

7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records, and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs, or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates René Bobadilla, City Manager (the "City Representative"), or his designee, to act as its representative for the performance of this Agreement. The City Representative or his designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates Sloan Varing, Vice President of Sales, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the

Consultant for all purposes under this Agreement. Consultant Representative or her designee will supervise and direct the performance of the Work, using her best skill and attention, and will be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges, and agrees to the following:

A. CONSULTANT will perform all Work skillfully, consistent with and adhering to its professional standard of care, that is, the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Work within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Work performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state, and local laws and regulations, including the conflict-of-interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with the Work. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training, and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to,

subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications, and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications, and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon written notice from the City including a description of the errors or omission of Consultant within ten (10) calendar days of the City's receipt of the Work, and Consultant will complete such effort within seven (7) calendar days from the date of receipt of City's written notice or such other extended period of time authorized by the City Representative in writing and in his sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand, and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge, and experience necessary to perform the Work under the standard of care as articulated under Section 11(A).

12. ASSIGNMENT

The skills, training, knowledge, and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement, or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City; provided that City's written consent may be identified in the document identifying the Work, including an order, scope of work, and/or statement of work. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods, and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar

or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries, and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

14. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

15. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

16. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subconsultant, 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.

17. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand, and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments, or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its

employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

18. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth in **Exhibit E**. Consultant will procure and maintain the required insurance coverage, at its own expense.

19. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents, and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section or related to Consultant's failure to either (i) pay taxes on amounts received

pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

20. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. The foregoing sentence notwithstanding, Consultant may request compensation from City for services and tasks required during the billing period encompassing the termination notice plus a post-termination date transition period of up to sixty (60) days. The Parties shall proceed in good faith during the sixty (60) day post-termination period in order to compensate Consultant for services and tasks which have been performed up to the

effective date of the termination and during the sixty (60) day post termination transition period. Consultant may not terminate this Agreement except for cause as provided under Section 21, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 24, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 21, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

21. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

   i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

   ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing

that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

   iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

   iv. The City may exercise any other available and lawful right or remedy.

   Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement by Consultant or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

22. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty, or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

23. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any

Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

24. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

(A) Upon full payment of fees for the Work, all Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City; provided if Consultant has any right, title or interest in and to any Works or intellectual property therein, has or acquires any right, title, license, and/or interest in any Works or intellectual property therein that cannot be assigned to City, including, but not limited to, commercially available software that may be used by Consultant and licensed from third-parties for the development or implementation of the Work (collectively, "Consultant IP") and to the extent permitted, Consultant irrevocably grants to City a non-exclusive, irrevocable, perpetual, enterprise-wide, and fully paid license in and to reproduce, use, modify, and adapt such Consultant IP without limitation solely within City's organization and solely in connection with City's purposes for which the Work was created but specifically excluding any portion of Consultant IP which may be embodied or included in the Work Product. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement. (B) Except as provided in this Section 24, each Party is and shall remain the owner of all intellectual property that it owns or controls as of the Effective Date or that it develops or acquires thereafter.

25. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade

paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

26. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

27. PROHIBITED INTERESTS

Consultant warrants, represents, and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

28. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Work performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Work performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no

obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

29. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

30. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

31. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attention: City Clerk’s Office
To Consultant:	IBE Digital 11266 Monarch Street, Suite B Garden Grove, CA 92841 Attention: Sloan Varing, Vice President

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

32. TIME IS OF THE ESSENCE

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

33. GOVERNING LAW

City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

34. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

35. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

36. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

37. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

38. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

39. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

40. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties.

41. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

42. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

43. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

44. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

45. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

46. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS	CONSULTANT
_____	_____
	Name: _____
	Title: _____
Date: _____	Date: _____

ATTEST:	CONSULTANT
_____	_____
Fernando Munoz, Deputy City Clerk	Name: _____
	Title: _____
	Date: _____

APPROVED AS TO FORM:

_____
_____, City Attorney

Attachments:	Exhibit A	Modernization SOW
	Exhibit B	Managed IT Services SOW
	Exhibit C	IBE Appendices
	Exhibit D	Schedule of Compensation
	Exhibit E	Insurance Requirements

EXHIBIT A

MODERNIZATION SOW

IT Modernization Project SOW
For

CITY OF SANTA FE SPRINGS

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1 Overview

The purpose of this Statement of Work is to define project deliverables, time and cost estimates for IBE, to deliver professional services to City of Santa Fe Springs ("Client"). This Statement of Work is based on an initial scope of work but is not a detailed project plan. A project plan will be created and managed by the technical resources assigned to the project once the Statement of Work has been approved.

Background

In July 2024, IBE concluded a comprehensive IT assessment for the City of Santa Fe Springs. The assessment provided strategic recommendations based on stakeholder interviews, technical analysis, and IBE's industry best practices tailored for government institutions. Following the assessment phase, which included detailed presentations to city stakeholders, IBE has developed a statement of work to implement the proposed recommendations. This statement encompasses Professional Services, Program Management, Project Management Fees, the procurement of hardware and software necessary to achieve the remediation and modernization goals.

2 Proposed Solution

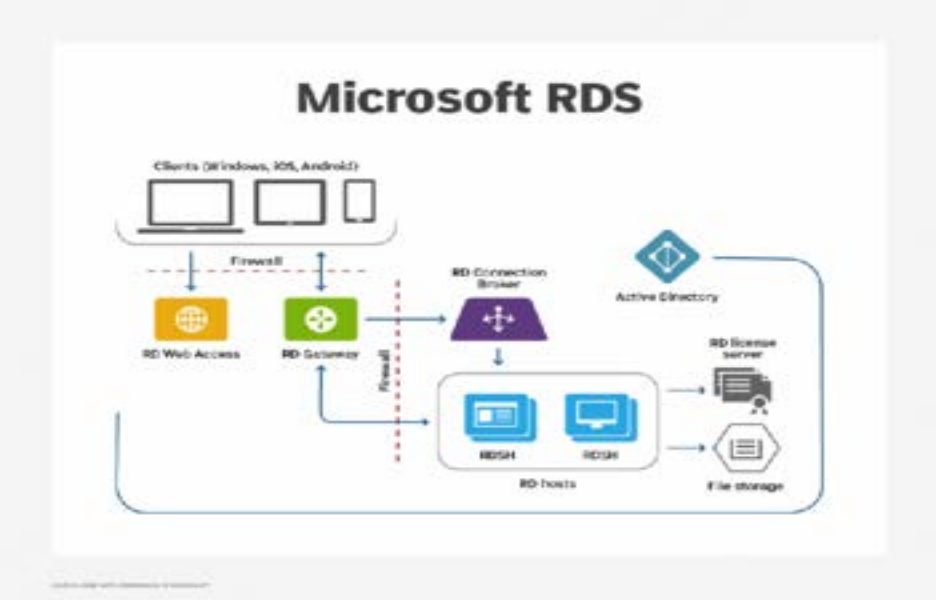
Workstream 1: Microsoft Remote Desktop Services

Microsoft RDS is a comprehensive solution that provides Remote Desktop capabilities to end users. Designed to support the modern workplace, RDS may be deployed in two architectural modes.

1. Basic Deployment
2. Highly Available Deployment

As the City requested a Proof of Concept for testing, the Basic Deployment option will be configured with the minimum servers necessary to achieve a fully functional RDS environment. After successful testing, when a production roll-out is to be pursued, it is strongly recommended to deploy the Highly Available architecture.

Components to be deployed as part of this Statement of Work include the following:



Virtual Machines (5)

1. VM1 - Internal
    a. RDGW.
    b. RDWEB.
2. VM2 -Public Facing
    a. RDCB.
    b. RDLS.
3. VM3, VM4, VM5 – Internal – Accessed through Connection Broker
    a. RDSH (3 host Cluster – Supporting up to 30 concurrent connections.)

Additional non-VM components to be configured:

1. Firewall Rules.
2. Internet Records.
3. SSL VPN (FortiGate).
4. FSLogix.
5. Group Policy Management.
6. Applications
    a. MS Apps.
    b. Up to 4 Client Selected installable applications.
    c. Custom Application deployments are not included.

Phase 1: Project discovery & planning

1. Chair or participate in a kick-off meeting to ensure project goals, objectives and deliverables are understood
    a. Customer to grant required remote access and credentials.
    b. PM to establish the project Status Call cadence and Status Reporting details.
2. Identify key stakeholders and their roles.
3. Define communication plan with stakeholders.

4. Collect documentation and requirements.
5. Develop a project plan that includes a timeline, milestones, and dependencies.
6. Identify potential risks and challenges.
7. Establish contingency plans for addressing unforeseen issues.
8. Create project schedules and milestones.
9. Define testing strategy and fallback plans.
10. Document change management requirements (if applicable).
11. Identify testing & pilot groups.
12. Identify 3rd party and additional service connectors.
13. Evaluate customer licensing needs based on requirements.
14. Develop a 'Detailed Design' for proposed solution.
    a. Server names, IPs, specifications, and deployment requirements
15. Validate backup, eDiscovery/Archive, and retention requirements.
16. Perform general environment checks to ensure stability to proceed:
    a. Health Checks
        i. Active Directory: DCDIAG and REPADMIN.
    b. Backup Status
        i. Active Directory.
    c. Document via email the results of the above. Remediation of unsatisfactory results must already be included as part of the project scope, added to the project scope via a project change request, remediated by the customer, or acknowledged in writing by the customer as project risks prior to proceeding.

Phase 2: RDS configuration readiness

1. Inform client of required updates if applicable.
2. Configure VMs as proposed in the design.

Phase 3: RDS deployment

1. Validate firewall settings.
2. Configure proposed RDS installation and ensure that secure remote connectivity can be established to session hosts.
3. Configure FSLogix for profile redirection.

Phase 4: Image customization

1. Customize the session host image with client selected applications (up to 4).
2. Capture image and generalize for deployment.

Phase 5: Proof of concept

1. Provide guidance to City technical staff to conduct proof of concept testing on deployed RDS infrastructure.
2. Make recommendations on optimization strategies and production deployment enhancements.

Phase 6: Knowledge transfer

1. Provide Knowledge Transfer to Technical Staff (up to 2 hours)
    a. Review finalized project documentation – updated version of Design Document, if applicable.
2. Execute project closeout activities
    a. Customer to disable all access and accounts granted to Project Engineers.
    b. Client project sign-off.

Workstream 2: Uninterruptable power supply

Phase 1: Background and design

The City of Santa Fe Springs relies heavily on network and internet to provide services throughout the city. City employees, services providers, and residents require access to line of business applications, services, and voice via the network. The typical unplanned interruption of power is less than (5) minutes. Uninterruptable Power supplies can provide temporary power for network, voice, and internet services.

Importance of protecting network equipment & providing temporary power:

1. Cost savings: Reduce financial losses associated with network downtime and equipment failure due to power issues.
2. Environmental monitoring: Proactively receive outage and climate (temperature & humidity) data of all locations.
3. Equipment protection: Shield network equipment from power surges, spikes, and fluctuations; reducing the risk of hardware damage extending the lifespan of devices.
4. Minimize downtime: Provide immediate power backup and maintain network, internet, and voice services.
5. Stability: Provide a “time buffer” for city users to gracefully transfer services, tasks, and needs to City areas least impacted by an outage event.

Recommended design for load and need:

1. Critical service locations: (Police | Fire HQ) – 120-150 minutes @80% load.
2. Critical network or service subsite: (aggregation level)- 20-30 minutes @80% load.
3. Non-critical city services: Industry practice: 12-15 @80% load.
4. Network core: Continuous uptime (battery and generator services- existing).

Phase 2: Deployment

1. Eaton “5” series UPSs with environmental monitoring are to be deployed at the following locations/IDFs:

City Hall- Personnel Finance	5P1500RC series
City Hall- Public Works	5P1500RC series
City Hall- City Manager	5P750RC series
Town Center	5P750RC series
Aquatic Center	5P750RC series
Clarke Estate	5P1500RC series
Library	5P1500RC series (2)

Gus Velasco- North	5P1500RC series
Gus Velasco- South	5P750RC series
Police Services Center	5PX1000RTG2, 5PXEBM48RT (2)
Municipal Services -main	5P1500RC series
Municipal Services -Traffic	5P750RC series
Municipal Services – Mechanics	5P750RC series
Municipal Services – Electricians	5P750RC series
Municipal Services – Police Staging	5P750RC series
Activity Center	5P750RC series
Fire Headquarters	5PX1000RTG2, 5PXEBM48RT (2)
Fire Station 2	5P1500RC series (2)
Fire Station 3	5P1500RC series (2)
Fire Station 4	5P1500RC series (2)
Santa Fe Springs Park	5P750RC series
Los Nietos Park	5P750RC series
Little Lake Park	5P750RC series
Lakeview Park	5P750RC series
SFS Athletic Field	5P750RC series
Heritage Park	5P750RC series
Betty Wilson Center	5P750RC series

Included services:

1. Initial Setup:
    a. Unpack the UPS and check all components are included.
    b. Connect the battery before powering on the UPS.
2. Physical Installation:
    a. Mount the UPS in the desired location (rack-mounted or stand-alone).
    b. Ensure proper ventilation around the UPS.
3. Power Connections:
    a. Plug the UPS into a grounded electrical outlet.
    b. Note: Customer must ensure proper electrical outlet is available within reach of the UPS.
        i. AC outlet requirements for 5P1500 RC series – circuit with 5-15P input.
        ii. AC outlet requirements for 5P750RC series – circuit with 5-15P input.
        iii. AC outlet requirements for 5PX1000RT series – circuit with 5-15P input.
    c. Connect devices to the UPS using the provided output receptacles.
4. Powering On:
    a. Turn on the UPS by pressing the power button on the front panel.
    b. Allow the UPS to perform its initial self-test.
5. Input/Output Voltage:
    a. Set the appropriate input and output voltage levels if not automatically detected.
6. Battery Settings:
    a. Verify the battery settings, including charge mode and runtime calibration.

Out of scope:

1. Disposal of old hardware.

Workstream 3: Network Modernization

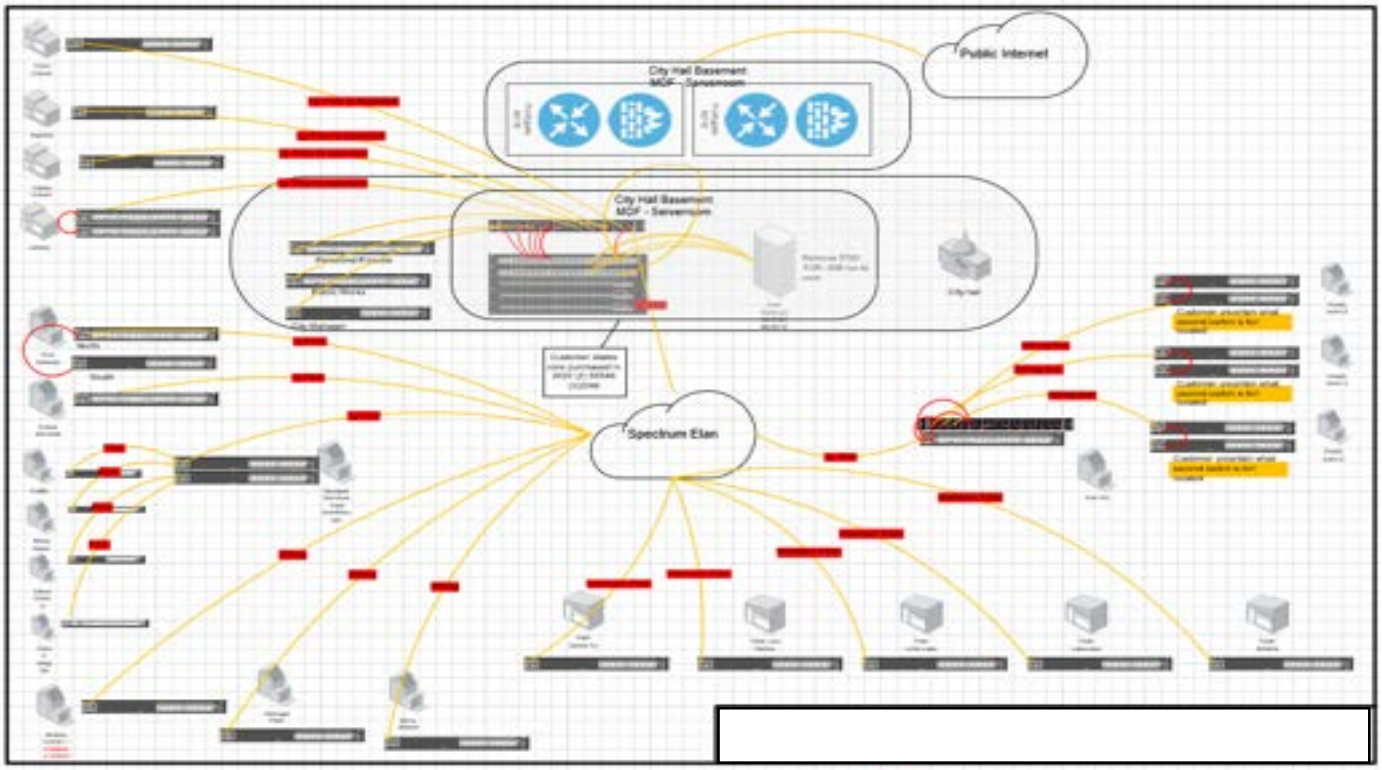
Design

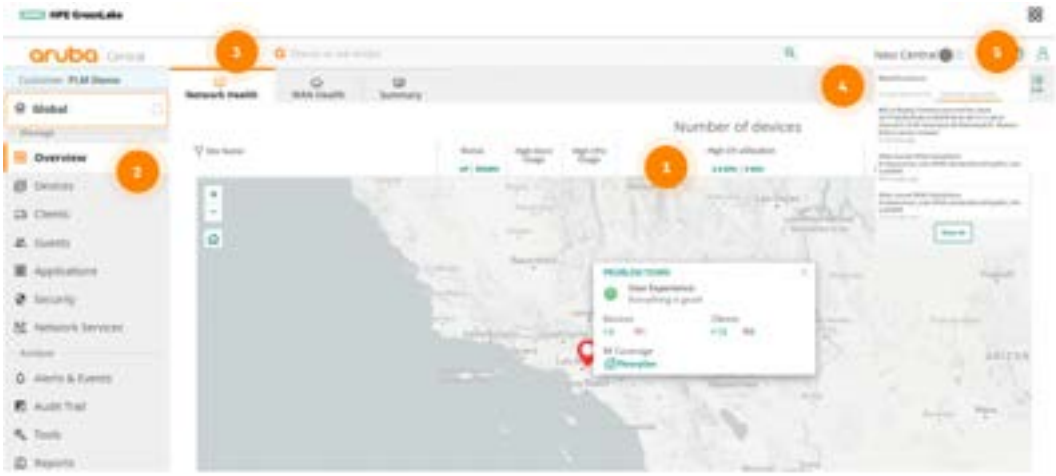
The design goals are delivered as three key milestones.

Milestone (1) Hardware infrastructure refresh.

1. Retirement of Cisco ISR Series Routers
    a. Details: Retirement of approximately thirteen (13) end-of-manufacture, last-of-support Cisco ISR series routers.
2. Modernization: Lifecycle Replacement of Switches
    a. Brocade ICX-4560 series switches: Thirteen (13)
    b. Cisco 2900 and 3500 series switches: Nine (9)
    c. HP series switches: Eight (8)
3. Enhance: Deployment of Aruba Central
    a. Deployment of Aruba Central for cloud-based network monitoring, management, workflow automation, and deployment.

Proposed design:

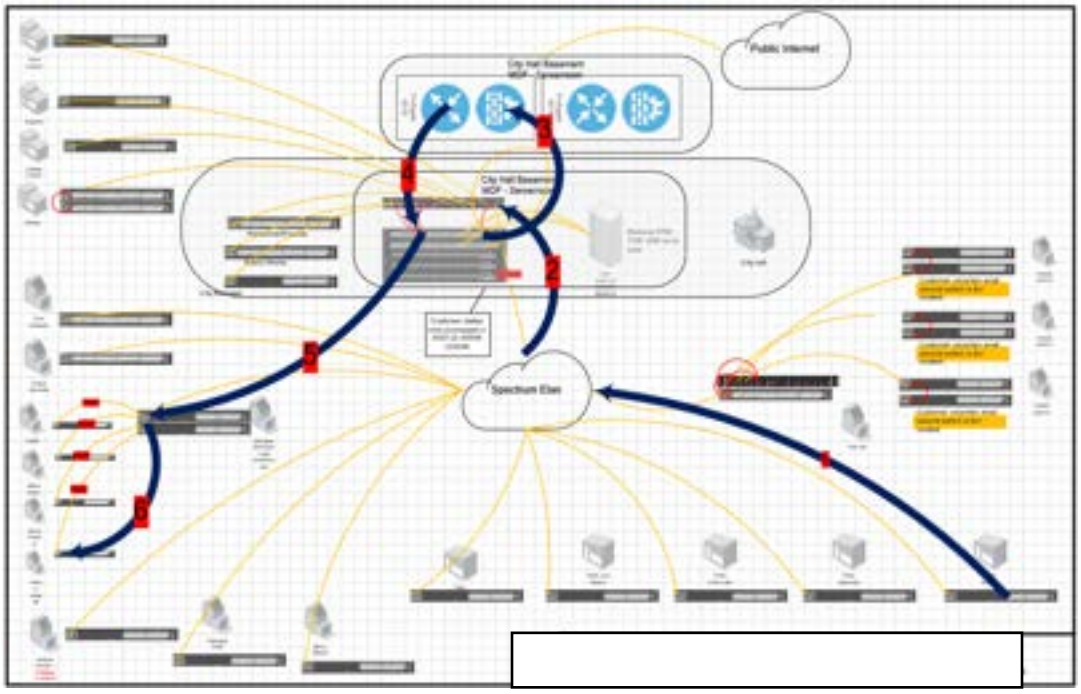




Milestone (2) Network and routing modernization

1. Network Re-core Initiative: Migration of network routing protocols and rules from various sources (including core switching, remote location switches, and top-of-rack (ToR) switches) to the city-owned FortiGate 601E series.

Proposed Transaction flow design:



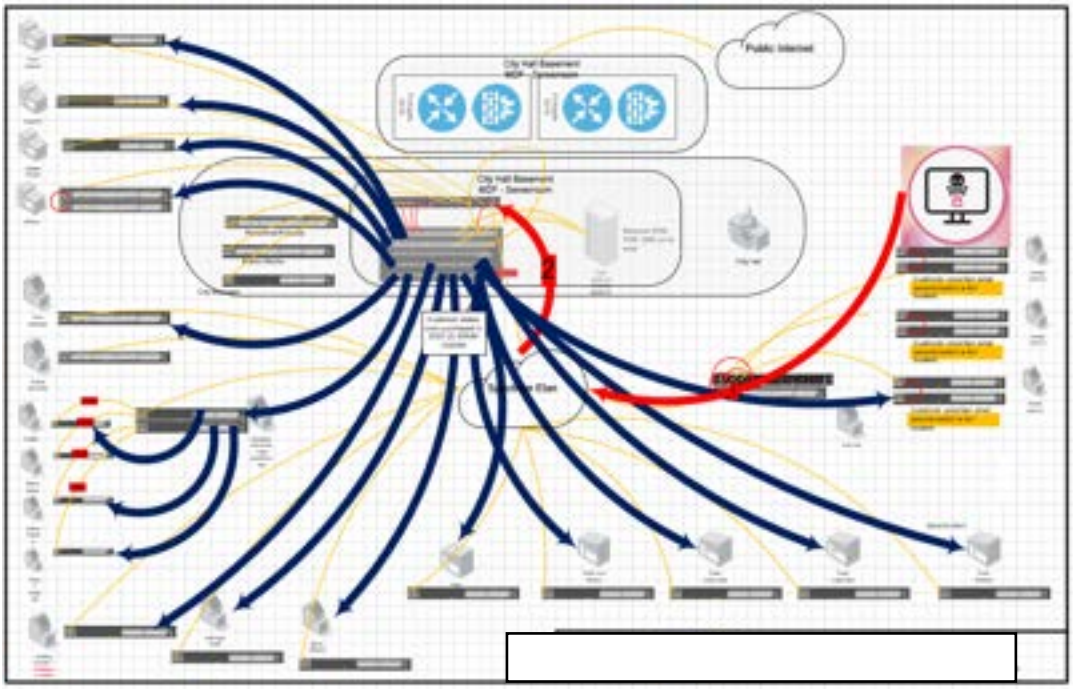
Milestone (3) Enhanced Security Services

1. Implementation of Enhanced Security Services:
    a. Deployment of additional FortiGate 601E security services, featuring FortiGate NFGW Universal Threat Management and Access Control Lists (ACL) to inspect and secure internal network traffic.
2. Security Measures

a. Internal Network Intrusion Detection/Prevention (IDP): Proactively monitor and block suspicious activities within the internal network before they propagate between network segments.
b. External Network Intrusion Detection/Prevention (IDP): Monitor and block suspicious activities attempting to enter the internal network from external sources.
c. Web Filtering: Regulate access to websites based on predefined categories, URLs, or content to ensure secure browsing.
d. Content Filtering: Inspect and control the content allowed to enter or leave the network, applicable to both internal and external traffic.
e. Application Control: Monitor and manage the use of specific applications within the network to enforce policies and enhance security.
f. Antivirus and Antimalware: Scan network traffic and files for malware and viruses, blocking any malicious content for both internal and external networks.

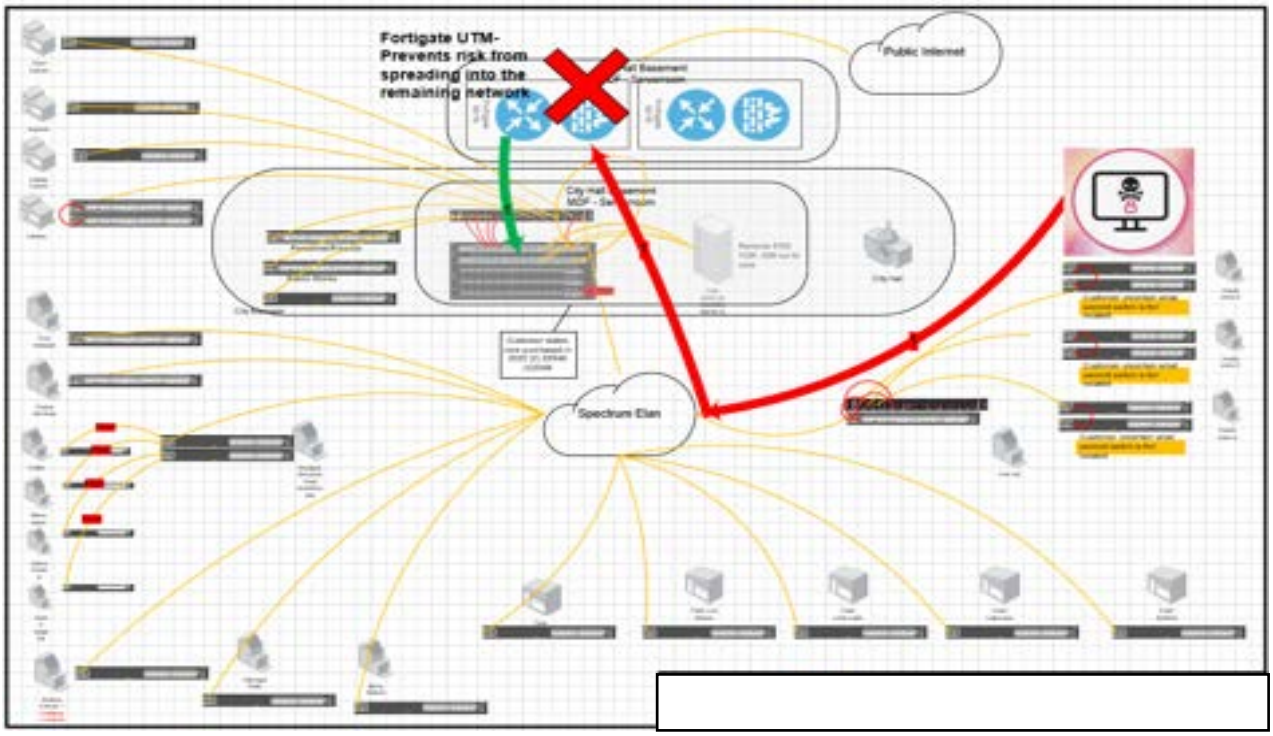
In place design:

Network penetration exposes all city business units and services



Proposed Security Design

Firewall, UTM, and rules protect city business units and services



Phase 1: Discovery & planning

1. Chair or participate in a kick-off meeting to ensure project goals, objectives and deliverables are understood
    a. Customer to grant required remote access and credentials
    b. PM to establish the project Status Call cadence and Status Reporting details
2. Identify key stakeholders and their roles.
3. Define the communication plan with stakeholders.
4. Collect documentation and requirements.
5. Develop a project plan that includes a timeline, milestones, and dependencies.
6. Identify potential risks and challenges.
7. Establish contingency plans for addressing unforeseen issues.
8. Create project schedules and milestones.
9. Define testing strategy and fallback plans.
10. Document change management requirements (if applicable).
11. Perform technical discovery
    a. UTM requirements.
    b. 3rd party/vendor network conversion requirements.
    c. Network edge/protocol requirements.
    d. Network core/protocol requirements.
    e. Physical onsite discovery and validations (MDF, IDF, cable management, fiber requirements).
    f. Validate each site and in-scope closet.
    g. Ensure correct SFP, fiber, cable needs, and check for UPS.
12. Customer Responsibilities
    a. Address any detected deficiencies during discovery ahead of installation.

b. Provide a staging facility for hardware pre-configuration if required.

Phase 2: Physical network modernization- build

1. Network and services bench build.
    a. Note: Bench build of new physical equipment tentatively scheduled to be deployed at “City Hall” location. An offsite location may be requested as deemed necessary by the City of Santa Fe Springs and the Project team.
2. Customer to remediate any deficiencies identified during the onsite visit.
3. Aruba Central configuration: Monitoring and reporting configuration.
4. Technical acceptance testing.
5. Labeling and documentation (limited to new devices only).

Phase 3: Physical network modernization- deploy

1. Deployment Tasks
    a. Physical rack and stack of Aruba CX equipment.
    b. Power wire management.
    c. Low voltage wire management (limited to devices part of this network refresh).
    d. Cutover execution.
    e. User acceptance testing.
    f. Physical equipment removal (limited to devices part of this network refresh).
        i. Note: Transport to final storage/location must be provided by City.

Phase 4: Network core

1. Finalization of approved topology design.
2. Validate additional single points of failure with city IT for consideration.
3. Prepare firewall services.
4. Prepare security services.
5. Prepare network segmentation | VLAN configuration
    a. Basic North-South segmentations will be applied.
    b. East-West segmentation will be performed between business units. (Fire, police, finance, parks, maintenance, social services, administration, guest services).
6. Prepare rollout and fallback strategy.
7. Perform test cutover and fallback (after hours).
8. Update final rollover and fallback strategy.
9. Final cutover- network and rules (after hours).
10. Final cutover- server, services, management network (if applicable).

Phase 5: Knowledge transfer

1. Finalize project documentation
    a. Update and finalize Visio diagrams and documentation.
    b. Upon receipt of each deliverable listed above, the customer will have fourteen (14) business days to review and accept or reject. If the customer does not provide written acceptance or rejection within the fourteen (14) business days, the deliverable will be deemed accepted.

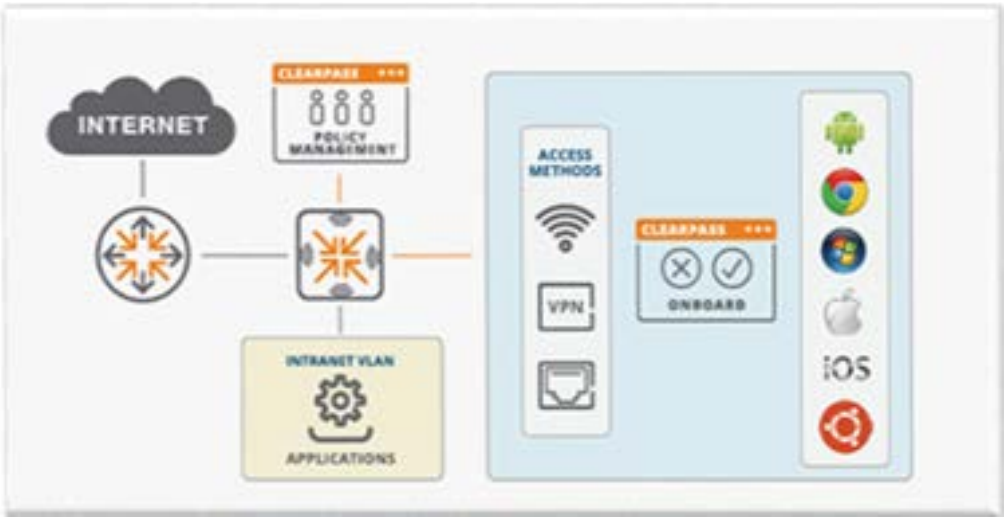
   c. Upon receipt of each deliverable listed above, the customer will have fourteen (14) business days to review and accept or reject. If the customer does not provide written acceptance or rejection within the fourteen (14) business days, the deliverable will be deemed accepted.
2. Conduct Knowledge Transfer to the customer's technical team (up to two hours)
   a. Review finalized project documentation – updated version of Design Document, if applicable.
3. Conduct Close-Out Meeting and receive Project Sign-Off
   a. Customer to disable all access and accounts granted to Project engineers.
   b. Update the Guidebook with new hardware and/or services.
   c. Client project sign-off

Workstream 4: Network Access Controls (ClearPass)

Design

Aruba ClearPass is a network access control (NAC) system. It provides comprehensive network security by allowing organizations to manage and enforce policies for device's access on wireless networks. This project aims to create role-based access and policy enforcement via Network Access Controls to align with the City of Santa Fe Springs security posture.

1. Policy based management of devices: Enforce security policies that dictate how devices and users can access network resources. By leveraging rules-based user roles, device types and network location awareness the various departments and city services can be better protected.
2. Endpoint Visibility & Profiling: Identify and profile devices to connect to wireless network, providing visibility into device types, operating systems, and security posture.
3. Authentication and Authorization: Apply global authentication policies that best meet the City's security, regulatory and compliance needs. Authorize both users and devices as part of a least trust, ZTNA policy.
4. Guest access management: Customizable guest access portals, enabling secure and easy guest Wi-Fi access. Examples include user self-registration, "sponsor" approval, and social media-based logins.
5. BYOD (Bring your own device) support. Facilitate secure onboarding of personal devices ensuring they comply with security policies before being allowed network access.
6. Reporting and Analytics: Detailed reporting providing insights into network access patterns, security incidents and compliance status within the city.



Phase 1: Project discovery & planning

1. Chair or participate in a kick-off meeting to ensure project goals, objectives and deliverables are understood
    a. Customer to grant required remote access and credentials.
    b. PM to establish the project Status Call cadence and Status Reporting details.
2. Identify key stakeholders and their roles.
3. Define communication plan with stakeholders.
4. Collect documentation and requirements.
5. Develop a project plan that includes a timeline, milestones, and dependencies.
6. Identify potential risks and challenges.
7. Establish contingency plans for addressing unforeseen issues.
8. Create project schedules and milestones.
9. Define testing strategy and fallback plans.
10. Document change management requirements (if applicable).
11. Perform working session with client to document needs for role-based access and policy enforcement.

Phase 2: Technical build

1. Deploy & license ClearPass virtual appliance in existing VMware cluster (2).
2. Deploy ClearPass Policy Manager.
3. Configure NPS/Radius/TACAS services (Standalone Operating systems recommended).
4. Complete HPE portal configuration.
5. Prepare network nodes for SNMP-based enforcement.
6. Configure Radius authentication, authorization and accounting profiles.
7. Configure access layer enforcement policies and profiles.
8. Update mobility controller configurations.
9. Configure wireless authentication with identity management source.

Phase 3: Technical enablement

1. Create secure NAC uses case framework.
2. Authenticate and authorize leveling Zero Trust best practices.
3. Create dynamic enforcement network.
4. Commence the monitoring and analysis of network services.
5. Configure Radius authentication, authorization and accounting profiles.
6. Configure access layer enforcement policies and profiles.
7. Update mobility controller configurations.
8. Configure wireless authentication with identity management source.

Phase 4: Technical deployment

1. Perform LAN, WAN, and WLAN node integration with the ClearPass policy manager.
2. Configure Onboard provisioning.
3. Configure Onboard automated provisioning.
4. Configure unmanaged access license policies.
5. Configure access license policies.
6. Perform technical acceptance testing.
7. Perform Go/No-Go to enter user acceptance testing.
8. Perform pilot assessment, update policy and rules as required.

Phase 5: Pilot and user acceptance testing

1. Perform Go/No-Go to enter user acceptance testing.
2. Perform Pilot assessment, update policy and rules as required.
3. Perform user acceptance testing, update policy and rules as required.
4. Perform IT review and document requested changes to policies/services.
5. Perform administrator overviews on the platforms, services, and configurations.
6. Update guidebooks & documentation.
7. Perform Go/No-Go to enter production.

Phase 6: Production go-live and knowledge transfer

1. Enable production systems for general platforms and services.
2. Perform final cutover.
3. Perform testing and validation of production system.
4. Finalize project documentation
    a. As-Build document.
    b. Upon Receipt of each deliverable listed above, the customer will have fourteen (14) business days to review and accept or reject. If the customer does not provide written acceptance or rejection within fourteen (14) business days, the deliverables will be deemed accepted.
5. Conduct Knowledge Transfer to the customer's technical team (up to 2 hours)
    a. Review finalized project documentation – update version of Design Document, if applicable.
6. Validate all deliverables and goals have been accepted by the client.
7. Perform project closeout procedures
    a. Customer to disable all access and accounts granted to Project Engineers.

Workstream 5: Storage, compute, OS modernization

Design

The primary objective is to modernize the City of Santa Fe Springs server's operating systems and hardware infrastructure. By updating hardware and software to align with manufacturer support, the Client aims to mitigate the risk of service interruptions, enhance recovery times during outages, benefit from manufacturer security updates and leverage more advanced and efficient technologies.

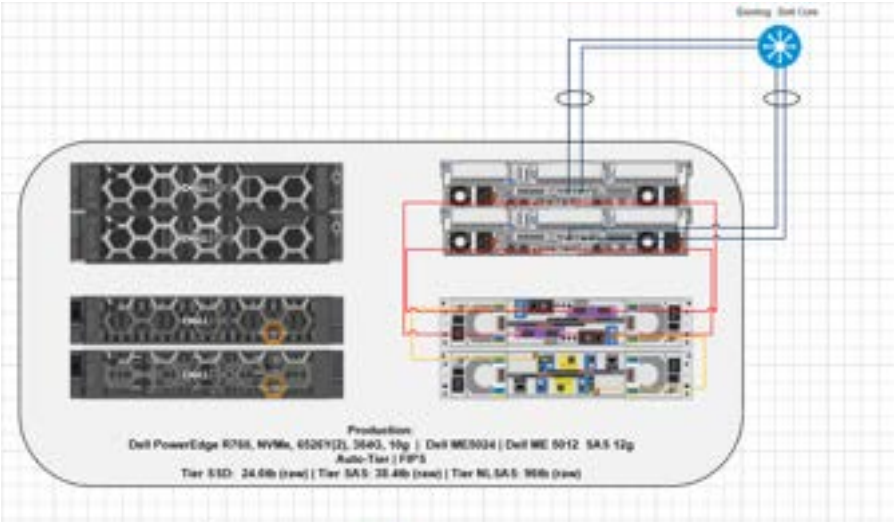
Milestone (1) - VMware vSphere Hypervisor.

The current VMware vSphere version 6.5. Broadcom-VMware ended support on November 15th, 2023. The existing HP server infrastructure must be updated to allow for updating of the Hypervisor.



Milestone (2) Server and Storage modernization.

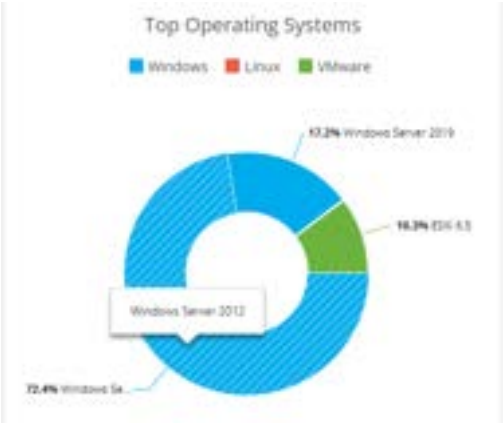
The city of Santa Fe Springs Server infrastructure is primarily composed of HP an c-Class BladeSystem. Released in March of 2012, the manufacturer ended support on December 31, 2020. Upon review of the 2024 system in utilization (With consideration of future city goals to migrate certain services to cloud providers), the existing BladeSystem and storage components will be replaced with a more efficient, cost-effective solution. Dell PowerEdge series servers, and ME series storage appliances will provide compute and storage services to support the local services that will continue to run at the City of Santa Fe Springs into the future.



Milestone (3) Operating system modernization.

Microsoft Windows 2012 reached end of manufacture support on October 23, 2023. Microsoft no longer provides regular security updates for this version of Windows. This increases the threat to the City of Santa Fe Springs of being identified as a target for cyber-attacks. With Microsoft's ended support for this operating system, other manufactures and vendors have also announced they may no longer provide applications and services the Client requires for day-to-day business operations. Untimely "forced to upgrade" application and service requests may cause unexpected and costly expenses in the future.

This project will address the end-of-life operating issues with two approaches.



1. Modernization. Operating systems, applications and services that continue to support city operations, where supported by software vendor(s), will be modernized to Windows 2019 or Windows 2022.
    a. Note: vendor specific application modernization is only to support a current Microsoft Windows instance. This service does not include modernization or enhancement of the application or service itself unless deemed necessary by the professional services team.
2. Secure: Operating systems and applications that have been sunset, earmarked for retirement or being held as "archive/historical"

a. Enablement of Azure Arc ESU program. Extend mission critical security updates for Windows 2012 until October 13,2026
b. Isolate: Move Operating systems to a secure network isolated from day-to-day business operations.



Phase 1: Discovery & planning

1. Chair or participate in a kick-off meeting to ensure project goals, objectives and deliverables are understood
    a. Customer to grant required remote access and credentials.
    b. PM to establish the project Status Call cadence and Status Reporting details.
2. Identify key stakeholders and their roles.
3. Define communication plan with stakeholders.
4. Collect documentation and requirements.
5. Develop project a plan that includes a timeline, milestones and dependencies.
6. Identify potential risks and challenges.
7. Establish contingency plans for addressing unforeseen issues.
8. Define testing strategy and fallback plans.
9. Document change management requirements (if applicable).
10. Conduct environmental discovery and establish deployment readiness.
11. Perform requirements session: Operating systems for modernization.
12. Perform requirements session: Operating systems for Isolation.

Phase 2: Build- vSphere and enterprise storage

1. Rack-and-stack: 2-3 Dell PE series servers.
2. Rack-and-stack: 1 Dell ME series storage array.
3. Rack-and-stack: 1 Dell ME series expansion enclosure.
4. Configure and deploy VMware management network.
5. Configure and deploy VMware ESXi vSphere servers.
6. Configure and deploy VMware vCenter Server.
7. Configure Dell Enterprise Storage for VMware.
8. Test and confirm proper operation of deployed vSphere cluster and shared storage.
9. Prepare VM Guest OS migration action plan.
10. Prepare Physical OS migration action plan (if applicable).

Phase 3: Migrate and deploy virtualized server workloads

1. Prepare network and tools for migration of platforms.
2. Perform test migration services (existing to new vSphere cluster).

3. Execute migration services (existing to new vSphere cluster).
4. Perform user acceptance testing.
5. Update VMware tools and services.

Phase 4: Active directory and application w2k12 modernization | remediation

1. Active Directory Domain Controller Upgrade.
    a. Perform detailed discovery on each of the existing 4 on-premises Domain Controllers.
        i. IP configurations.
        ii. Services.
        iii. ADDS.
        iv. AD Replication Health.
        v. DNS.
        vi. DHCP.
        vii. 3rd party applications.
        viii. Errors.
        ix. Other applicable information as provided by customer personnel.
    b. Perform detailed upgrade/replacement planning and scheduling for each DC.
    c. Install new Domain Controllers in new VMWare environment.
    d. Demote old Domain Controllers.
    e. Perform Windows Backup of Active Directory Database.
    f. Raise Domain and Forest Functional Levels to 2016.
        i. This project is not responsible for application failure due to Domain or Forest functional level increase. The customer should be aware of any limitations imposed by the software and applications being used.
        ii. Hours estimates assume none of the Domain Controllers being replaced contain Certificate Authority, IIS, IAS/NPS, EFS, File Shares, WINS, Third Party Applications, or provide services beyond that of standard Directory Services (DNS, and DHCP and FSMO role Functionality). If this is not the case, then additional hours will be required.
2. Microsoft Azure Arc (if applicable).
    a. Prepare Entra ID tenant, ensuring necessary services and configurations are in place for Azure Arc management.
    b. Enable Azure Arc Service Update Manager Services.
    c. Prepare Azure Arc policy configuration for ESU services.
    d. Deployment of Azure Arc services to on-premises instances (GPO method).
3. Windows 2012 Isolation (if applicable).
    a. Prepare private/private protected internal network for OS isolation.
    b. Validate administrative access requirements.
    c. Perform migration of services | OS to isolation network.
4. Windows 2012 Application Modernization
    a. Execute vendor review (establish software migration requirements).
    b. Execute business unit review (confirm new application requirements meet existing standards).
    c. Execute application migration strategy to Windows 2019/2022.
5. IT Network & Identity Services

   a. IT support and management review: monitoring/patch management operating systems for modernization (Eset/ Cylance).
   b. Identity and device management: Domain controllers, policy services systems for modernization.
6. Test/Validate proper operation following migration activity
   a. User & acceptance testing.

Phase 5: Knowledge transfer

1. Finalize project documentation
2. Conduct Knowledge Transfer to the customer's technical team (up to 2 hours)
   a. Review finalized project documentation – updated version of Design Document, if applicable.
3. Perform project closeout procedures.
   a. Customer to disable all access and accounts granted to Project engineers.

Workstream 6: Data Retention (Veeam)

Design

Disaster Recovery and Business Continuity deliverables are intended to provide best practice Backup, backup system protection, and backup data security for the City of Santa Fe Springs. The primary objective is to modernize backup platforms to support data growth and future disaster recovery and business continuity needs. Leveraging best in class backup, data retention, integrity and security; Veeam Data Platform enhances the City of Santa Fe's data integrity by introducing the following new technologies:

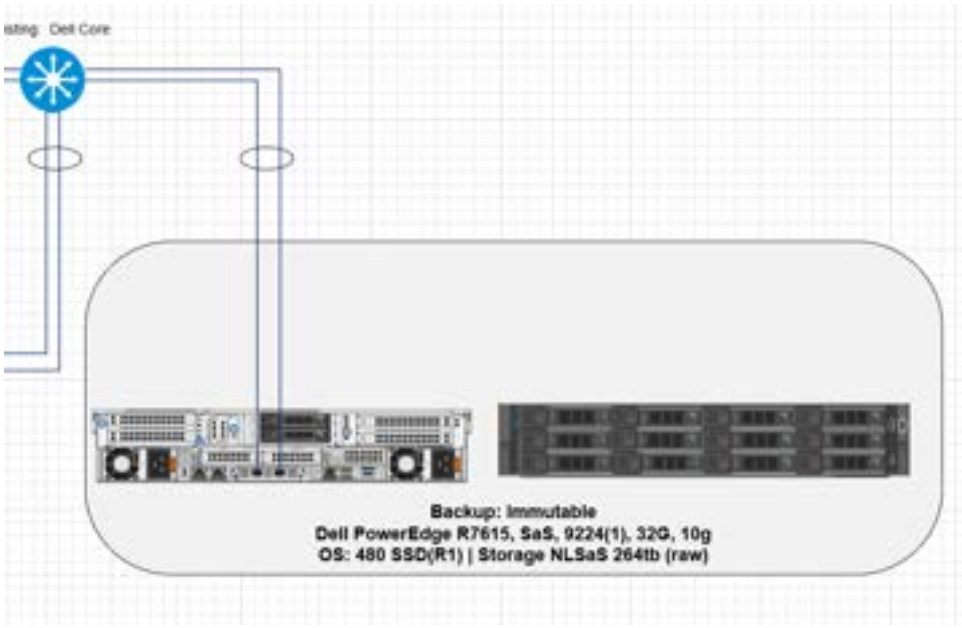
1. Security: Airgap. Leveraging Veeam security and Microsoft Azure integration, backups are isolated from the network. This makes them inaccessible to cyberattacks, ransomware and other threats.
2. Data Integrity: Immutable. Immutable backups ensure that data cannot be altered or deleted once written, protecting against accidental or malicious data corruption.
3. Compliance: Certain industries, vendors, partners and insurance regulations require data backups to be secure and unaltered. Enabling services today for the future state reduces unexpected one-time expenses associated with implementing these services and features.
4. Disaster Recovery: In the event of a natural disaster, data breach or cyberattack, systems and services remain in an uncorrupted recoverable state minimizing downtime and data loss.

Future state ready: Although not a specific goal of this effort, if the City of Santa Fe Springs determines to provide business continuity or disaster recovery services in the future, Veeam Data Platform offers multiple business continuity options supporting both city managed datacenter and direct partnerships with providers such as Azure and AWS.

Milestone (1) - Local Repository storage

Local secure immutable storage provides rapid recovery of mission critical data, services and operating systems and cost-effective storage of mission essential, less critical, data and services.

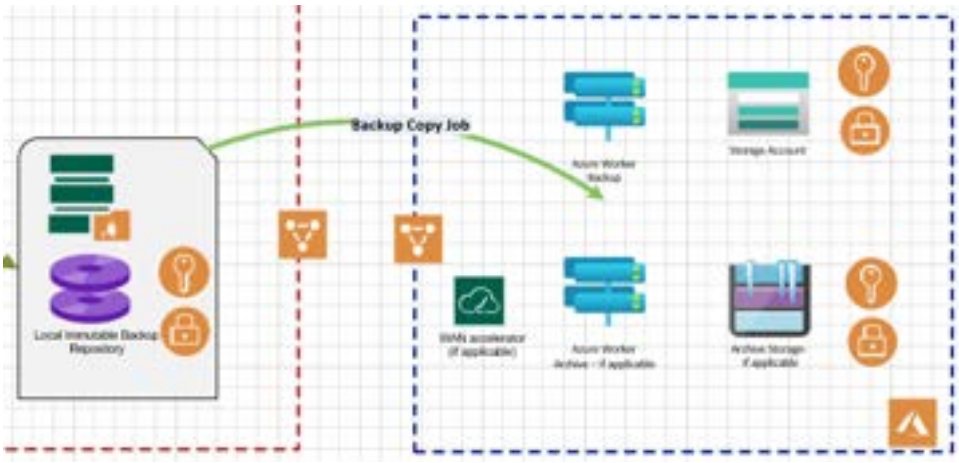
1. Dell storage technology provides extensive cost-effective storage for on premises storage.



Milestone (2) - Microsoft Azure Cloud Storage repository

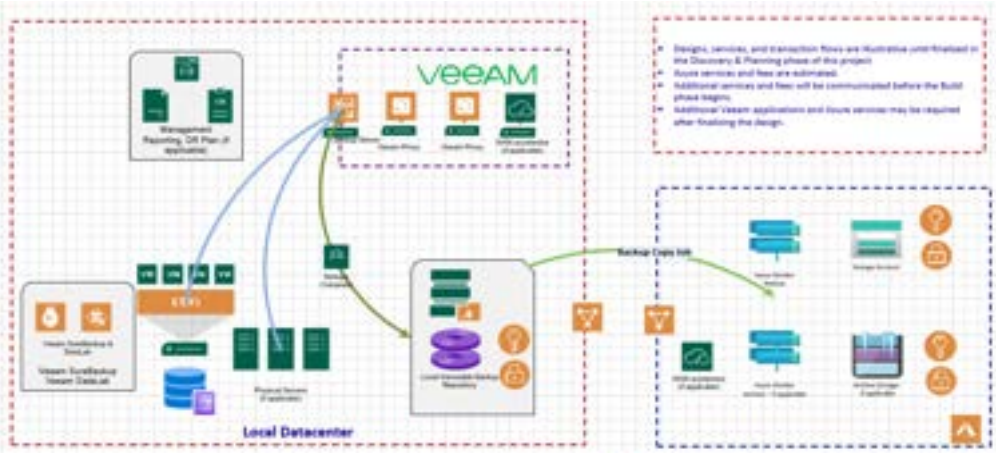
Microsoft Azure Cloud services integrated directly with Veeam Data Platform provides a signal pane of glass management of data retention.

1. Providing “Air gap” storage of backup services protects the City of Santa Fe Springs from natural, physical, and compromised disaster events.
2. Storage elasticity provides flexibility to allow the city to grow or shrink the IT footprint as new services or migration to Software-As-A-Service needs change over time.



Milestone (3) - Veeam Data Platform

Veeam Data Platform integrates with on-premises services, servers and storage to provide a cost-efficient platform to manage and maintain services. Utilizing VMware, Veeam Data Platform requires no additional on-premises hardware. Backups, compute and storage are shared with existing systems.



Milestone (4) - Veeam SureBackup & DataLab

Further enhancing data protection and recovery capabilities, Veeam SureBackup and Veeam DataLabs provide extensive tools that can be utilized by the Client to ensure the resiliency of backup and disaster recovery.
Key features to be implemented:

1. Automated Verification: Automated testing of backups for corruption, better ensuring recoverability.
2. Isolated Environments: Virtual environments allowing recovery testing (i.e.: DR testing) of Virtual machines, applications and services.
3. Security & Application testing: Virtual environments to perform testing of application and security updates.

Phase 1: Project discovery & planning

1. Chair or participate in a kick-off meeting to ensure project goals, objectives and deliverables are understood
    a. Customer to grant required remote access and credentials.
    b. PM to establish the project Status Call cadence and Status Reporting details.
2. Identify key stakeholders and their roles.
3. Define communication plan with stakeholders.
4. Collect documentation and requirements.
5. Develop a project plan that includes a timeline, milestones and dependencies.
6. Identify potential risks and challenges.
7. Establish contingency plans for addressing unforeseen issues.
8. Create project schedules and milestones.
9. Define testing strategy and fallback plans.
10. Document change management requirements (if applicable).
11. Document Backup and Retention policies required.
12. Perform discovery of historical | archival data for retention policies.
13. Perform discovery of mission critical services for retention policies.
14. Perform discovery of mission essential services for retention policies.

Phase 2: Build

1. Create secure backup network.
2. Create virtual network(s) Secure backup and Virtual Lab network.
3. Configure Azure public cloud services for Veeam Data Platform integration.
4. Deploy on-premises storage solution (Dell PE series storage).
5. Create new backup VM server instances.
6. Configure on-premises and Azure data repositories.
7. Deploy Veeam Data Platform services.
8. Prepare backup jobs, workloads, retention, targets and job schedules.
9. Prepare SureBackup and Virtual Lab services (configure for verification of backup recoverability).

Phase 3: User acceptance testing

1. Verify proper operation of solution components and dependencies.
2. Perform test backup, reporting and recovery testing.
3. Recovery testing: SureBackup virtual lab only.
4. Manual restoration and VM recovery test.
5. File-level recovery test.
6. Perform validation of SureBackup data integrity testing.
    a. Note: Recovery testing to demonstrate functionality of SureBackup services is limited to (one) mission critical business application and services required to support platform.

Phase 4: Deploy

1. Execute backup jobs and polices.
2. Perform recoverability validation testing (SureBackup reporting services).
3. Verify proper operation of updated policies and jobs.

Phase 5: Post production support and knowledge

1. Finalize project documentation
    a. Visios and test procedures utilized.
    b. Upon receipt of each deliverable listed above, the customer will have fourteen (14) business days to review and accept or reject. If the customer does not provide written acceptance or rejection within the fourteen (14) business days, the deliverable will be deemed.
2. Provide Week 1 postproduction technical support.
3. Conduct Knowledge Transfer to the customer's technical team (up to two hours)
    a. Review finalized project documentation – updated version of Design Document, if applicable.
4. Conduct Close-Out Meeting and receive Project Sign-Off
    a. Customer to disable all access and accounts granted to Project Engineers.

Areas out of scope / Engagement restrictions

- Applications/services not explicitly defined in the statement of work.

- IBE cannot dictate or recommend ClearPass enforcement policies to meet the City of Santa Fe Spring's desired goals. The Professional Services team may provide consultative guidance to best align City stakeholders' requirements with policies and procedures to be implemented with Aruba ClearPass.

3 Deliverables Review and Acceptance

Review of Deliverables

Client must review any "Draft" deliverable referenced above and provide any comments or feedback regarding that draft to IBE in writing within 14 days of receipt of the draft by End User. Any comment or feedback not provided to IBE in writing within this time frame will be considered outside the scope of this Project. Any material change to the deliverable must be requested in writing by Client to IBE upon receipt of the initial draft.

Acceptance of Deliverables

Final versions of deliverables are deemed accepted by Client unless expressly rejected by Client in writing, detailing the basis for such rejection, within 14 days of delivery by IBE.

4 Assumptions

IBE Resources

IBE will provide subject matter experts to work on the outlined objectives. IBE resources will work in the Client environment and work with the Client to provide services. IBE resources may require privileged security access rights to the production environments and will be responsible for production changes as required to perform outlined work.

General Project Assumptions

- Change control procedures, including change request submittal and representation, will be managed by the Client with input from IBE. Delays in change control requests and approval for production changes could impact project timelines.
- IBE is not responsible for bugs or feature limitations. Developing custom code to address solution limitations and/or managing Microsoft support cases is out of scope.
- Product features or services not documented in this agreement are out of scope unless agreed by both the Client and IBE.

Client Contributions

- In addition to a designated liaison with whom IBE can coordinate efforts and who will act as the main point of contact; it is IBE's understanding that the Client will provide people and/or resources necessary to enable successful completion of this project.
- Client will identify a resource that will act as the primary contact for this project. IBE will communicate project status, system requirements, issues, etc. to this individual.

- Client will provide IBE with remote access accounts to required resources for accessing and supporting the project.
- Client will provide IBE with a reasonably suitable workspace that has network connectivity and phone sets while onsite.
- Client will provide computing resources with access to production and test systems to facilitate the needs of the project.
- Client acknowledges that IBE will require information from the Client for IBE resources to be fully utilized and to perform the services in the schedule and estimated days outlined herein. Client agrees that it is responsible for ensuring that IBE is provided with such information in a timely manner to avoid delays or additional costs to the Client which may result.

Assumptions Specific to the Project

- Existing hardware and software to be repurposed by this effort is in warranty, service agreements are in place and have been to configured to the best practice/standard applicable to the level of resiliency desired to be achieved by this effort
    - Fortigate 601E series
    - Dell PS series switching (core)
    - Microsoft Active Directory
    - VMware Hypervisors (new)
    - Dell PowerConnect network “core” switching
    - Microsoft Exchange 2019
- Additional existing hardware, services or software not purposefully identified above may be identified as required during the Discovery and Planning phase of this engagement. Additional hardware, services or software identified as required may require a change of scope (COS.)
- Manufacture electrical requirements vary by device and need. Additional facilities, circuits or outlets may be required to complete this effort.
- This project assumes the City of Santa Fe Springs, when necessary, provides electrical services as outlined by the manufacturer.
- The Professional Services team requests locations unable to meet power requirements be announced by the client during the discovery and planning phase of the project
    - AC outlet requirements for 5P1500 RC series – circuit with 5-15P input
    - AC outlet requirements for 5P750RC series – circuit with 5-15P input
    - AC outlet requirements for 5PX1000RT series – circuit with 5-15P input
- Application and service deployments to PC endpoints: will be comprised of end user self-installation documentation and Group Policy Object (GPO.) It is the responsibility of the client to ensure endpoints can receive GPOs. In the event endpoints are unable to receive updates via GPOs, the client is responsible for any manual or other update efforts.
- Application and service deployments for mobile: This project assumes no Mobile Device Management (MDM) is in place managing client or BYOD devices. The preferred method of deployment to mobile devices is self-installation.
- Root level access provided for all nodes, devices and services, associated with this effort

- Subscription and Licensing requirements. Microsoft 365 “G” plans specifically designed for government organizations in the United States are tailored features and compliance solutions to meet the needs of the government entities. On a user-by-user basis some plans and features may include or limit some functionality as described in the design.
- Finalization of Microsoft services, tenants, agreements, types and counts must be approved by the Client at the conclusion of the discovery and planning phase of this effort.
- Azure Arc service fees
    - A onetime “catchup” fee calculated from October 10, 2023 to present
    - Azure monthly recurring fees
        - $38 per instance or $219 for datacenter license (W2k12, 8 core)
- Unless stated otherwise above, the Client is responsible for billing, and billing services associated with Microsoft M365, Azure, and Azure Arc services
- Microsoft M365, Azure, and Azure Arc service fees are “best guess” estimates. Actual Microsoft service fees may vary based on actual utilization of service and functionality elected to be enabled by the Client.
- Testing acceptance requires Client associate engagement. This may include off-hours/after-hours periods where the Client is requested to validate and approve the change made
- Go live production | postproduction support is defined at Tier2/Tier3 (advanced, SME support.) The Professional Services team reserves the right to request the Client provide Tier1/triage go live support if appropriate or not explicitly defined in this scope of work.
- Requests of additional review or rescoping of previously agreed upon deliverables by all parties may result in additional fees.
- Application and service deployments for mobile: Deployment of services for BYOD devices may require the client to update or issue new service terms and service agreements to users and associates.
- Root level access provided for all nodes and iOT associated with this effort.
- On-site and after-hours access to City of Santa Fe locations is required.
- On-site requirements (identification processes, background checks, physical supervision) is be outlined by the client at the onset of the project.
- Off-hours/after-hours testing acceptance may require additional 3rd party/vendor engagement to be coordinated by the City of Santa Fe Springs.
- Low voltage cabling (fiber lines, terminals, copper lines) are to be installed and in best practice. Additional cabling services are to be provided by the City.
- Physical equipment is to be repurposed for this effort. Additional physical equipment (mounts, IDFs, cages, racks, and power) are to be provided by the city.
- Additional network connections may be requested/required to facilitate best practice changes, achieve manufacture recommendations, or to support existing equipment services not provided to IBE at the time of this contract execution.
- Historical data retention (old backup platforms) may require temporary utilization of existing on premises storage hardware.
- Not all Historical data retention platforms can be integrated or migrated to Veeam Data Platform and may require continual maintenance by the Client.

- Existing backup platforms and tape backup systems are considered not in scope.
- Deploy phase activities may impact overall network performance.
- Final data retention requirements and services may impact monthly recurring fees associated with Microsoft Azure

5 Schedule

Estimates are based upon IBE's current understanding of the project scope, the Client's readiness and timeline, minimum resource days used utilized per month and past experience in executing these types of projects. Both parties acknowledge that aspects beyond IBE's control may affect its ability to do so and that IBE will not be penalized for any reasonable changes to the estimated schedule that may result.
Further, IBE shall bear no liability or otherwise be responsible for delays in the provision of services or any portion thereof occasioned by Client failure to timely complete Client tasks or adhere to Client schedule. Client agrees that delays by Client in completion of tasks and scheduling could result in IBE's inability to utilize resource days as planned, increased resource days required to complete the project and result in additional costs to Client.

6 Summary of Resources

Service Location	City of Santa Fe Springs (all physical locations)
Travel Required	As deemed needed and required
Services Target Start	TBA
Services Target End	TBA
Days Onsite	TBA

7 Change Orders

Any items not specifically addressed by this document will be addressed by a change order process and will be billed with the same pricing structure agreed upon and outlined in this Statement of Work. In the event of a change in scope, you will be notified prior to the billing of any additional services.

8 Investment

Investment Breakdown

Service	
Project Services	**$451,125.00**
Estimated Hours to Complete: 1,985 Estimated Business Hours: 1,805 Estimated After Hours: 180 Business Hours Rate: $225 After Hours Rate: $250	
Hardware / Software	**$736,820.84**
Please Refer to Quotes for more detail	
Total Project Investment	**$1,187,945.84**

All prices are exclusive of any applicable sales or use taxes, and shipping costs.
Sourcewell Contract # 030321-KON

Fees

All prices are exclusive of any applicable sales or use taxes. The total project services fee is fixed and will not change unless there is a mutually agreed modification to the scope of work. This model provides cost certainty for the client, ensuring that any additional effort required to complete the project remains the responsibility of IBE, provided the scope remains unchanged. Any requests for changes or additions to the project scope will require a formal change request and may result in additional fees and an extension of the project timeline. Projects in excess of $10,000 require a 50% deposit. Project work will not commence until the deposit is received. The remaining 50% will be billed on project completion.

9 Order Summary & Acceptance

Effective Date: The date on which the services described in this Statement of Work are set up and first delivered to you.

Your signature below constitutes your acceptance of this Statement of Work, including our standard terms and conditions available online at the URL link(s) provided below or in hard copy upon request, which you have reviewed and accepted and which are incorporated into this Statement of Work.

IBE Professional Services Terms:
Link To Terms
This Statement of Work is not binding upon us until signed by a IBE branch manager, vice president, or executive officer.

Pricing valid for 15 days from the date of this document, pending credit approval. Confidential - not to be distributed to third parties.

Client: City of Santa Fe Springs
Signature:

Name:
Title:
Date Signed:

IBE
Signature:

Name:
Title:
Date Signed:

Terms and Conditions of Service

By executing this Schedule of Services, Client agrees to purchase the services designated above and further agrees that the services shall be subject to the following Terms and Conditions of Service.

1. Fees and Payment: Client agrees to pay all fees specified in this Schedule. Payment terms are net 30 days from date of invoice. Client shall be responsible for all applicable taxes arising from the services. IBE Digital may suspend service if Client has failed to pay any undisputed invoice within fifteen (15) days of the due date. Undisputed invoices not paid by the due date may be subject to a monthly service charge which is the lesser of one and one-half percent (1.5%) per month or the highest rate allowed by law.

2. Limited Warranty: (a) IBE Digital warrants for a period of thirty (30) days following delivery (the "Warranty Period") that all services shall be performed in a professional manner in accordance with generally applicable industry standards. IBE Digital sole liability (and Client's exclusive remedy) for any breach of this warranty shall be for IBE Digital to re-perform any deficient services, or, if IBE Digital is unable to remedy such deficiency within thirty (30) days, to void the invoice for the deficient services. IBE Digital shall have no obligation with respect to a warranty claim: (i) if notified of such claim after the Warranty Period or (ii) if the claim is the result of third-party hardware or software failures, or the actions of Client or a third party.

(b) THIS SECTION 2 IS A LIMITED WARRANTY AND SETS FORTH THE ONLY WARRANTIES MADE BY IBE DIGITAL. ALL COVERED MAKES NO OTHER WARRANTIES, CONDITIONS OR UNDERTAKINGS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. ALL SOFTWARE AND HARDWARE PROVIDED OR INSTALLED BY IBE DIGITAL HEREUNDER ARE SUBJECT EXCLUSIVELY TO THE RESPECTIVE MANUFACTURER'S WARRANTY.

3. COMPENSATION FOR HIRING OTHER PARTY'S EMPLOYEES: During the term of this Schedule and for twelve (12) months thereafter, if either party retains the services (whether as an employee, independent contractor or otherwise) of any employee of the other party (or ex-employee within six (6) months of the employee's termination of employment) who was directly involved in the provision of Services hereunder, the hiring party shall pay to the other party as reasonable compensation for the loss of the employee the sum of Fifty Thousand Dollars ($50,000).

4. **LIMITATION OF LIABILITY: (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. IBE DIGITAL SHALL NOT BE RESPONSIBLE FOR PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE. (B). EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, IBE DIGITAL'S AND ITS SUBCONTRACTOR'S TOTAL AGGREGATE LIABILITY TO CLIENT ARISING OUT OF SERVICES PERFORMED UNDER THIS SCHEDULE, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED THE TOTAL PAYMENTS MADE BY CLIENT TO IBE DIGITAL FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.**

5. Confidential and Proprietary Information: (a) Each party agrees that all know-how, business, technical and financial information it obtains (as a "Receiving Party") from the disclosing party (as a "Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Schedule, the Receiving Party will hold in confidence and not use or disclose any of the Disclosing Party's Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party; or (v) is required to be disclosed pursuant to a regulation, law or court order. (b) Any templates, schematics, processes or technical documentation provided by IBE Digital shall be deemed Confidential Information and proprietary information of IBE Digital without any marking or further designation. Client may use such information solely for its own internal business purposes. IBE Digital shall retain all rights to the aforementioned, which shall be returned to IBE Digital upon termination of the applicable Schedule. (c) IBE Digital shall maintain the confidentiality of protected health information in its possession or under its control in accordance with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act.

6. Independent Contractor: IBE Digital and Client shall at all times be independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party shall have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.

7. Assignment: This Schedule may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of the party's assets. Any purported assignment in violation of this section shall be void.
8. Complete Understanding; Modification: This Schedule, as well as any applicable terms of service posted at www.allcovered.com/terms, shall constitute the full and complete understanding and agreement between Client and IBE Digital and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Schedule shall be effective only if in writing and signed by both parties.
9. Waiver and Severability: Waiver or failure by either party to exercise in any respect any right or obligation provided for in this Schedule shall not be deemed a waiver of any further right or obligation hereunder. If any provision of this Schedule is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of this Schedule shall continue in full force and effect.
10. Force Majeure: Neither party shall be liable to the other for any delay or failure to perform any obligation under this Schedule, except for a failure to pay fees, if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, power outages, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.
11. Counterparts. This Schedule may be executed in any number of counterparts and each fully executed counterpart shall be deemed an original. The parties agree (a) that facsimile or electronic signature shall be accepted as original signatures; and (b) that the Schedule, or any document created pursuant to the Schedule, may be maintained in an electronic document storage and retrieval system, a copy of which shall be considered an original. In any legal proceeding relating to the Schedule, the parties waive their right to raise any defense based on the execution of the Schedule in counterparts or the delivery of such executed counterparts by copy, facsimile, or electronic delivery.

Additional Terms and Conditions

Change Orders

Any items not specifically addressed by this document will be addressed by a change order process and will be billed the same pricing structure agreed upon in the Schedule of Services associated with the project outlined in this document. In the event of change in scope, you will be notified prior to the billing of any additional services.

After Hours Work

After Hours work will be performed both on-site as well as via Remote Access depending upon the advantage and/or necessity of being on-site versus remote. The specifics of which item(s) should be done on-site versus remotely will be finalized prior to the project kickoff.

Procurement Services

All procurement pricing included in this proposal is estimated. Once the proposal is signed a final quote will be generated with 'to the day' procurement pricing.

Fees, Taxes and Shipping

All prices are exclusive of any applicable sales or use taxes, and shipping costs.

IBE Digital is not responsible for the following:

- Removing boxes or shipping materials
- Disposing of or transporting IT equipment

By executing this Statement of Work, Client agrees to purchase the services designated above subject to the preceding Terms and Conditions of Service.



SALES QUOTE

Sales Quote No: 40420
Date: 8/19/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Sloan Varing		Federal Express	30 Days	9/18/24

Notes

Quote #400046
NCPA #01-170

Item No	Description	Quantity	UM	Price	Disc	Amount
9EA-00643	Microsoft Windows Server Datacenter Edition License & software assurance - 2 cores - Open Value - additional product, 3 Year Acquired Year 1	36.00	License	$1,325.94	0.00	$47,733.84
R18-01853	Microsoft Windows Server License & software assurance - 1 user CAL - Open Value - additional product, 3 Year Acquired Year 1	525.00	License	$79.38	0.00	$41,674.50
6VC-00981	Microsoft Windows Remote Desktop Services License & software assurance - 1 user CAL - Open Value - additional product, 3 Year Acquired Year 1	30.00	License	$249.90	0.00	$7,497.00

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$96,905.34
Discount	$0.00
Freight	$0.00
Sales Tax	$0.00
Sales Order Total	$96,905.34

11266 Monarch St.
Suite B
Garden Grove, CA 92841
(562)921-0202

SALES QUOTE

Sales Quote No: 40429
Date: 9/9/24
Account No: CO10

Bill To: City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To: City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
		Federal Express	30 Days	10/9/24

Notes

Item No	Description	Quantity	UM	Price	Disc	Amount
Config 5P1500RC						
5P1500RC	Eaton 5P 1500 Rackmount Compact AC	13.00	EA	$978.04	0.00	$12,714.52
NETWORK-M2	Eaton Network Card-M2 Remote management adapter	13.00	EA	$445.90	0.00	$5,796.70
EMPDT1H1C2	Eaton Environmental Monitoring Probe Gen 2 - environment monitoring device	13.00	EA	$315.56	0.00	$4,102.28
103007018-5591	Powerware 2-post rail kit	13.00	EA	$110.74	0.00	$1,439.62
5SW5Y-1750UC	Eaton Tripp Lite Series Extended Warranty	13.00	EA	$343.00	0.00	$4,459.00
Config 5P750RC						
NETWORK-M2	Eaton Network Card-M2 Remote management adapter	16.00	EA	$445.90	0.00	$7,134.40
EMPDT1H1C2	Eaton Environmental Monitoring Probe Gen 2 - environment monitoring device	16.00	EA	$315.56	0.00	$5,048.96
103007018-5591	Powerware 2-post rail kit	16.00	EA	$110.74	0.00	$1,771.84
5P750R	Eaton 5P 750 RACKMOUNT	16.00	EA	$748.72	0.00	$11,979.52
5SW5Y-0950UC	Eaton Tripp Lite Series Extended Warranty 5 years	16.00	EA	$65.66	0.00	$1,050.56
Config 5PX1000RTNG2						
5PX1000RTNG2	Eaton 5PX G2	2.00	EA	$1,255.38	0.00	$2,510.76
5SW5Y-1400UC	Eaton Tripp Lite Series Extended Warranty 5 Years	2.00	EA	$134.26	0.00	$268.52
5PXEBM48RTG2	Eaton 5PX EBM 48V RT2U G2 Battery enclosure	4.00	EA	$744.80	0.00	$2,979.20
EMPDT1H1C2	Eaton Environmental Monitoring Probe Gen 2 - environment monitoring device	2.00	EA	$315.56	0.00	$631.12
5SW5Y-1750BC	Eaton Tripp Lite Series Extended Warranty	4.00	EA	$414.54	0.00	$1,658.16

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$63,545.16
Discount	$0.00
Freight	$0.00
Sales Tax	$5,891.44
Sales Order Total	$69,436.60

11266 Monarch St.
Suite B
Garden Grove, CA 92841
(562)921-0202

SALES QUOTE

Sales Quote No: 40425
Date: 8/23/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
		Federal Express	30 Days	9/22/24

Notes

NCPA 01-169

Item No	Description	Quantity	UM	Price	Disc	Amount
JL677A#ABA	HPE Aruba 6100 24G Class4 PoE 4SFP+	25.00	Each	$2,130.04	0.00	$53,251.00
HV1P2E	HPE Foundation Care Next Business Day Exchange Service	25.00	EA	$804.58	0.00	$20,114.50
Q9Y70AAE	HPE Aruba Central Foundation Subscription license (5 years) - 1 switch (12 ports) - hosted	25.00	EA	$548.40	0.00	$13,710.00
R9Y04A#ABA	HPE Aruba Networking CX 6100 48G Class4 PoE 4SFP+ 740W Switch	8.00	EA	$5,053.63	0.00	$40,429.04
H83D1E	HPE Foundation Care Next Business Day Exchange Service	8.00	EA	$1,912.96	0.00	$15,303.68
Q9Y70AAE	HPE Aruba Central Foundation Subscription license (5 years) - 1 switch (12 ports) - hosted	8.00	EA	$548.40	0.00	$4,387.20
J9150D	SFP+ transceiver module - 10 GigE - 10GBase-SR - SFP+ / LC multi-mode - up to 984 ft	38.00	EA	$771.70	0.00	$29,324.60
J9151E	HPE Aruba SFP+ transceiver module 10GigE 10GBase-LR -SFP+/LC single mode up to 6.2 miles	22.00	Each	$2,163.91	0.00	$47,606.02
J9281D	HPE Aruba Direct Attach Copper Cable- 10GBase direct attach cable	2.00	Each	$146.02	0.00	$292.04

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$224,418.08
Discount	$0.00
Freight	$0.00
Sales Tax	$17,944.78
Sales Order Total	$242,362.86



SALES QUOTE

Sales Quote No: 40418
Date: 8/19/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Sloan Varing		Federal Express	30 Days	9/18/24

Notes

Quote #399710
NCPA #01-169

Item No	Description	Quantity	UM	Price	Disc	Amount
FC-10-F6H1E-928-02-36	Fortinet Advanced Threat Protection (3 Year)	2.00	License	$20,239.25	0.00	$40,478.50

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$40,478.50
Discount	$0.00
Freight	$0.00
Sales Tax	$0.00
Sales Order Total	$40,478.50

SALES QUOTE

11266 Monarch St.
Suite B
Garden Grove, CA 92841
(562)921-0202

Sales Quote No: 40416
Date: 8/19/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Sloan Varing		Federal Express	30 Days	9/18/24

Notes

NCPA 01-169
Quote #399608

Item No	Description	Quantity	UM	Price	Disc	Amount
JZ399AAE	HPE Aruba ClearPass Cx000V VM-Base Appliance License ESD	2.00	Each	$2,608.77	0.00	$5,217.54
H9XK9E	HPE Foundation Care Software Support 24x7	1.00	License	$9,609.88	0.00	$9,609.88
JZ402AAE	HPE Aruba ClearPass New Licensing Access	1.00	EA	$13,696.04	0.00	$13,696.04
H9XH9E	HPE Foundation Care Software Support 24x7	1.00	EA	$6,786.50	0.00	$6,786.50
H9WX9E	HPE Foundation Care Software Support 24x7 Tech support for Clear Pass Cx000V VMBased Appliance 5yrs	2.00	Each	$1,300.46	0.00	$2,600.92
JZ438AAE	HPE Aruba Clearpass New Licensing Onboard	1.00	License	$19,402.76	0.00	$19,402.76

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$57,313.64
Discount	$0.00
Freight	$0.00
Sales Tax	$0.00
Sales Order Total	$57,313.64



SALES QUOTE

Sales Quote No: 40417
Date: 8/19/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Sloan Varing		Federal Express	30 Days	9/18/24

Notes

Quote #399840
NCPA #01-169

Item No	Description	Quantity	UM	Price	Disc	Amount
210-BBOO	Dell PV ME5024 STORAGE ARRAY	1.00	EA	$92,072.66	0.00	$92,072.66
210-BFVW	Dell PE R7615,RED BLUFF PE	1.00	Unit	$26,244.98	0.00	$26,244.98
210-AQIG	Dell PV ME412,ME4,SOUTHWICK PV	1.00	Each	$19,637.20	0.00	$19,637.20
210-BDZY	Dell Poweredge R760 Server	1.00	EA	$40,749.65	0.00	$40,749.65

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$178,704.49
Discount	$0.00
Freight	$0.00
Sales Tax	$18,763.97
Sales Order Total	$197,468.46



SALES QUOTE

Sales Quote No: 40419
Date: 8/19/24
Account No: CO10

Bill To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Ship To:
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Sloan Varing		Federal Express	30 Days	9/18/24

Notes

Quote #399742
NCPA #01-169

Item No	Description	Quantity	UM	Price	Disc	Amount
P-DPPVUL-0I-SU5YP-00	Veeam Data Platform Premium Edition Universal License (5 Year)	3.00	License	$9,084.60	0.00	$27,253.80
P-VBO365-0U-SU5YP-00	Veeam Backup for Microsoft Office 365 (5 Year)	506.00	License	$95.26	0.00	$48,201.56

A late charge of 1.5% per month with a minimum charge of $5.00 will be assessed on all past due invoices.
For any billing questions please e-mail kaguilar@ibedigital.com
Thank you for your business!

Subtotal	$75,455.36
Discount	$0.00
Freight	$0.00
Sales Tax	$0.00
Sales Order Total	$75,455.36

EXHIBIT B

MANAGED IT SERVICES SOW

Managed Information Technology Services

For

CITY OF SANTA FE SPRINGS

All information enclosed within this document is confidential and may not be disseminated to any party other than the addressee without the express, written consent of IBE Digital

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1 Introduction

IBE Digital aims to maximize the City of Lynwood's return on its technology investments by leveraging IBE's expertise and resources to proactively maintain, secure, and manage Lynwood's systems. IBE will deliver proactive and preventive network and server management, troubleshooting and security, backed by documentation and planning.

2 Scope of Services

Server Management

IBE's Server Management Services provide proactive and preventative monitoring and management of a client's server environment. IBE leverages expertise in Windows and Linux OS, as well as advanced tools and methodologies to manage clients' server environments.

Service Functionality

The Server Management service maintains and monitors the overall health, security, and performance of customer's servers. Monitoring is performed in combination with agents installed on each server and a virtual gateway appliance installed locally in the environment. These agents and gateways are monitoring the health and performance of the servers with various methods including but not limited to WMI, SNMP, and Event Log monitoring.

Server patch management leverages an automated platform leverages API calls to fetch missing patches and deploy those patches to servers based on a customer defined schedule. See Appendix B for more details on this API patching functionality.

Customer Qualifications

IBE's Server Management service is applicable when the following client conditions are met:

- Must have physical or virtual servers
- Must have current vendor warranty/maintenance agreements
- Operating Systems, applications, and databases must not be End of Life/End of Support and have valid licensing

Customer Responsibilities

The client is responsible for:

- Providing two monthly server maintenance windows, defined during service onboarding
- Maintaining hardware and software warranties/licenses
- Onsite verification of power to equipment
- Providing IBE access to all managed infrastructure

Customer Entitlements

1. Server Monitoring

2. Alert Response
3. Alert Remediation
4. Vendor Configuration
5. Patch Testing
6. Firmware/Driver Updates
7. OS Security Patching
8. Third-Party patching
9. Reporting

Entitlement Breakdowns:

Server Monitoring

IBE's Server Management service maintains and monitors the overall health, security, and performance of client's servers. Monitoring is performed in combination with agents installed on each server and a virtual gateway appliance installed locally in the environment. These agents and gateways are monitoring the health and performance of the servers with various methods including but not limited to WMI, SNMP, and Event Log monitoring.

- **In Scope:**
  - Server availability
  - Server health
  - Server hardware
  - Windows event logs
  - Windows services status
- **Out of Scope:**
  - Customization of monitoring servicing templates
  - End of Life/End of Support Applications and Operating Systems
- **Service Level:**
  - Agent and gateways provide monitoring in real time
  - Alerts are generated on a frequency dependent on the monitor applied, ranging from 1 to 30 minutes

Alert Response

- **In Scope:**
  - 24x7 triage of alerts generated though monitoring
    - Alert correlation and validation
    - Confirmation of connectivity including contacting site to confirm power and cabling
  - Alert policies and thresholds administration
  - Communication (e-mail notification via ticketing system) with customer-internal primary point of contact
- **Out of Scope:**
  - Customer-initiated changes
    - May be billed at standard hourly rates
  - Root Cause Analysis

- **Service Level:** See Appendix A for service level details

Alert Remediation

- **In Scope**:
  - Remote remediation of alerts generated via monitoring, including but not limited to:
    - Customer coordination
    - Reboot devices
    - Restart services
    - Check error logs
    - Clear cache
    - Disk cleanup
  - Ongoing communication with customer-internal primary point of contact regarding remediation status
    - Remediation summary upon closure of ticket

- **Out of Scope:**
  - Customer-initiated changes
    - May be billed at standard hourly rates
  - Root Cause Analysis
  - Onsite escalation for remediation
  - Server or file level restores
    - See IBE Backup for Servers service, which offers this entitlement
  - Add/Moves/Changes of devices
  - Configuration adjustments
  - Applying SSL Certificates
    - See IBE Synthetic Management service, which offers this entitlement
- **Service Level:**
  - See Appendix A for service level details

Appendix A – Service Levels

Prioritization

Incidents and service requests are prioritized as follows

Priority	Impact
Critical	Widespread, multiple sites/users impacted, or business critical application down
High	Multiple sites/users, or business critical application degraded
Medium	Single site/user, alternative or workaround available and acceptable to customer
Low	Service or Change request, depending on customer action

Notification

IBE will notify customers via email of alerts and incidents as follows

Priority	Impact
Critical	90% responded to within 15 minutes

High	90% responded to within 2 hours
Medium	90% responded to within 6 hours
Low	90% responded to within 6 hours

Vendor Coordination

IBE will contact various hardware vendors for support in the event of a managed server hardware failure. An incident will be created with the vendor to identify the problem and possibly coordinate the replacement of the server or the faulty part where applicable.

- **In Scope:**
  - Coordination with supported server manufacturer as needed
  - Coordination with supported OS vendor as needed
- **Out of Scope:**
  - ISP coordination
  - Application level vendor engagement
  - Onsite escalation for remediation
  - Non-supported devices
  - End of Life/End of Support devices
  - Reporting
- **Service Level:**
  - Best effort
  - Hardware replacement Service level maybe dependent on Customers Vendor support agreement

Patching

- **In Scope:**
  - Server OS versions specified in Appendix C and Appendix D
  - Critical updates
    - Windows Server OS updates defined as critical by Microsoft
  - Security updates
    - Windows Server OS updates defined as security by Microsoft
  - Patches are tested by IBE using IT best practices prior to installation
  - During testing, patches are rated as whitelisted or blacklisted
    - Whitelisted patches will be installed by default for all customers during the pre-approved weekly maintenance window
    - Blacklisted patches will not be installed
  - Linux patches are also tested, but require customer approval prior to installation
- **Out of Scope:**
  - Non-security Patches
  - End of Life/End of support Applications and Operating Systems
- **Service Level:**
  - Patches are tested monthly as they are released

Firmware/Driver Updates

- **In Scope:**
  - BIOS/Firmware

        - Critical & security updates
    - Drivers
        - Critical & security updates
- **Out of Scope:**
    - Scheduled updates
    - Non-security patches/updates
        - Feature updates
    - Updates on demand
    - Onsite escalations or remediation
    - End of Life/End of support Operating Systems
- **Service Level:**
    - Upon request from customer with 3 business days notification

OS Security Patching

IBE provides server patch management services for supported Operating Systems to maintain a client's server environment and proactively combat security issues. Patches are tested and installed via an automated platform, deploying software patches and updates to client supported devices based on each client's predefined scheduled Management

- **In Scope:**
    - OS Security Patching
        - Critical & security updates
        - See Appendix C for Windows Operating System requirements
        - See Appendix D for Linux Operating System requirements
    - Zero-day patching as needed
    - Post-patch validation
        - Assurance that essential automatic services are running, and start them after reboot if needed
        - Verification that critical errors within the System/Application logs are either remediated or escalated as appropriate
    - Windows patch-failure remediation
        - Incident remediation when a patch fails to install on customer supported devices
        - The failed patches will attempt to be remediated and scheduled for re-installation during the next available maintenance schedule
        - If the same patch fails to install a second time, an IBE Subject Matter Expert (SME) will be assigned to remediate the issue
- **Out of Scope:**
    - Non-security patches
    - End of Life/End of support Operating Systems
    - Unlicensed Operating Systems
    - Linux patch-failure remediation
        - For commercial Linux Operating systems, such as Red Hat Linux, patching issues will be escalated to the vendor for further troubleshooting/remediation
        - For non-commercial Linux Operating Systems, IBE will escalate among the various teams for further troubleshooting/remediation

- **Service Level:**
    - Patching is applied weekly, per schedule defined during service onboarding
    - See Appendix A for additional service level details

Third-party Patching

- **In Scope:**
    - Third-party patching for supported applications
        - CCleaner
        - Adobe Flash Player
        - WinRAR 32-bit
        - Google Chrome
        - Mozilla Firefox 32-bit
        - WinRAR 64-bit
        - Java 8 32 bit
        - Java 8 64 bit
        - FileZilla
        - WinZip
        - WinSCP
        - Wireshark 64 bit
        - Wireshark 32 bit
        - Adobe Acrobat Reader
        - Mozilla Firefox 64-bit
    - Zero-day patching as needed
- **Out of Scope:**
    - Customized patch schedules
    - Unsupported applications
    - End of Life/End of Support applications
    - Unlicensed applications
- **Service Level:**
    - Patching is applied weekly, per schedule defined during service onboarding
    - See Appendix A for additional service level details

Reporting

IBE Server Management Services provide clients with a continual view of their Server performance and availability

- **In Scope:**
    - Scheduled Reports provided by the IBE Team upon request
        - Executive Summary
        - Inventory Report
        - Patch Activity
    - Zero-day patching as needed
- **Out of Scope:**
    - Customized customer-facing reports
    - Asset tracking and asset management
- **Service Level:**

- Best effort

Network Device Management

IBE Network Device Management service proactively monitors and alerts on a customer's network infrastructure. This service maintains and monitors the overall health, status, and performance of customer network devices.

Network Device Management leverages an IT Operations Management (ITOM) gateway, and is managed by the IBE Network Operations Center (NOC). This service uses industry standard network protocols (ICMP and SNMP) for monitoring and alerting on events that happen within the customer environment. Based on priorities and urgency, the NOC takes necessary action to minimize network outages and maintain business continuity.

Customer Responsibilities:

The customer is responsible for:

- Providing two monthly network device maintenance windows, defined during service onboarding
- Maintaining hardware warranties/licenses
- Onsite verification of power to equipment
- Providing IBE access to all managed infrastructure
- Labeling all managed infrastructure to aid with identification by onsite resources
- Letters of authorization for purposes of vendor coordination

Support Availability

- **Incident and Request:**
  - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Network Device Management support request incidents
    - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Network Operations Center (AC NOC) and Engineering Services teams
- **NOC Support Hours:**
  - The IBE NOC is available 24 hours a day, 7 days a week, to work escalated Network Device Management support incidents to resolution.

Customer Entitlements:

1. Alert Monitoring
2. Device Monitoring
3. Alert Response
4. Alert Remediation
5. Vendor Coordination
6. Device Configuration Updates
7. Device Configuration Backups
8. Firmware Updates

Entitlement Breakdowns:

Availability Monitoring

- **In Scope:**
  - Service variations
    - Advanced
    - Basic
    - Ping Only
  - Device availability
    - Up/down Monitoring
- **Out of Scope:**
  - Realtime availability monitoring
  - Customized availability monitoring
  - Onsite escalation for remediation
  - Non-supported devices
  - End of Life/End of Support devices
  - 3rd party applications
  - Reporting
- **Service Level:**
  - 24x7 availability monitoring
  - Network devices monitored every minute
  - Alerts are generated upon detection of packet loss exceeding 75%

Device Monitoring

- **In Scope:**
  - Service variations
    - Advanced
    - Basic
  - Device health
  - Device hardware
  - Interface state change
    - Limited to Interfaces of interest identified during onboarding
- **Out of Scope:**
  - Service variations
    - Ping-Only
  - Realtime device monitoring
  - Customized device monitoring
  - Onsite escalation for remediation
  - Non-supported devices
  - End of Life/End of Support devices
  - 3rd party applications
  - Reporting

- **Service Level:**
  - 24x7 device monitoring
  - Network devices monitored every 5 to 15 minutes depending on the monitor profile
  - Alerts are generated on a frequency dependent on the monitor applied, ranging from 1 to 15 minutes

Alert Response:

- **In Scope:**
  - Service variations
    - Advanced
    - Basic
    - Ping Only
  - 24x7 triage of alerts generated though monitoring
    - Alert correlation and validation
    - Confirmation of connectivity including contacting site to confirm power and cabling
  - Alert policies and thresholds administration
  - Communication (e-mail notification via ticketing system) with customer-internal primary point of contact
- **Out of Scope:**
  - Customer-initiated changes
    - May be billed at standard hourly rates
  - Onsite escalation for remediation
  - Escalation to advanced engineering for remote remediation
  - Non-supported devices
  - End of Life/End of Support devices
  - 3rd party applications
  - Reporting
  - Add/Moves/Changes of devices
- **Service Level:**
  - See Appendix A2 for service level details
    - Ping-Only alerts are triaged as medium priority

Alert Remediation

- **In Scope:**
  - Service variations
    - Advanced
    - Basic
  - Remote remediation of triages alerts
    - Customer coordination
    - Reboot devices, check error logs, bounce interfaces, etc.
  - Ongoing communication with customer-internal primary point of contact regarding remediation status
- **Out of Scope:**
  - Service variations

        - Ping-Only
    - Customer-initiated changes
        - May be billed at standard hourly rates
    - Onsite escalation for remediation
    - Escalation to advanced engineering for remote remediation
    - Non-supported devices
    - End of Life/End of Support devices
    - 3rd party applications
    - Reporting
    - Add/Moves/Changes of devices
- **Service Level**
    - See Appendix A2 for service level details

Vendor Coordination

- **In Scope:**
    - Service variations
        - Advanced
        - Basic
    - Coordination with supported network device manufacturer as needed
    - Telco/ISP vendor coordination
        - Confirming outages
        - Logging ISP tickets
        - Basic connectivity troubleshooting
- **Out of Scope:**
    - Service variations
        - Ping-Only
    - Onsite escalation for remediation
    - Non-supported devices
    - End of Life/End of Support devices
    - 3rd party applications
    - Reporting
- **Service Level:**
    - Best Effort
    - Hardware replacement Service level maybe dependent on Customers Vendor support agreement

Device Configuration Updates

- **In Scope:**
    - Service variations
        - Advanced
        - Basic
    - Network devices that support remote access from a Command Line Interface (CLI)
- **Out of Scope:**
    - Service variations

        - Ping-Only
    - Network devices that do not support access via CLI
    - Onsite escalation for remediation
    - Non-supported devices
    - End of Life/End of Support devices
    - 3rd party applications
    - Reporting
- **Service Level**
    - Device configuration backups conducted weekly by default, or customized upon request
    - Backups are stored for 90 Days

Firmware Updates

- **In Scope:**
    - Service variations
        - Advanced
        - Basic
    - Firmware
        - Critical & security updates
- **Out of Scope:**
    - Service variations
        - Ping-Only
    - Non-security firmware updates
        - Feature updates
    - Updates on demand
    - Onsite escalations or remediation
    - Non-supported devices
    - End of Life/End of Support devices
    - 3rd party applications
    - Reporting
- **Service Level**
    - Upon request from customer with 3 business days notification

Appendix A2 – Service Levels

Prioritization

Incidents and service requests are prioritized as follows

Priority	Impact
Critical	Widespread, multiple sites/users impacted, or business critical application down
High	Multiple sites/users, or business critical application degraded
Medium	Single site/user, alternative or workaround available and acceptable to customer
Low	Service or Change request, depending on customer action

Notification

IBE will notify customers via email of alerts and incidents as follows

Priority	Impact
Critical	90% responded to within 15 minutes
High	90% responded to within 2 hours
Medium	90% responded to within 6 hours
Low	90% responded to within 6 hours

** Must have valid maintenance/support agreement with vendor for network devices*

Managed Endpoint Detection & Response

Managed Endpoint Detection & Response (MEDR) service is designed to protect supported endpoints (workstations, laptops, and servers) against modern attacks and exploitation. This is achieved through the implementation, management, and monitoring of next-generation endpoint protection powered by SentinelOne. This fully managed IBE service provides proactive threat hunting/detection with active response, triage, and mitigation.

The IBE MEDR service is a cloud-hosted solution that consumes and monitors telemetry from client systems with the EDR endpoint agent installed. The solution also enforces policy to prevent and remediate detected threat activity. This 100% remote service functions 24x7 and is backed by trained IBE team members who ensure protection and response to MEDR threat alerts.

Customer Responsibilities

The client is responsible for providing:

- Internet access for any endpoint to be managed and protected by the MEDR service
    - See Appendix D3 for network and other agent system considerations
- A customer-internal primary point of contact for escalation, coordination, and communication
- Assurance that all endpoints protected by the MEDR service have general IT support coverage, including management of security updates
    - Coverage and management can be delivered either:
        - Internally
        - By IBE
        - By another Managed Service Provider
- Oversight of MEDR deployment coverage gaps to identify unprotected endpoints
    - Includes the follow-through of submitting service requests to IBE to have the EDR agent installed where needed
- Assurance that all devices to be protected by the MEDR service are authorized to have the service installed
- Assurance that the installation material will be kept confidential to prevent installation on unauthorized devices

- Notification to IBE regarding lost/stolen devices protected by MEDR within two business days

Support Availability

- **Incident and Request**
  - The IBE MEDR service is monitored 24 hours a day, 7 days a week to identify, review and respond to security incidents. Depending on the nature of the security incident, IBE may escalate to the customer, using the method of contact agreed upon at service onboarding.
  - IBE is available 24 hours a day, 7 days a week to respond to customer requests and incidents impacted by the MEDR service. Customer requests are classified as either incidents or service requests and addressed according to priority. Service requests and low-priority incidents are addressed during the MEDR standard support hours. High or Critical incidents are escalated to the appropriate MEDR support resource and addressed within the timeframes specified in the IBE MEDR Service Level Objectives.
- **Standard Support Hours**
  - The IBE MEDR support team is available Monday thru Friday 8 AM to 8 PM Eastern Time, excluding public holidays observed by IBE

List of Entitlements

Client with MEDR will receive the following, per entitled endpoint:

1. EDR Technology Platform
2. Advanced Endpoint Protection
3. Threat Detection
4. Threat Response
5. MEDR Customer Support
6. MEDR Reporting

Entitlement Breakdowns:

EDR Technology Platform

- **In Scope:**
  - Desktops, laptops, workstations, and servers running a supported Operating System
  - MEDR license bundle
    - SentinelOne Singularity Complete
    - SentinelOne Vigilance Respond MDR
    - SentinelOne Remote Script Orchestration
      - SentinelOne Data Retention, with purchase of the IBE MEDR Extended Retention add-on
      - Cloud Funnel™ by SentinelOne, with purchase of the IBE MEDR Data Lake Streaming add-on
  - License management
    - Add or remove licenses
  - EDR endpoint agent
    - Operating System specific agents
      - See Appendix E3 for Windows requirements

        - See Appendix F3 for macOS requirements
        - See Appendix G3 for Linux requirements
    - Agent management
        - Agent installation
            - Initial deployment via onboarding project
        - Ongoing agent installs via customer support request
        - Agent removal
            - Via customer support request
        - Automatic agent updates
    - Customer read-only access to IBE SentinelOne Portal
        - Documentation to cover basic portal access use
        - SSO setup (optional, not required)
            - If not setup, limited to 5 named customer accounts
    - SentinelOne Portal MFA required for all logins
- **Out of Scope:**
    - Mobile devices, IoT devices, firewalls, switches, and access points
    - Any SentinelOne license not listed as in-scope, including but not limited to:
        - Singularity Ranger
        - Singularity Cloud
    - SentinelOne Singularity configuration and management of:
        - USB/Bluetooth device control
        - OS firewall control
    - License Management outside of the MEDR License Bundle
    - Systems that do not meet the requirements listed in Appendixes D3/E3/F3/G3
    - Onsite EDR agent installation
    - EDR agent installation, after initial onboarding project, without customer support request
    - Customer API access and support
    - Customer SentinelOne Portal access other than read-only
    - Support of SSO beyond SentinelOne configuration
    - SentinelOne Ransomware Warranty
- **Service Level:**
    - The EDR Technology Platform is cloud-hosted by SentinelOne
        - SentinelOne will maintain at least 99.5% Solutions availability over any calendar month
    - See the Service Level Commitment section of SentinelOne Terms of Service for more details

Advanced Endpoint Protection

- **In Scope:**
    - Threat prevention
        - Next-Gen Anti-Virus/Anti-Malware Protection
        - Static and zero-day Behavioral AI attack protection
            - File-based attacks
            - Fileless attacks
            - Ransomware attacks
    - Threat containment

        - Automatic threat response
        - Malicious process termination
        - Malicious file clean-up
        - Endpoint isolation/network quarantine
    - Real-time communication with customer-internal primary point of contact regarding detected threat containment
    - IBE MEDR support team security incident review & resolution
        - Manual review of all security incidents
        - Additional threat investigation
        - Escalation and response coordination
- **Out of Scope:**
    - Endpoints without the EDR agent installed
    - SentinelOne Windows Legacy Agent
    - Protection of anything other than:
        - Operating systems on the protected endpoint
        - Local file systems on the protected endpoint
        - Processes executed on the protected endpoint
- **Service Level:**
    - The EDR Technology Platform provides Advanced Endpoint Protection 24 hours a day, 7 days a week
    - The IBE MEDR support team prioritizes security incidents based on severity and impact
        - See Appendix A3 for MEDR Service Level Priority Matrix

Threat Detection

- **In Scope:**
    - Proactive 24x7 threat hunting
        - Ongoing review of monitored EDR scans
        - Detection of advanced threat actors
            - Detect threat persistence and lateral movement
            - Reveal threat actors prior to their intended impact
        - Behavioral analytics
        - Insider Threat detection
        - Correlation across multiple events and systems
        - Correlation of threat intelligence across all MEDR customers
    - EDR platform refinement
        - Proactive tuning of attack detection rule sets
        - Reactive automated remediation development
    - Real-time communication with customer-internal primary point of contact regarding detected threats
    - Threat hunting data storage
        - 30 days retention default
            - Up to 365 days, with purchase of the IBE MEDR Extended Retention add-on
            - Customer-local copy, with purchase of the IBE MEDR Data Lake Streaming add-on

- **Out of Scope:**
  - Threat hunting outside of EDR endpoint agent
  - Detection outside of the monitored EDR scans
    - Threat hunting data limited by necessary performance exceptions, see Appendix H3
  - EDR endpoint agent events older than the threat hunting data storage retention limit

- **Service Level:**
  - The EDR Technology Platform provides Threat Detection 24 hours a day, 7 days a week
  - The IBE MEDR support team provides EDR platform refinement daily, within MEDR Standard Support Hours

Threat Response

- **In Scope:**
  - Post-infection incident management
    - Manual review of related security incidents
    - Additional threat investigation, including threat outbreak response at-scale
    - Escalation and response coordination with relevant IT support teams
  - Rollback
    - Ability to reverse specific changes on a Windows endpoint caused by malware or ransomware
    - Only available in Windows environments with Volume Shadow Copy Service enabled
    - See Appendix H3 for Rollback Exceptions and Limitations
  - Ongoing communication with customer-internal primary point of contact regarding security incident response status
- **Out of Scope:**
  - Data recovery due to malicious events
  - Rebuilding or reimaging compromised endpoints or services
  - Security incident response actives outside of systems with the EDR agent installed, including but not limited to
    - Active Directory systems
    - Database systems
    - Network file share systems
  - Rollback on macOS or Linux endpoints
  - Rollback in Windows environments with Volume Shadow Copy Service disabled
  - Configuration and maintenance of the Volume Shadow Copy Service
- **Service Level:**
  - The IBE MEDR support team prioritizes security incidents based on severity and impact
    - See Appendix A3 for MEDR Service Level Priority Matrix
  - Response timeframe targets are set for MEDR security incidents based on action and priority
  - See Appendix B3 for MEDR Service Level Objectives

MEDR Customer Support

- **In Scope:**
  - 24x7 triage of customer MEDR service requests, incidents, or questions

        - Security Incidents, including looking into suspicious activity
        - EDR agent install/removal
        - EDR license add/remove licenses
        - IBE SentinelOne Portal login add/delete
        - MEDR Report contents
    - Troubleshooting of MEDR issues
        - MEDR related connectivity and/or performance issues
        - IBE SentinelOne Portal login issues
- **Out of Scope:**
    - Support of endpoints without the EDR agent installed
    - Support for anything other than the current version of the SentinelOne Agent, and the immediately preceding version
    - Troubleshooting of EDR agent install issues beyond the SentinelOne installer
    - Onsite support
    - MFA support for customer-provided MFA service
- **Service Level:**
    - IBE prioritizes support incidents based on severity and impact
    - Response timeframe targets are set for support incidents based on action and priority
        - See IBE Remote Support Center Incident Service Levels

MEDR Reporting

- **In Scope:**
    - SentinelOne Dashboard
        - Reports available on-demand via the IBE SentinelOne Portal, to customer accounts setup in Entitlement #1
        - Incident Status – Threats, last 3 months
        - Unresolved – Threats, last 3 months
        - EDR Installed Endpoint List
        - Coverage Gaps by Operating System
    - SentinelOne Insights
        - Reports delivered via email, sent from the IBE SentinelOne Portal, to customer accounts setup in Entitlement #1
        - Executive Insights, emailed monthly
            - Key findings
            - Threat trends
            - Most at risk
            - Deployment summary
        - Threat insights, emailed monthly
            - Threat status
            - Incident status
            - Confidence level
            - Top indicators
        - New Devices Discovered, emailed weekly
    - Case History

- Available on-demand via the Konica Minolta MyKMBS Customer Portal, to customer accounts configured as IT Managers
- Browse or search IBE support case history, including MEDR alert cases and MEDR customer request cases

- **Out of Scope:**
  - Any action based on the reports without customer request, including follow-up on detected coverage gaps (new devices discovered)
- **Service Level:**
  - SentinelOne Dashboard MEDR reports are available 24/7 via the IBE SentinelOne Portal
  - Case History reports are available 24/7 via the Konica Minolta MyKMBS Customer Portal

Appendix A3 – MEDR Service Level Priority Matrix

The IBE MEDR support team prioritizes security incidents based on severity and impact. The scope of the impact will be determined based on linked detections across multiple endpoints, or a single detection that may affect multiple or all endpoints on the network.

Priority Matrix		Scope of Impact		
		All Endpoints	Multiple Endpoints	Individual Endpoint
Severity	Active Malicious Threat	P1	P2	P2
	Unconfirmed Threat Investigation	P2	P2	P3
	Mitigated Malicious Threat Review	P3	P4	P4

Appendix B2 - MEDR Service Level Objectives

Response timeframe objectives for MEDR security incidents are based on action and priority from initial detection

Response Matrix		Scope of Impact			
		P1	P2	P3	P4
Action	Customer Notification	Immediate	Immediate	Immediate	Immediate
	Incident Triage	30 Minutes	1 Hours	2 Hours	2 Hours
	Customer Updates	Hourly	Hourly	Daily	Daily
	Incident Mitigated	4 Hours	12 Hours	16 Hours	2 Days
	Incident Resolved (or Reassigned)	12 Hours	1 Day	2 Days	4 Days

Appendix C2 – Definition of Service Level Terms

Response timeframe objectives for MEDR security incidents are based on action and priority from initial detection

Term	Definition
P1	**Critical priority**
P2	**High priority**
P3	**Medium priority**
P4	**Low priority**
Endpoint	**A system with the EDR endpoint agent installed and tracked in the IBE SentinelOne Portal**
Active Malicious Threat	**A security threat detected by EDR endpoint agent engines or events marked as a confirmed threat by the MEDR support team analysts.**
Unconfirmed Threat Investigation	**Events determined by the MEDR support team to be indications of suspicious activity which warrant further investigation to eliminate security risks.**
Mitigated Malicious Threat Review	**Confirmation that detected security threats have been mitigated by the EDR Technology Platform, and that no additional steps are needed to either fully mitigate or resolve.**
Customer Notification	**Initial email communication to the customer to notify of a new security incident detection.**
Incident Triage	**Initial determination by the MEDR support team to determine the appropriate severity, impact and priority for a newly detected security incident.**
Customer Updates	**Communication to the customer to update status on unresolved security incidents.**
Incident Mitigated	**Status indicates that the immediate risk from threat has been addressed to prevent further malicious action. Examples include terminating a malicious process, quarantining of threat artifacts (files quarantined or deleted), or affected device isolation (network quarantine).**
Incident Resolved	**The final disposition of a security incident after all appropriate follow-up actions by the MEDR support team have been concluded, and no further follow up is needed by any other team.**
Incident Reassigned	**The final disposition of a security incident after all appropriate follow-up actions by the MEDR support team have been concluded, and follow up is needed by another team.**

Managed Vulnerability Scan

IBE Managed Vulnerability Scan (MVS) service is designed to help customers manage risk by identifying weaknesses in vulnerable systems. This is achieved by proactively scanning customer assets, to identify

software versions and configurations that can be exploited by a malicious actor, resulting in a security compromise. IBE leverages MVS scans to deliver a managed service that identifies, prioritizes and confirms risk mitigation.

The IBE MVS service is a Cloud-hosted solution utilizing Aegify. Customer assets are scanned either locally by installing an Aegify remote scanner agent on the endpoint, over the local network with one or more Aegify network scanners or scanned over the Internet using AWS hosted Aegify Cloud scanner. Scan results are reported to the Aegify cloud-hosted platform. Scans are performed on a regularly scheduled basis and are designed to be non-intrusive to avoid interruptions. This service reports on current vulnerability state, recommends prioritization based on the criticality of the individual vulnerabilities, and is managed 100% remotely by the IBE MVS team.

Customer Responsibilities

The customer is responsible for:

- Logging into the portal and checking scan results regularly
- Review scan results and deciding which action need to be taken:
    - Request IBE to remediate the vulnerability
    - Remediate the vulnerability yourself
    - Decide to accept the risk of the vulnerability
- Providing IBE details needed to perform this service, as well as installation of some components of the MVS
- Complete list of responsibilities can be found in Appendix A4

Support Availability

- **Incident and Request:**
    - The IBE Remote Support Center is available 24 hours a day, 7 days a week
    - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE MVS team
    - Standard Support Hours apply for escalations to the IBE MVS team
- **Standard Support Hours:**
    - Monday thru Friday 9am to 6pm Eastern time, excluding public holidays observed by IBE
        - IBE MVS service incidents, escalated or assigned to the MVS team, will be worked to resolution during these Standard Support hours

Customer Entitlements:

Customers sold IBE MVS service will receive the following:

1. Vulnerability Scan Platform
2. Vulnerability Identification Scans
3. Vulnerability Scan Customer Support
4. Vulnerability Scan Reports

Entitlement Breakdowns

Vulnerability Scan Platform:

- **In Scope:**
  - Vulnerability Scan Service licensing
    - Aegify licensing, per-asset to be scanned
  - Customer access to Aegify web portal
  - Scanning infrastructure
    - Initial deployment via onboarding project
    - Scanned assets include desktops, laptops, servers, storage devices, network devices, phones, tablets, virtual machines, cloud instances and containers
  - Vulnerable database plugin updates
    - Ensure scans can detect latest identified vulnerabilities
- **Out of Scope:**
  - On-site onboarding of service
  - Aegify agent scanning of assets not supported for Remote scanner agent installation – see Appendix E4
  - Deployment of Aegify Remote scanner if IBE does not maintain access to customer environment
- **Service Level:**
  - The MVS technology platform is cloud-hosted by Aegify
    - Aegify will provide 99.95% System Availability for the Service during each calendar month
  - See Aegify Service Level Agreement for Hosted Services for more details

Vulnerability Identification Scans:

- **In Scope:**
  - Scanning of internal/private assets
  - Scanning of public-facing internet assets via Aegify Cloud scanner
  - Scheduled vulnerability scans
    - Scheduled bi-weekly or monthly, based on customer defined timeframe and schedule
    - Identifies vulnerabilities
    - Authenticated for internal assets to get the most accurate results
  - On-demand vulnerability scans
    - Based on customer request
    - Identifies newly disclosed vulnerabilities
  - On-demand discovery scans
    - Performed on-demand, if requested by customer
    - Identifies live assets to scan for vulnerabilities
    - Limited to subnets listed by customer
  - Automatic vulnerability definition updates
- **Out of Scope:**

  - Remediation of identified vulnerabilities
  - IBE creation of asset inventory list
- **Service Level:**
  - Discovery and vulnerability scans delivered on schedule listed under “In Scope” above
  - For frequency of vulnerability updates, see Appendix F4

Vulnerability Scan Customer Support:

- **In Scope:**
  - Remote triage of customer MVS requests, incidents, or questions
  - Remote troubleshooting
    - Scanner issues
    - Plugin update issues
    - Portal login issues
    - Scan performance issues
- **Out of Scope:**
  - Remediation of identified vulnerabilities
  - On-site support
  - Support of non-MVS issues
- **Service Level:**
  - IBE prioritizes support incidents based on severity and impact

Response time targets are set for support incidents based on action and priority

Vulnerability Scan Reports:

- **In Scope:**
  - Customer notification
    - Customers are notified via email when the scheduled vulnerability scan is performed
  - Report generation
    - Customers receive notification via email upon scan completion with a link to download the vulnerability report
  - Provide guidance on identified vulnerabilities, if requested by customer
- **Out of Scope:**
  - Custom reporting
    - Report customization is limited to modification of existing parameters in the set of available reports from Aegify portal (e.g., adjusting the day or time for a report to run)
- **Service Level:**
  - MVS reports and Aegify portal walk through are reviewed with customer during the initial customer review meeting, after the on-boarding
  - Reports for requested on-demand scans will be available upon the scan completion with a link to download the report and the customer will receive notification via email
  - Historical scan reports are available on-demand (up to 5 years), via customer request

SIEM – Security Information & Event Management

The IBE Security Information & Event Management (SIEM) service is designed to detect security threats and provide enriched visibility, in near real time as well as historical, from a centralized log management platform. This is achieved through the implementation, management, and analysis of customer data points, powered by Google Chronicle. The IBE SIEM service provides proactive threat hunting, log correlation, historical data lookup, and real time threat detection and investigation capabilities.

The IBE SIEM service is a cloud-native solution utilizing Google Chronicle. Logs are forwarded from customer devices and services to IBE SIEM platform for ingestion, analysis, and threat detection in near real time. This is accomplished through one of the following methods:

- Configuration of a Windows Log Collection host to collect windows event logs
- Configuration of network devices to send Syslogs events
- Configuration of cloud applications to send available logs via API

All logs collected from local network devices are sent to a local forwarder device, which uses an established, encrypted connection to forward logs to the SIEM platform. Logs are then correlated to detect threats, and those threats are analyzed by a trained & skilled analyst team who conducts additional contextual investigation and threat hunting. The SIEM service provides this coverage 24x7x365.

Customer Responsibilities:

The customer is responsible for providing IBE details needed to perform this service, as well as installation of components of the SIEM service detailed in Appendix A5.

Support Availability:

- **Incident and Request:**
    - The IBE SIEM service is monitored 24x7x365 to detect, analyze, and respond to security alerts/incidents. Depending on the nature of the security incident, IBE may escalate to the customer, using the method of contact agreed upon during service onboarding.
    - The customer may submit a SIEM-related service or investigation request for support through the IBE Remote Support Center (RSC). The IBE Remote Support Center is available to receive and process requests 24 hours a day, 7 days a week.
        - RSC agents will perform initial triage and incident troubleshooting within contracted Remote Support hours
        - Depending on the complexity or severity of the support request, the Remote Support Center may escalate to the IBE SIEM team
- **SIEM Team Support Hours**
    - IBE SIEM team is available Monday thru Friday 8am to 7pm Eastern time, excluding public holidays observed by IBE.
        - IBE SIEM service incidents, escalated or assigned to the IBE SIEM team, will be worked to resolution during these hours

Customer Entitlements

List of Entitlements:

1. SIEM Technology Platform
2. Threat Detection & Investigation
3. Content Management
4. Threat Intelligence
5. SIEM Reporting
6. SIEM Customer Support

SIEM Technology Platform:

- **In Scope:**
  - Monitored assets include Servers, Firewalls, Network Devices, AV, EDR, Cloud Applications, etc.
  - SIEM license/agreement
    - EPS (Event per second) or device pricing (per asset)
  - SIEM collector/forwarder setup
    - Initial setup via onboarding project
    - Uptime monitoring to ensure availability for SIEM collector/forwarder
  - Device configuration for log ingestion
    - Initial configuration via onboarding project
    - Customer requested addition/removal requests of log sources
    - Ongoing support for device configuration for log ingestion
  - Customer read only access to IBE SIEM portal
    - Documentation to cover basic portal access use
  - Best practice device logging settings provided during onboarding
    - Event normalization
    - Standard parsers included
    - Custom parsers developed as needed to ensure logs are read and indexed properly
      - Support for custom parser development may require additional fees
  - Log retention
    - 365 days log retention by default
    - Extended log retention is available with purchase of SIEM extended retention add-on
- **Out of Scope:**
  - On-site onboarding service
  - Mobile devices & IoT devices
  - Customer owned SIEM console and support
  - Customer read-only access to IBE SIEM portal beyond two (2) users
- **Service Level:**
  - The Chronicle technology platform is hosted on Google Cloud
  - See Google Chronicle Service Level Agreement for platform uptime details
  - For customer portal availability, see Appendix F5

Threat Detection & Investigation:

- **In Scope:**
  - Proactive threat hunting
    - Ongoing review of ingested events
    - Threat detection

- Automatic Threat detection and prioritization
- Internal/External activity
- Detection based on threat intelligence and known IOCs
- Detection based on security use cases
- Insider threat detection
- Integrated detection with Threat Intelligence, see Entitlement 4

  - Correlation across multiple events and data points
  - Threat/Alert Management
    - Triggering alerts
    - Alert prioritization
    - Alert chaining & correlation
    - Alert investigations
  - Threat Investigation
    - Conduct investigation and perform manual log reviews
    - Analyze additional contextual data for threat investigation and perform historical lookup for analysis
    - Triage and escalate to relevant team members for additional support
    - Escalation and response coordination with relevant IT support teams
  - Ongoing communication with customer primary point of contact regarding security threat response status and recommended remediation steps
- **Out of Scope:**
  - Threat hunting related to devices/log sources not in-scope for the SIEM service
  - Remediation of identified threats
  - Large export of logs for consumption
  - Incident response/forensics engagements
- **Service Level:**
  - The SIEM Technology Platform provides Threat Detection 24x7x365
  - The IBE SIEM team prioritizes security incidents based on severity and impact

Content Management:

- **In Scope:**
  - SIEM Platform fine tuning
    - Proactive fine tuning of threat detection rule sets
    - Development of new detection rule sets, including custom rulesets based on customer requirements
    - Building of operational playbooks/SOPs to support service delivery
    - Log parsing improvements
  - SIEM backend support
    - Domain/tenant setup
    - Data segregation
    - Asset tagging and grouping
    - Reporting setup
    - Resource health monitoring
  - SIEM administration support

        - Support with SIEM onboarding/off-boarding
        - Configuring devices for log ingestion
        - User provisioning for SIEM portal access
- **Out of Scope:**
    - Admin access to SIEM portal
    - Export of proprietary threat detection rules
    - Custom alerts for non-security related activity or behavior
- **Service Level:**
    - The IBE SIEM team performs continual SIEM platform refinement during SIEM team support hours

Threat Intelligence:

- **In Scope:**
    - The leveraging of both open source and subscription based threat intelligence sources
    - IBE proprietary threat intelligence sources
    - Customer provided threat intelligence feeds
    - Supported threat languages and specifications
        - STIX and TAXII
    - Anonymized threat intelligence indicators sourced from other SIEM customers
    - Management of global threat detection rules leveraging threat intelligence data
    - Continuous updating of data, including the dynamic removal of expired/out-of-date data points and addition of data related to emerging threats
- **Out of Scope:**
    - Threat intelligence support outside of IBE integrated SIEM platform threat feeds
- **Service Level:**
    - The SIEM technology platform provides threat intelligence data for threat detection 24x7x365
    - For frequency of updates to threat intelligence data, see Appendix C5

SIEM Reporting:

- **In Scope:**
    - Weekly/monthly SIEM report delivery via email
        - Executive summary
        - Administrative changes
        - Domain activity details
        - Detected anomalies
        - Firewall Report
        - Cloud Applications Report
    - Monthly executive SIEM reports
        - Events, Signals, Situations, and ActOns Summary
        - Log source data points
    - Custom reporting
        - Limited support on custom reporting
- **Out of Scope:**
    - Modification/addition of parameters not included in standard reports

- **Service Level:**
    - Sample SIEM reports are reviewed with the customer during initial service onboarding project
    - On-demand reports are delivered within three business days of generation
        - More complex requests may take longer than three days to deliver
    - Previously generated reports are available on-demand, via customer request
        - Limited based on 6 month data retention

SIEM Customer Support:

- **In Scope:**
    - Add/remove devices from SIEM
    - SIEM reporting delivery and modifications
    - SIEM portal availability
    - Troubleshooting of service Issues
        - SIEM related performance issues
        - IBE SIEM portal login issues
        - SIEM collector/forwarder issues
        - Log stoppage issues
        - SIEM reporting issues
        - SIEM architectural issues
- **Out of Scope:**
    - On-site support
    - Support of devices not in-scope for SIEM services
    - Administrative tasks (e.g. rebooting a device, performing backups)
- **Service Level:**
    - The IBE SIEM team is available to service support requests during SIEM team support hours
    - The IBE SIEM team prioritizes requests based on severity and impact

Storage Management

IBE's Storage Management service provides proactive and preventative monitoring, management, and alert handling for supported storage devices.

The Storage Management service maintains and monitors the overall health and performance of customer's storage devices. Monitoring is performed in combination with a virtual gateway appliance installed in the customer's local virtual infrastructure. The gateway monitors the health and performance of the storage appliances with various methods including but not limited to SNMP, ICMP, and API calls.

Customer Responsibilities:

The customer is responsible for:

- Providing two monthly maintenance windows, defined during service onboarding
- Maintaining hardware and software warranties, licenses, and support contracts
- Onsite verification of power to equipment
- Providing IBE access to all managed infrastructure
- Labeling all managed infrastructure to aid with identification by onsite resources

- Designating a single point-of-contact for outage communication and change approvals

Support Availability:

- **Incident and Request:**
  - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Storage Management support requests.
  - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Network Operations Center and Engineering Services teams
- **NOC Support Hours**
  - IBE NOC is available 24 hours a day, 7 days a week, to manage escalated Storage Management support incidents to resolution.

Customer Entitlements

List of Entitlements:

1. Storage Monitoring
2. Alert Response
3. Alert Remediation
4. Vendor Coordination
5. Reporting

Entitlement Breakdowns

Storage Monitoring

- **In Scope:**
  - Monitoring includes*
    - Storage device unavailable
      - Device availability (up / down)
    - High memory utilization
    - High processor utilization
    - Low pool/aggregate utilization
    - Issues with environmental parameters
      - Fans, power, voltage or temperature
    - Storage processor, ports, HBA, LUN, volume, reported as unavailable or offline
    - Fabric switch ports unavailable
    - High IOPS, latency, or bandwidth utilization on storage device or SAN switches
    - LUN/volume utilization and status

  *Varies by storage device make/model, see Appendix B5 for vendor specific monitoring capabilities
- **Out of Scope:**
  - Customization of monitoring servicing templates
  - Storage hardware, applications and Operating Systems that are End of Life/End of Support
- **Service Level:**
  - Real time monitoring
  - Alerts are generated on a frequency dependent on the monitor applied

Alert Response

- **In Scope:**
  - 24x7 triage of alerts generated though monitoring
  - Alert correlation and validation
  - Confirmation of connectivity including contacting site to confirm power and cabling
  - Alert policies and threshold management
  - Communication (e-mail notification via ticketing system) with customer-internal primary point of contact
- **Out of Scope:**
  - Customer-initiated changes
    - May be billed at standard hourly rates
  - Root Cause Analysis
  - Storage hardware, applications and Operating Systems that are End of Life/End of Support
- **Service Level:**
  - See Appendix A6 for service level details

Alert Remediation

- **In Scope:**
  - Remote remediation of alerts generated via monitoring, including but not limited to:
    - Alert validation and correlation
    - Customer coordination
    - Checking error logs
    - Troubleshooting
    - Restarting services
    - Rebooting devices
  - Ongoing communication with customer-internal primary point of contact regarding remediation status
    - Remediation summary upon closure of ticket
- **Out of Scope:**
  - Customer-initiated changes
    - May be billed at standard hourly rates
  - Root Cause Analysis
  - Onsite escalation for remediation
  - Add/Moves/Changes of devices
  - Storage hardware, applications and Operating Systems that are End of Life/End of Support
- **Service Level:**
  - See Appendix A6 for service level details

Vendor Coordination

- **In Scope:**
  - Coordination with device manufacturer as needed
- **Out of Scope:**
  - Onsite escalation for remediation

  - Non-supported devices
  - Storage hardware, applications and Operating Systems that are End of Life/End of Support
- **Service Level:**
  - Best effort
  - Hardware replacement Service Level is dependent on Customer's Vendor Support Agreement

Reporting

- **In Scope:**
  - Scheduled Reports provided by the IBE Account Team upon request
    - Executive Summary
    - Inventory Report
- **Out of Scope:**
  - Customized Reports
  - Asset tracking and asset management

Email Protection

IBE's Email Protection service is a solution that blocks more than 99% of spam, viruses, and fraudulent messages before they enter customer's networks. It also enforces customer-specific security policies on outgoing mail, both in the email body and in attachments. In the case of a planned or unplanned outage, this service enables web-based email access, management and use.

IBE's Email Protection service is a cloud-based secure email gateway based on Proofpoint Essentials best in class secure email filtering technology. Proofpoint Essentials safeguards customers email by making an MX record change to their domain name. Essentials offers a quick-to-deploy cloud-based solution that protects customers from spam, phishing, ransomware, business email compromise, imposter emails, and malware. In addition to protection against advanced threats Proofpoint Essentials has options that can provide DLP, encryption, or archiving. Outbound traffic can also be routed through the service by setting up a smarthost on the mail server.

Email Protection service is applicable when the following customer conditions are met:

- Mail service is provided by Microsoft or Google
- Microsoft includes on-premise Exchange or hosted M365/O365
- Customer has their own domain name and has access to edit their DNS records

Customer Responsibilities:

The customer is responsible for:

- Providing access to DNS records
- Providing IBE access to their mail server
- Providing IBE access to firewall(s) if applicable

Support Availability:

- **Incident and Request:**

  - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Email Protection support requests.
  - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Network Operations Center and Engineering Services teams
  - Standard Support Hours apply for escalations to the IBE Advanced Engineering team
- **Standard Support Hours**
  - Monday thru Friday 8am to 5pm local time within North America, excluding public holidays observed by IBE
  - Email Protection incidents, escalated or assigned to the Advanced Engineering team, will be worked to resolution during these Standard Support hours

Customer Entitlements

List of Entitlements:

1. Email Protection
2. Azure Active Directory Sync

Entitlement Breakdowns

Email Protection

- **In Scope:**
  - Inbound and outbound email
    - Spam filtering
    - Virus & malware protection
    - Content filtering
  - Inbound
    - Email imposter fraud protection
    - Zero-hour threat detection
  - Email Continuity
- **Out of Scope:**
  - Admin level access to dashboard
- **Service Level:**
  - 24x7 email protection
  - 30 day emergency inbox email continuity
  - 30 day email spooling

Azure Active Directory Sync

- **In Scope:**
  - M365 or O365 email services, with Azure AD
  - The service syncs user accounts in Proofpoint based on licensed mailboxes in M365
- **Out of Scope:**
  - All other email services
  - Admin level access to dashboards
- **Service Level:**

- Every 24 hours

Cisco Umbrella

IBE's Cisco Umbrella1 is a DNS security service that provides the first line of defense against threats on the internet. Redirection is used to capture DNS lookups before reaching the requested web site destination. Requested sites are checked against customizable policies, then the site is scanned for viruses, malware or malicious activity. If the site is considered safe it will pass the URL back to the browser session. If it is not safe Cisco Umbrella will block access and deliver a "block page" result.

To provide full DNS security coverage, IBE will configure DNS servers within the customer's network, and deploy Cisco agents to workstations2. This agent provides DNS redirection even when the workstation is off network (working remote). Customers can opt-out of having workstation agents deployed if there is an underlying reason.

Customer Responsibilities:

The customer is responsible for:

- Providing IBE access to DNS server
- Allowing DNS lookups to Cisco lookup servers

Support Availability:

- **Incident and Request:**
  - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Cisco Umbrella support requests.
  - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Network Operations Center and Engineering Services teams
  - Standard Support Hours apply for escalations to the IBE Advanced Engineering team
- **NOC Support Hours**
  - Monday thru Friday 8am to 5pm local time within North America, excluding public holidays observed by IBE
  - Cisco Umbrella incidents, escalated or assigned to the Advanced Engineering team, will be worked to resolution during these Standard Support hours

Customer Entitlements

List of Entitlements:

1. Web Content Protection
2. Web Content Filtering
3. Web Domain Blocking
4. Application Blocking
5. Reporting
6. Cisco Umbrella License

Entitlement Breakdowns

Web Content Protection

- **In Scope:**
  - Workstations prevented from browsing to websites containing
  - Malware
    - Websites and other servers that host malicious software
    - Drive-by downloads/exploits
  - Command and Control Callbacks
    - Prevent compromised devices from communicating with attackers' infrastructure
  - Phishing Attacks
    - Fraudulent websites that aim to trick users into handing over personal or financial information
  - Crypto mining
    - Crypto mining allows organizations to control crypto miner access to mining pools and web miners
- **Out of Scope:**
  - Mobile devices (phone or tablet)
  - Virtual desktops
  - Websites loaded via a direct IP address
- **Service Level:**
  - 24/7, provided by the locally installed Cisco agent

Web Content Filtering

- **In Scope:**
  - Web browsing on workstations filtered based on categories
    - High includes:
      - Blocks adult-related status, illegal activity, social networking, video sharing site, and general time-wasters
      - Includes all Moderate and Low content categories.
    - Moderate includes:
      - Blocks all adult-related websites and illegal activity
    - Low includes:
      - Blocks pornography and anonymous web surfing
    - Custom
      - Creation of a custom grouping
  - See Appendix A7 for complete listing of categories
- **Out of Scope:**
  - Mobile devices (phone or tablet)
  - Virtual desktops
  - Websites loaded via a direct IP address
- **Service Level:**
- 24/7, provided by the locally installed Cisco agent

Web Domain Blocking

- **In Scope:**
  - Custom Allow and Block lists for workstations, based on web site domains
- **Out of Scope:**
  - Mobile devices (phone or tablet)
  - Virtual desktops
  - Websites loaded via a direct IP address
- **Service Level:**
  - 24/7, provided by the locally installed Cisco agent

Application Blocking

- **In Scope:**
  - Policies to control installed applications on workstations that connect to the internet
- **Out of Scope:**
  - Mobile devices (phone or tablet)
  - Virtual desktops
  - Websites loaded via a direct IP address
- **Service Level:**
  - 24/7, provided by the locally installed Cisco agent

Reporting

- **In Scope:**
  - Scheduled activity reports, configured upon request
    - Reports delivered by email
    - Usernames are only included in the Advanced variation
- **Out of Scope:**
  - Customized Reports
- **Service Level:**
  - Best effort

Cisco Umbrella License

- **In Scope:**
  - License to agent per entitled endpoint
- **Out of Scope:**
  - Mobile devices (phone or tablet)
  - Virtual desktops

Patching for Workstations

IBE's Patching for Workstations service delivers Microsoft OS critical and security updates to Windows workstations.

The Patching for Workstations service leverages an endpoint patch management agent, deployed to workstations, that connects to an IBE cloud-hosted management platform. The agent uses API calls to scan for missing patches and deploy those patches to workstations based on a customer defined schedule.

Patching for Workstations service is applicable when the following customer conditions are met:

- Must have workstations running Windows OS
- Workstations must meet Windows Workstation OS requirements, see Appendix A8
    - Bringing workstations into compliance that do not meet these requirements is available on a billable basis

Customer Responsibilities:

The customer is responsible for:

- Providing schedule for the workstations to be patched, defined during service onboarding
- Providing authorization for client environment changes to enable deployment of endpoint patch management agent within Active Directory environments
- Ensuring Endpoint Protection solutions (antivirus, EDR) have appropriate exclusions in place to prevent interference with the endpoint patch management agent functionality
    - Does not apply to IBE Endpoint Protection services, including MEDR, and Virus & Malware Protection

Support Availability:

- **Incident and Request:**
    - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Patching for Workstations support requests.
    - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Patch management team
    - Standard Support Hours apply for escalations to the IBE Patch Management team
- **Standard Support Hours**
    - Monday thru Friday 8am to 5pm Central Time (CT), excluding public holidays observed by IBE
    - Patching for Workstations incidents, escalated or assigned to the Patch Management team, will be worked to resolution during these Standard Support hours

Customer Entitlements

List of Entitlements:

1. Windows OS Patching
2. Windows Patching Rollback
3. Reporting

Entitlement Breakdowns

Windows OS Patching

- **In Scope:**
    - Windows Workstation OS versions specified in Appendix A8

    - Critical updates
        - Windows workstation OS updates defined as critical by Microsoft
    - Security updates
        - Windows workstation OS updates defined as security by Microsoft
- **Out of Scope:**
    - Home editions of Windows OS
    - Windows build OS upgrades
        - Upgrading from one build version to another
        - Available on billable project basis
    - Patch installation failure remediation
    - Patch classifications
        - Definition updates
        - Driver updates
            - Including firmware BIOS
            - Including Registry changes not automatically applied
        - Feature pack updates
        - Hotfix updates
        - Service packs
        - Update rollups
        - Tool updates
    - Linux workstation patching
    - macOS workstation patching

- **Service Level:**
    - Patching is applied on a schedule defined during service onboarding, consisting of a primary and fallback 4-hour patch window, with the following predefined start times:
        - Primary
            - 3rd Tuesday of the month, 10pm local
            - 3rd Wednesday of the month, 10pm local
            - 3rd Saturday of the month, 10pm local
            - 3rd Sunday of the month, 1am local
        - Fallback, forced reboot required
            - 4th Tuesday of the month, 10pm local
            - 4th Saturday of the month, 10pm local
    - By default, if a workstation is offline during the designated patch window, updates will install the next time it is powered on with internet connectivity.

Windows Patching Rollback

- **In Scope:**
    - Rollback of installed Critical or Security updates, upon request, to remediate
        - unexpected behavior caused by a patch
    - Rollback of updates that can be removed by the endpoint patch management agent
- **Out of Scope:**

    - Rollback of updates not applied by the endpoint patch management agent
    - Rollback of updates that cannot be removed by the endpoint patch management agent, requiring manual rollback
        - Available on billable project basis
    - Patch installation failure remediation
        - Determining the root cause of why a patch failed to install
- **Service Level:**
    - See Appendix B8 for rollback service level details

Reporting

- **In Scope:**
    - Configured for delivery upon request
    - Reports available
        - Patch Approvals and Installations
        - Patch Status (Detailed)
        - Missing Patches (Summary)
        - Executive Summary
- **Out of Scope:**
    - Customized reports
    - Workstation Health Reports
    - Inventory of Supported Assets/ Devices
- **Service Level:**
    - Delivered via email on a recurring scheduled basis

Third-Party Patching for Workstations

IBE's Third-Party Patching for Workstations service delivers third-party updates to Windows workstations.

The Third-Party Patching for Workstations service leverages an endpoint patch management agent, deployed to workstations, that connects to an IBE cloud-hosted management platform. The agent scans the workstation to determine the current installed version of third-party application(s). Once the installed version is determined, it uploads that information to the endpoint patch management portal, and the portal determines if an approved update is available for that application. If an approved update is available, then it will deploy the approved update to the workstation based on the customer's defined schedule.

The Third-Party Patching for Workstations service is dependent on the following adjacent IBE services:

- IBE Patching for Workstations

The Third-Party Patching for Workstations service is applicable when the following customer conditions are met:

- Must have workstations running Windows OS

Customer Responsibilities:

The customer is responsible for:

- Providing schedule for the workstations to be patched, defined during service onboarding

- Providing the list of third-party applications to be patched, defined during service onboarding
- Ensuring Endpoint Protection solutions (antivirus, EDR) have appropriate exclusions in place to prevent interference with the endpoint patch management agent functionality
    - Does not apply to IBE Endpoint Protection services, including MEDR, and Virus & Malware Protection

Support Availability:

- **Incident and Request:**
    - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Third-Party Patching for Workstations support requests.
    - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE Patch Management team
    - Standard Support Hours apply for escalations to the IBE Patch Management team
- **Standard Support Hours**
    - Monday thru Friday 8:30am to 5pm Central Time, excluding public holidays observed by IBE
    - Third-Party Patching for Workstations incidents, escalated or assigned to the Patch Management team, will be worked to resolution during these Standard Support hours

Customer Entitlements

List of Entitlements:

1. Third-Party Application Patching
2. Reporting

Entitlement Breakdowns

Third-Party Application Patching

- **In Scope:**
    - Third-Party application updates
        - See Appendix A9 for a detailed list of supported applications and languages (locales)
    - Third-Party application updates provided directly from the application developer
- **Out of Scope:**
    - Application updates not in Appendix A9
    - Patch installation failure remediation
    - Linux workstation application patching
    - macOS workstation application patching
    - Developing scripts to install Third-Party Application Patches
- **Service Level:**
    - Patching is applied daily at 10pm local A forced reboot may occur if applied updates require one
    - If a workstation is offline, updates will install the next time it is powered on with internet connectivity

Reporting

- **In Scope:**
  - Configured for delivery upon request
  - Reports available
    - Patch Approvals and Installations
    - Patch Status (Detailed)
    - Missing Patches (Summary)
    - Executive Summary
- **Out of Scope:**
  - Customized reports
  - Workstation Health Reports
  - Inventory of Supported Assets/ Devices
- **Service Level:**
  - Delivered via email on a recurring scheduled basis

Managed Security Awareness Training

IBE's Security Awareness Training Service provides proactive education, training and testing services for clients end users. IBE leverages expertise in security and compliance, as well as training tools and methodologies to manage security awareness training.

Customer Entitlements

1. Monthly Phishing Tests
2. Quarterly Training Campaigns
3. Security Hints & Tips
4. Reporting
5. Web-based Management Portal
6. Quarterly Executive Review

Unified Threat Management

Unified Threat Management (UTM) is a technology that provides multiple layers of security at a single point on the network, leveraging Next Generation Firewall (NGFW) devices. UTM defensive capabilities include web filtering, DNS filtering, antivirus, and VPN support.

The IBE Managed Unified Threat Management (MUTM) service provides centralized UTM management, logging, and reporting on supported Fortinet NGFW devices.

The IBE FortiManager Platform is used to administer the customer's NGFW devices. The Fortinet Single Sign On Agent is optionally installed on all domain controllers to provide additional information in reporting, such as username instead of IP address, and to allow for firewall policies to be targeted at AD users and groups. No additional software or agents are installed on workstations or servers. This service is managed centrally by the IBE MUTM team, enabling consistent implementation and operational standards, while leveraging the IBE Remote Support Center for 24x7 incident triage.

As of February 1st 2022, this service includes IBE Advanced Network Device Monitoring service for each FortiGate firewall.

To qualify for this service, the customer must meet these prerequisites:

- Network includes one or more FortiGate firewalls capable of running a version of FortiOS that is compatible with the IBE FortiManager Platform

Customer Responsibilities:

The customer is responsible for:

- Providing broadband internet connection, with adequate circuit bandwidth, obtained through a local Internet Service Provider (ISP)
- Static public IPv4 address(es) on at least one WAN interface on each NGFW, provided by an ISP
- Customer provided firewalls must be eligible and activated with Fortinet support. If support previously lapsed, Fortinet may require additional payment.

Support Availability:

- **Incident and Request:**
  - The IBE Remote Support Center is available 24 hours a day, 7 days a week, to open Patching for Workstations support requests.
  - Depending on the complexity of the support request, the Remote Support Center may escalate to the IBE MUTM team
  - Standard Support Hours apply for escalations to the IBE MUTM team
- **Standard Support Hours**
  - Monday thru Friday 8am to 5pm Central Time (CT), excluding public holidays observed by IBE
  - Non-critical MUTM incidents, escalated or assigned to the IBE MUTM Team, will be worked to resolution during these MUTM Standard Support hours
  - Predefined maintenance and change windows will be scheduled outside of MUTM Standard Support Hours

Customer Entitlements

List of Entitlements:

1. 24x7 Incident Triage
2. MUTM Configuration
3. MUTM Management
4. MUTM Reporting
5. MUTM Support
6. Fortinet UTP Licensing

Entitlement Breakdowns

24x7 Incident Triage

- **In Scope:**
  - Triage of customer requested MUTM issues or questions

        - Incident creation
        - Customer entitlement verification
        - Basic troubleshooting and remediation
    - Escalation to the MUTM team
- **Out of Scope:**
    - Triage of single user connectivity support requests
    - Triage of endpoint VPN client/app support requests
    - Triage of WAN interface support requests
    - Triage of FortiSwitch or FortiAP support requests
    - Triage of SSL/SSH decryption support requests
- **Service Level:**
        IBE Incident Support Service Levels
    - Service Level Objectives for the IBE Remote Support Center, including response and assignment targets

MUTM Configurtation

- **In Scope:**
    - Configuration of the firewall to support the customer's overall network environment as required
    - Internal routing tables and Site-to-Site VPN setup, as well as the firewall policies included therein
    - Advanced features such as Dynamic Routing (OSPF, BGP, etc)
        - The MUTM team will work with the appropriate network engineering team to implement as necessary.
    - End user VPN connectivity configuration
        - Configuration of the FortiGate SSL VPN portal to allow customer-approved users secure, remote access to their network.
        - Integration of Fortinet-Supported 2FA or supported customer-supplied Authentication for MFA:
            - LDAP
            - RADIUS
            - TACACS+
            - SAML
    - Fortinet Single Sign On Agent (FSSO) Configuration
        - Facilitates authentication of Active Directory Domain users for Firewall and VPN.
        - Enables IP to user mapping which allows for user and group-based policy configuration, as well as per user logging and reporting.
    - Certificate Installation and Configuration
        - Installation of certificates and service configuration as appropriate (certificate procurement excluded)
- **Out of Scope:**
    - Initial configuration of physical or virtual firewall which is performed during an onboarding project

- SDWAN Configuration/Monitoring (without additional service offering)
- SSL/SSH Decryption
- WAN Interface Configuration
- FortiSwitch and FortiAP Configuration
- Certificate procurement

- **Service Level:**
  - The MUTM team will address MUTM configuration incidents within MUTM Standard Support Hours based on severity and impact:
    - Critical incident with very high impact
      - Same business day response
      - After hours availability
    - Major incident with significant impact
      - Same business day response
    - Minor incident with low impact
      - Three business day response

MUTM Management

- **In Scope:**
  - Management of enrolled devices utilizing Fortinet's FortiManager platform
  - Management of Security Profiles for services included in the Fortinet "UTP" bundle subscription
    - Web Filtering, DNS Filtering, Antivirus, IDS/IPS, etc.
  - Firewall Policies
    - Policy review, backup, and Best Practice analysis
  - Firmware Management
    - Version tracking for potential vulnerabilities, verification prior to deployment, and updates applied following vendor recommendations
    - Firmware Stability Testing - validated in both virtual and physical environments before deploying to live customer environments.
    - See Appendix B for update schedule and definitions
  - Health, Configuration and Best Practice Reviews
    - See Appendix C for detailed descriptions and schedules
  - Centralized Logging and Storage utilizing Fortinet's FortiAnalyzer solution
    - Extended Log storage capabilities – 90 days for immediate analysis
    - Log archival for 365 days allowing for extended analysis when required

- **Out of Scope:**
  - Management of end user access accounts
  - FortiSwitch and FortiAP management
  - SSL/SSH decryption
  - WAN interface configuration
  - FortiSwitch and FortiAP Management

- **Service Level:**

- The MUTM team will address MUTM configuration incidents within MUTM Standard Support Hours based on severity and impact:
  - Critical incident with very high impact
    - Same business day response
    - After hours availability
  - Major incident with significant impact
    - Same business day response
  - Minor incident with low impact
    - Three business day response

MUTM REPORTING

- **In Scope:**
  - Standard reporting bundle
    - See Appendix D10 for detailed reports and schedules
  - Schedules can be adjusted to meet customer requirements
  - Example reporting content includes:
    - Web filtering and Traffic Categorization
    - System Events: Administrative logins and changes
    - Security Events: AV, IPS, Policy, etc.
- **Out of Scope:**
  - Report customization is limited to modification of existing parameters in the set of standard reports. (e.g. adjusting the day or time for a report to run.)
- **Service Level:**
  - MUTM reporting delivered on a standard weekly/monthly schedule
    - Frequency and schedule determined during onboarding

MUTM Support

- **In Scope:**
  - Customer support from IBE Fortinet Network Security Expert (NSE) certified engineers
  - Central point of communication and accountability for escalated Fortinet Firewall support
    - Manage escalations to vendor support team as needed for bug fixes or defects
    - Initiate RMA processes when required
  - Support of all in scope items previously defined for these Customer Entitlements:
    - MUTM Configuration
    - MUTM Management
    - MUTM Reporting
- **Out of Scope:**
  - End User Support
    - VPN client installation and support
    - Management of End User Access Accounts
    - Single user connectivity issues
  - WAN Interface Support
  - FortiSwitch and FortiAP Support
  - Issues beyond the firewall (WAN routers, switches, cabling, etc)

- 24x7 IBE MUTM service support (24x7 Fortinet direct support is included)
- Onsite Support

- **Service Level:**
  - The MUTM team will coordinate support responses for escalated issues within MUTM Standard Support Hours based on severity and impact:
  - Critical incident with very high impact
    - Same business day response
    - After hours availability
  - Major incident with significant impact
    - Same business day response
  - Minor incident with low impact
    - Three business day response

Fortinet UTP Licensing

- **In Scope:**
  - Necessary licensing for Fortinet support and UTM features to be enabled on small, medium, or large FortiGate firewall models that are contracted for the IBE MUTM service
  - See Appendix A10
  - 24x7x365 Fortinet support entitlement
  - Fortinet "UTP Bundle" feature set
- **Out of Scope:**
  - Fortinet UTP licensing for custom FortiGate firewall models
    - See Appendix A10
  - Additional add-on options
  - Fortinet SD-WAN Orchestrator License
- **Service Level:**
  - Fortinet UTP licensing renewed annually

3 TRANSITION PROCESS

IBE Digital will provide transition support services upon Client's execution of this Schedule of Services, as Client's environment is documented, monitoring systems are deployed, and Client specific support procedures are put in the place.

- A kick-off meeting will be held to introduce the details of the Client support model and to officially begin the startup phase.
- Client's support team will include Service Delivery Engineers, their managers, an Account Manager, a Project Coordinator, and a representative from Operations.
- The environment will be fully documented in an electronic guidebook, which will be available in the Client Portal.
- Remote monitoring is set up for key network elements by our Managed Services team. The Service Desk then monitors these network elements. The Service Desk operates 24 hours a day and performs

round-the-clock monitoring of critical devices and applications with alarm conditions being validated, remediated, and escalated to Lynwood's service delivery team as needed.

- Support is available to the Client upon completion of Nutanix data center project.

4 Services Not Included

Services not specifically defined are excluded, such as, but not limited to the following. These services may be available as separately billed projects.

- Programming and Line of business application support
- Software and hardware upgrades, cabling
- Home or private network troubleshooting
- Audio/visual support (projectors, TVs, etc.)
- New application, computer, or peripheral installations
- IBE Digital does not provide hardware repair and recommends Client uses warranty or vendor repair services
- Customizations to monitoring servicing templates are subject to review and acceptance by IBE
- Managed level support for Windows operating systems and network devices depends on the product and support life cycle
- All client custom SOPs are subject to review and acceptance by IBE
- Provisioning, deployment, configuration, changes, decommission, or migrations of servers and/or infrastructure items
- Site architecture, design, or re-design of network device infrastructure, including but not limited to data flow to remote offices or branches

5 System Requirements

The full and effective operation of IBE Digital's service delivery tools and processes depend on the following system requirements being met. Requirements that are not met may affect system stability and the ability for IBE Digital to resolve issues promptly.

- Servers:
    - Servers must be from a major brand (Dell, Cisco, HP, IBM, Lenovo, etc.)
    - Servers must be under current manufacturer hardware warranty or manufacturer hardware maintenance contract
    - Servers must have an appropriate amount of memory for the applications to function properly
    - Hardware Management Cards for servers must be installed and licensed fully
    - Servers must be connected to a managed/smart UPS backup
- Firewall:
    - Firewalls must be from a major brand (Cisco, Fortinet, SonicWall, etc.)
    - Firewalls must be a current/supported model

  - Firewalls must be under manufacturer warranty
  - Firewalls must have relevant support contracts
  - Firewalls must have a static public IP address
- Support will not be provided for any operating system, application, or device that is beyond the manufacturer's published End of Support date.
- Ethernet cabling must be Category 5E or higher and be properly grounded and bonded.
- Suitable power surge protection must be installed for all critical systems.
- All systems must be backed up using an industry-standard backup solution.
- Room temperature must be maintained for servers and network devices according to manufacturers' specifications.
- All Client servers and computers must be covered under the Schedule of Services unless specifically agreed to therein.

6 Client Requirements

Client agrees to:

- Implement safe browsing and safe email procedures and best practices. No anti-virus solution is foolproof, and Client's systems are not guaranteed to be virus free by using any anti-virus solution.
- Provide IBE Digital remote access to all supported devices to allow technical issues to be resolved.
- Notify IBE Digital via Service Ticket twenty-four (24) hours or more prior to any significant proposed device changes for non-system down issues to allow IBE Digital to review prior to any changes occurring.
- Own genuine user or device licenses for every operating system and application installed and to maintain records of all software media with CD-keys, serial numbers and unlock codes.
- Own valid maintenance contracts for all software and devices and to designate IBE Digital as an authorized agent of Client under those contracts.
- Maintain third party software support contracts for all line-of-business applications to address end-user support, updates and upgrades, or to maintain expertise internally by Client's staff.
- Designate a primary point of contact or contacts to interact with the Help Desk to avoid multiple tickets being generated for the same issue and to perform simple, guided on-site tasks.
- Plan for the upgrade of any device, operating system or application that is scheduled to become end-of-support by its manufacturer.

7 Service Level Objectives

IBE Digital will use commercially reasonable efforts to maintain satisfactory uptime and availability for all supported devices and to respond and escalate all reactive support according to the support response processes identified below. System availability may be affected by reasons beyond IBE Digital's control including:

- Defects and malfunctions of devices, operating systems or applications
- Client changes to devices, operating systems or applications
- Reprioritization of tasks by Client
- Problems resulting from actions or inactions of Client contrary to IBE Digital's reasonable recommendations
- Loss of power or Internet connectivity.

8 Support Response Process

For each selected service, IBE Digital will perform reactive services in accordance with its problem prioritization, management and escalation processes. A Service Ticket in IBE Digital's systems will be used to track and document each service level incident. Remote Support Center target time to answer new calls 24 hours a day is within 2 minutes.

Clients may request support by phone, e-mail or online chat. The following is a list of service delivery procedures by source of their request:

- Phone: Used to report high impact incidents. Incidents reported by phone are addressed immediately.
- E-mail: Used to report medium and low impact incidents that do not require immediate attention. Incidents submitted through e-mail are assigned to an engineer within one business day.
- Online Chat: Used to report high impact incidents. Incidents reported by phone are addressed immediately.

9 Schedule of Services

The following detail provides a breakdown of the services and fees for 24/7 managed services and managed security services. The proposed service period will commence upon receipt of Purchase Order and conclude 60 months after.

IT Managed Services

Description	Units	Qty
Supported Servers, 24 x 7	Servers	-Physical, not hosting virtual servers: 9 -Physical, hosting virtual servers: 7 -Virtual Servers: 24
Supported Computers	Computers	296
Supported Network Devices	Client Owned Network Devices	Basic: 55 Advanced: 2
Supported Storage Devices	Storage Devices	3
Email Protection	Users	365

IT Security Services

Description	Units	Qty
Managed EDR	Endpoints	336
Managed Vulnerability Scans	IP Blocks	Up to 20
SIEM – Level 3	Events Per Second	500
Managed Security Awareness Training	Users	365
Managed UTM	Firewalls	2

Rate:

Initial Monthly Investment: $35,767

Sourcewell Contract No. 030321-Kon

Additional Fee Details

- Monthly support fee for each additional user: $5
- Monthly support fee for each additional Windows Computer: $13
- Monthly support fee for each additional Email Protection user: $1.07
- Monthly support fee to increase Managed Vulnerability Scan to up to 50 IP addresses: $107
- Monthly support fee for each additional Managed Security Awareness Training user: $3.50
- Monthly support fee for each additional Managed Endpoint Detection & Response endpoint: $14.00
- Monthly support fee for each additional 100 EPS for SIEM Level 3 Monitoring: $577.80
- The support fee for additions may change if the supported environment changes significantly
- Additional charges may apply for the recovery of devices from virus infections if Client fails to follow IBE Digital's reasonable security recommendations.
- Annual rates increase 8%
- Standard business hours are 8 A.M. – 5 P.M.
- Services provided outside business hours will be billed at "outside biz hours" rate

Supplemental Services requested by the City, Shall be paid at the published hourly rates above:

10 Terms and Conditions of Service

By executing this Schedule of Services, Client agrees to purchase the services designated above and further agrees that the services shall be subject to the following Terms and Conditions of Service.

1. Fees and Payment: Client agrees to pay all fees specified in this Schedule. Payment terms are net 30 days from date of invoice. Client shall be responsible for all applicable taxes arising from the services. IBE Digital may suspend service if Client has failed to pay any undisputed invoice within fifteen (15) days of the due date. Undisputed invoices not paid by the due date may be subject to

a monthly service charge which is the lesser of one and one-half percent (1.5%) per month or the highest rate allowed by law.
2. Limited Warranty: (a) IBE Digital warrants for a period of thirty (30) days following delivery (the "Warranty Period") that all services shall be performed in a professional manner in accordance with generally applicable industry standards. IBE Digital sole liability (and Client's exclusive remedy) for any breach of this warranty shall be for IBE Digital to re-perform any deficient services, or, if IBE Digital is unable to remedy such deficiency within thirty (30) days, to void the invoice for the deficient services. IBE Digital shall have no obligation with respect to a warranty claim: (i) if notified of such claim after the Warranty Period or (ii) if the claim is the result of third-party hardware or software failures, or the actions of Client or a third party.
(b) THIS SECTION 2 IS A LIMITED WARRANTY AND SETS FORTH THE ONLY WARRANTIES MADE BY IBE DIGITAL. ALL COVERED MAKES NO OTHER WARRANTIES, CONDITIONS OR UNDERTAKINGS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. ALL SOFTWARE AND HARDWARE PROVIDED OR INSTALLED BY IBE DIGITAL HEREUNDER ARE SUBJECT EXCLUSIVELY TO THE RESPECTIVE MANUFACTURER'S WARRANTY.
3. COMPENSATION FOR HIRING OTHER PARTY'S EMPLOYEES: During the term of this Schedule and for twelve (12) months thereafter, if either party retains the services (whether as an employee, independent contractor or otherwise) of any employee of the other party (or ex-employee within six (6) months of the employee's termination of employment) who was directly involved in the provision of Services hereunder, the hiring party shall pay to the other party as reasonable compensation for the loss of the employee the sum of Fifty Thousand Dollars ($50,000).
4. **LIMITATION OF LIABILITY: (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. IBE DIGITAL SHALL NOT BE RESPONSIBLE FOR PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE. (B). EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, IBE DIGITAL'S AND ITS SUBCONTRACTOR'S TOTAL AGGREGATE LIABILITY TO CLIENT ARISING OUT OF SERVICES PERFORMED UNDER THIS SCHEDULE, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED THE TOTAL PAYMENTS MADE BY CLIENT TO IBE DIGITAL FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.**
5. Confidential and Proprietary Information: (a) Each party agrees that all know-how, business, technical and financial information it obtains (as a "Receiving Party") from the disclosing party (as a "Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Schedule, the Receiving Party will hold in confidence and not use or disclose any of the Disclosing Party's Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party; or (v) is required to be disclosed pursuant to a regulation, law or court order. (b) Any templates, schematics, processes or technical documentation provided by IBE Digital shall be deemed Confidential Information and proprietary information of IBE Digital without any marking or further designation. Client may use such information solely for its own internal business purposes. IBE Digital shall retain all rights to the aforementioned, which shall be returned to IBE Digital upon termination of the applicable Schedule. (c) IBE Digital shall maintain the confidentiality of protected health information in its possession or under its control in accordance with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act.
6. Independent Contractor: IBE Digital and Client shall at all times be independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party shall have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.
7. Assignment: This Schedule may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of the party's assets. Any purported assignment in violation of this section shall be void.
8. Complete Understanding; Modification: This Schedule, as well as any applicable terms of service posted, shall constitute the full and complete understanding and agreement between Client and IBE Digital and
supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties

regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Schedule shall be effective only if in writing and signed by both parties.
9. Waiver and Severability: Waiver or failure by either party to exercise in any respect any right or obligation provided for in this Schedule shall not be deemed a waiver of any further right or obligation hereunder. If any provision of this Schedule is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of this Schedule shall continue in full force and effect.
10. Force Majeure: Neither party shall be liable to the other for any delay or failure to perform any obligation under this Schedule, except for a failure to pay fees, if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, power outages, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.
11. Counterparts. This Schedule may be executed in any number of counterparts and each fully executed counterpart shall be deemed an original. The parties agree (a) that facsimile or electronic signature shall be accepted as original signatures; and (b) that the Schedule, or any document created pursuant to the Schedule, may be maintained in an electronic document storage and retrieval system, a copy of which shall be considered an original. In any legal proceeding relating to the Schedule, the parties waive their right to raise any defense based on the execution of the Schedule in counterparts or the delivery of such executed counterparts by copy, facsimile, or electronic delivery.

By executing this Schedule of Services, Client agrees to purchase the services designated above subject to the preceding Terms and Conditions of Service.

_____

City of Santa Fe Springs
Signature:

Name:
Title:
Date:

_____

IBE Digital
Signature:

Name:
Title:
Date:

_____



AUTHORIZATION TO INSTALL INVENTORY SOFTWARE

In order to determine the feasibility of providing remote IT support services ("Services") to you, you hereby authorizes us and our subcontractors, to install inventory software on your computer network for a period of no more than two (2) weeks for the limited purpose of determining the specifications of the network, including operating system, memory, age and warranty details. We shall use the information acquired hereunder for the sole purpose of determining the feasibility of providing the Services to you. Upon completion of the feasibility determination, the inventory software shall be uninstalled and, in the event Services are not provided, all information obtained thereby shall be promptly destroyed. You agree to hold us and our subcontractors harmless from and against any claim for damages arising out of the use of the inventory software as described herein.

If you agree to the above terms and conditions, please sign and return this Authorization to us.

AGREED AND ACCEPTED

_____
Name of Client

_____
Signature

_____
Title

_____
Date

TERMS FOR RECURRING IT SERVICES

By purchasing any of the IT Services shown in the Sales Order, you agree to the following terms of services:

ONGOING SUPPORT

- The IBE team will manage the network, servers, computers and technology infrastructure based on a comprehensive support plan.
- Proactive management of the systems helps to avoid problems that would otherwise interfere with day-to-day operations.
- End user problems are addressed promptly, and the systems are monitored continuously to ensure rapid response to emerging issues.
- IBE manages escalations to Customer's telecom service providers, hardware vendors, software vendors and application providers.
- Upon request, IBE will act as support-liaison for Customer to initiate a support call to Line of Business or Application support provider and request support on behalf of Customer and direct vendor support provider to work directly with Customer to resolve issue.

SERVICE DEFINITIONS

IBE implements services according to the following definitions. Actual services to be delivered to Customer are identified in the Customer Sales Order.

Detailed descriptions of each service can be found in the Statements of Service at:

Server Management

Network Device Management

Managed Backup

Managed Mac

The Service definitions and details contained within the Statements of Service represent a portion of IBE's Service Catalog. The information contained in each Statement of Service is comprehensive and contains details

about all Service Elements within a Service. Not all Service Element information in each Statement of Service applies to every customer environment. Statements of Service may change over time, as processes and technologies evolve, and the links to each will be updated as that occurs. Customer will be notified if a change is planned to a Service Element that is part of their contracted services.

Server Management

Asset Discovery & Reporting	Secure Remote Access
Availability Monitoring	Security Patch Management
Event Log Monitoring	Server Endpoint Security
Hardware Monitoring	Vendor Coordination
Remediation	

Network Device Management

Availability Monitoring	Configuration Backups
Uptime Monitoring	Health Monitoring
Bandwidth Monitoring	Vendor Coordination
Hardware Monitoring	Remediation
Layer 1 & 2 Devices or Layer 3 & 4 Devices	

Application Monitoring

Server Management Service PLUS	Exchange

Synthetic Transaction Monitoring	SharePoint
Performance Monitoring	IIS\AD
Database Monitoring	Standard Databases (SQL, Oracle)
Remediation	

Storage Device Monitoring

Availability Monitoring	Performance Monitoring
Health Monitoring	Hardware Monitoring
Remediation	

End User Computers - Windows

- Inventory of computer hardware, software and network devices.
- Support for connectivity to servers, printers and the Internet.
- Supported Workstation Operating Systems
    - Automatic deployment of Microsoft patches as approved via IBE's desktop patch policy.
    - Management and updates of included virus and malware protection software.
    - Removal of temporary folders and files from detected hard drives.

Managed Mac

- Fully outsourced administration of Mac endpoints in your environment, including:
    - Mobile Device Management with inventory, security, patch management and more
    - Level 1-3 end user Apple certified help desk with remote control and chat support. Technical Account Manager providing strategic direction and change management.

Mobile Devices

- Support corporate network connectivity and email synchronization for phones and tablets running Windows Mobile, Blackberry, iOS or Android operating systems.

Remote Offices and Workers

- Provide support for remote office connectivity at the locations stated in the Statements of Service. All network hardware, (firewalls, routers, switches, wireless access points, etc.) must be protected with Network Device Management. Additional charges may be incurred for providing on-site services to remote locations and users.

File Directory and Print Services

- Monitor data storage thresholds and establish user directories for file management.
- Establish network printers and provide user access to these printers.

Hosted Email Filtering

- Filtering of suspected spam and viruses.
- Web portal for user review of filtered and quarantined items.

User Resources

- Create, modify and delete as requested by Customer: user accounts and passwords, file and printer shares, user rights, mailboxes, aliases, and distribution lists.

Data Backup

- Monitor and support automated backup of data. This backup routine will be configured and scheduled as determined by Customer and IBE's Engineering Team.

Remote Monitoring (RMON)

IBE's RMON Team is the early warning system for Customer's IT network. RMON technicians supervise Customer's remote monitoring system for alerts that indicate trouble with servers, routers, switches, firewalls, and applications. If a problem is detected, technicians will assess the problem, and perform basic troubleshooting.

Managed Security Services

- SIEM (Security Information and Event Management)
    - IBE's SIEM solutions provide organizations with visibility and insight into relevant risk levels by enumerating anomalies and deviations from typical behavioral patterns and taking appropriate

action. This service collects, analyzes and stores log data from networks, servers and critical applications. Building upon our decade of experience with SIEM solutions, the program includes IBE's expertise in planning, deploying, managing, and continuously tuning improvements to your environment.

Security Event Monitoring	Reporting
Alerting	Incident Guidance and Escalation

- **Vulnerability Management Program**
  - IBE's Vulnerability Management Program provides a continual process for identifying all devices on network, reporting on and managing the remediation of vulnerabilities at multiple layers of the IT infrastructure covering operating systems, servers, workstations, switches, applications, and other network devices.

Vulnerability Management Lifecycle	Reporting
External and Internal Vulnerability Scans	Vulnerability Review Meetings
Remediation and Mitigation Management	

- **vCISO (Virtual Chief Information Security Officer)**
  - IBE's vCISO offering provides an organization with a trusted security advisor. This service is aimed at organizations that may not have budget or the need for a full time CISO. You may require help determining the most optimal security direction for your organization or just need help on a project-by-project basis. A vCISO resource can help you with the creation of a security program and roadmap to simply identify areas for improvement and mature the overall security within your organization.

Security Program Consulting	Security Roadmap Review
Identify and Prioritize Security Initiatives	Reporting
Security Strategy Review	

- **Managed Vulnerability Scan Service**
  - IBE's Managed Vulnerability Scan service can provide your organization with accurate information on vulnerabilities that exist in your environment. IBE's service will automatically scan your external and/or internal network on a monthly basis for new vulnerabilities and provides access to detailed reports and remediation recommendations.

Automated Monthly Vulnerability Scans	Reporting
Monthly Scan Notices	Web-based Portal

- **Managed Security Awareness Training**
  - IBE's Security Awareness Training Service provides proactive education, training and testing services for customer's end users. IBE leverages expertise in security and compliance, as well as training tools and methodologies to manage security awareness training.

Monthly Phishing Tests	Reporting
Quarterly Training Campaigns	Web-based Management Portal
Security Hints & Tips	Quarterly Executive Review

- **Managed UTM (Unified Threat Management)**
  - IBE's Managed UTM Service provides centralized support and management of advanced next generation firewalls to protect against attacks, viruses, Trojans, spam, and other malicious threats.

Centralized Configuration & Support	Reporting
Patching & Firmware Upgrades	UTM Device Monitoring
Configuration Backups	

SERVICES NOT INCLUDED

- Services not specifically defined in the Sales Order are excluded from it, such as, but not limited to the following. These services may be available as separately billed projects.
    - Programming and Line of business application support.
    - Software and hardware upgrades, cabling.
    - Home or private network troubleshooting.
    - Audio/visual support (projectors, TVs, etc.).
    - New application, computer, or peripheral installations.
- IBE does not provide hardware repair and recommends Customers use warranty or vendor repair services.

SYSTEM REQUIREMENTS

The full and effective operation of IBE's service delivery tools and processes depend on the following system requirements being met. Requirements that are not met may affect system stability and the ability for IBE to resolve issues promptly.

- Servers:
    - Servers must be from a major brand (Dell, Cisco, HP, IBM, Lenovo, etc.).
    - Servers must be under current manufacturer hardware warranty or manufacturer hardware maintenance contract.
    - Servers must have an appropriate amount of memory for the applications to function properly.
    - Hardware Management Cards for servers must be installed and fully licensed.
    - Servers must be connected to a managed/smart UPS backup.
- Firewall:
    - Firewalls must be from a major brand (Cisco, Fortinet, SonicWall, etc.).
    - Firewalls must be a current/supported model.
    - Firewalls must be under manufacturer warranty.
    - Firewalls must have relevant support contracts.
    - Firewalls must have a static public IP address.

- Support will not be provided for any operating system, application, or device that is beyond the manufacturer's published End of Support date.
- All systems must be backed up using an IBE managed, or industry-standard backup solution.
- Ethernet cabling must be Category 5E or higher and be properly grounded and bonded.
- Suitable power surge protection must be installed for all critical systems.
- Room temperature must be maintained for servers and network devices according to manufacturers' specifications.
- All Customer servers and computers must be covered under the Statements of Service unless specifically agreed to therein.

CUSTOMER REQUIREMENTS

Customer agrees to:

- Implement safe browsing and safe email procedures and best practices. No anti-virus solution is foolproof and Customer's systems are not guaranteed to be virus free by using any anti-virus solution.
- Provide remote access to all supported devices to allow technical issues to be resolved.
- Notify IBE via Service Ticket twenty-four (24) hours or more prior to any significant proposed device changes for non-system down issues to allow IBE to review prior to any changes occurring.
- Own genuine user or device licenses for every operating system and application installed and to maintain records of all software media with CD-keys, serial numbers and unlock codes.
- Own valid maintenance contracts for all software and devices and to designate IBE as an authorized agent of Customer under those contracts.
- Maintain third party software support contracts for all line-of-business applications to address end-user support, updates and upgrades, or to maintain expertise internally by Customer's staff.
- Designate a primary point of contact or contacts to interact with the Help Desk to avoid multiple tickets being generated for the same issue and to perform simple, guided on-site tasks.
- Plan for the upgrade of any device, operating system or application that is scheduled to become end-of-support by its manufacturer.

SERVICE LEVEL OBJECTIVES

IBE will use commercially reasonable efforts to maintain satisfactory uptime and availability for all supported devices and to respond and escalate all reactive support according to the support response processes identified below. System availability may be affected by reasons beyond IBE's control including:

- Defects and malfunctions of devices, operating systems or applications.

- Customer changes to devices, operating systems or applications.
- Reprioritization of tasks by Customer.
- Problems resulting from actions or inactions of the Customer contrary to IBE's reasonable recommendations; and
- Loss of power or Internet connectivity.

SUPPORT RESPONSE PROCESSES

For each selected service, IBE will perform reactive services in accordance with its problem prioritization, management and escalation processes. A Service Ticket in IBE's systems will be used to track and document each service level incident.

Customer may request support by phone at **(877) 837-2836** or e-mail. The following is a list of service delivery procedures by source of their request:

- Phone: Used to report high impact incidents. Incidents reported by phone are addressed immediately.
- E-mail: Used to report medium and low impact incidents that do not require immediate attention. Incidents submitted through e-mail are assigned to an engineer within one business day.
- Chat: Real-time chat with our agents at vip.allcovered.com

Remote Support Center target time to answer new calls 24 hours a day is within 2 minutes.

AGREED AND ACCEPTED

_____
Name of Client

_____
Signature

_____
Title

_____
Date

EXHIBIT C

IBE APPENDICES

MANAGED IT SERVICES - APPENDICES

Server Management	**Appendix A** Page 4 of SOW	**Appendix B**	**Appendix C**	**Appendix D**	**Appendix E**			
Network Device Management	**Appendix A2** Page 12 of SOW							
Managed Endpoint Detection & Response	**Appendix A3** Page 19 of SOW	**Appendix B3** Page 20 of SOW	**Appendix C3** Page 20 of SOW	**Appendix D3**	**Appendix E3**	**Appendix F3**	**Appendix G3**	**Appendix H3**
Managed Vulnerability Scan	**Appendix A4**	**Appendix B4**	**Appendix C4**	**Appendix D4**	**Appendix E4**	**Appendix F4**		
SIEM	**Appendix A5**	**Appendix B5**	**Appendix C5**	**Appendix D5**	**Appendix E5**	**Appendix F5**		
Storage Management	**Appendix A6**	**Appendix B6**						
Appendix Cisco Umbrella	**Appendix A7**							
Patching for Workstations	**Appendix A8**	**Appendix B8**						
Third-Party Patching for Workstations	**Appendix A9**							
Unified Threat Management	**Appendix A10**	**Appendix B10**	**Appendix C10**	**Appendix D10**				

Appendix B – API Patching Functionality

For Windows Operating Systems

1. Our agent uses the WUA API to fetch the missing patches and install the patches in the device
2. After the installation of patches is completed, the agent sends the overall installation result of patches installed with error codes, if any
3. Alerts have five stages
    a. Initiate: Patch scan is initiated
    b. Search: Missing patches are found and approved
    c. Download initiated: Patches are downloaded from the Microsoft server and WSUS
    d. Install complete: Installation is completed successfully
    e. Patch management completed

For Linux Operating Systems

1. Our agent uses the following APIs to fetch the missing patches and install the patches in the device
    a. Ubuntu – Ubuntu core python-apt API
    b. RHEL – Yum core API
    c. SLES – zypper commands to get the patches
2. The agent uses a locally configured system repository to download and install package upgrades
3. After the installation of patches is completed, the agent sends the overall installation result of patches installed with errors, if any
4. Alerts have four stages
    a. Initiate: Patch scan is initiated
    b. Search: Missing patches are found and approved
    c. Install complete: Installation is completed successfully
    d. Patch management completed

Appendix C – Microsoft Windows Requirements

Windows Requirements

As defined in Microsoft's Fixed Lifecycle Policy, each Windows Operating System is mapped to one of three lifecycle phases

1. Mainstream Support
    - These Operating Systems meet the IBE Server Patch Management service requirements
    - *As of the publish date of this document, includes:* Windows 10, Windows 11, Windows Server 2019, Windows Server 2022
2. Extended Support
    - These Operating Systems meet the IBE Server Patch Management service requirements
    - *As of the publish date of this document, includes:* Windows 8.1, Windows Server 2016
3. Beyond End of Support

- ESU* is required to meet the IBE Server Patch Management service requirements, unless an exception is approved during onboarding
- *As of the publish date of this document, includes:* Windows 7, Windows Server 2008 R2

Microsoft's end date for each Operating System lifecycle phase can be found here. For example, Windows 7 Mainstream Support end date was 1/13/2015, and Extended Support end date was 1/14/2020

*Microsoft offers an Extended Security Update (ESU) program for some Operating Systems that fall into the Beyond End of Support lifecycle phase.

Appendix D – Linux Operating System Requirements

Linux Requirements

The following Linux Operating Systems are supported for IBE Patch Management, if the OS version has vendor Full or Premier Support

- Red Hat Enterprise Linux
- Ubuntu Linux
- CentOS Linux
- Oracle Enterprise Linux
- SuSE Enterprise Linux

Appendix E – Device List

Appendix D3 – EDR Agent General and Network Considerations

The SentinelOne agent can be installed on current versions of three Operating Systems: Microsoft Windows, Apple macOS and Linux. Each Operating System has specific IBE MEDR service requirements, detailed in Appendixes E3/F3/G3. Below are IBE's common hardware, virtualization and network recommendations that apply to all Operating Systems.

Hardware - General

- Covered by manufacturer warranty
- Multiple-core Intel, AMD, or M1 processor CPU
  - CPU micro-architectures such as x86_32, ARM, RISC, MIPS are not supported
- 8 GB memory (or more)
- 10% free disk space (or more)

Virtual Environments

The MEDR endpoint agent is supported on Virtual Machines, if the VM is running a supported Operating System and is hosted on one of the following hypervisors:

- Citrix XenApp
- Citrix XenDesktop
- Oracle VirtualBox
- VMware vSphere
- VMware Workstation
- VMware Fusion
- VMware Horizon
- Microsoft Hyper-V

Network and Bandwidth

Proxy/Firewall: Agents that go through a proxy server (or firewall gateway) must have an average network bandwidth of at least 5 Mbps.

On average, endpoints update the SentinelOne console with new telemetry every 30-60 seconds, with small amounts of compressed data. While each endpoint system data transfer may vary due to applications and workloads and associated telemetry that is gathered, the average data transfer per-endpoint is estimated to be an average of 5-10 Megabytes per-day.

VPN considerations:

- Cloud-based Management API: If the agent is configured to go through an internal proxy server, the endpoint must reach the proxy through a VPN
- If PAN-OS 8.1 (Palo Alto Networks) is used, SentinelOne must be manually added as an approved application

Appendix E3 – Microsoft Windows Requirements

Windows Requirements

As defined in Microsoft's Fixed Lifecycle Policy, each Windows Operating System is mapped to one of three lifecycle phases:

1. Mainstream Support
    - These Operating Systems meet the IBE MEDR service requirements
    - *As of the publish date of this document, includes:* Windows 10, Windows 11, Windows Server 2019, Windows Server 2022
2. Extended Support
    - These Operating Systems meet the IBE MEDR service requirements
    - *As of the publish date of this document, includes:* Windows 8.1, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016
3. Beyond End of Support
    - ESU* is required to meet the IBE MEDR service requirements, unless an exception is approved during onboarding
    - *As of the publish date of this document, includes:* Windows 7, Windows Server 2008 R2

Microsoft's end date for each Operating System lifecycle phase can be found here. For example, Windows 7 Mainstream Support end date was 1/13/2015, and Extended Support end date was 1/14/2020

The Windows SentinelOne agent install requires .NET Framework 4, and have other install considerations to be addressed during onboarding. This includes Windows 8.1 and Windows Server 2012 R2 requiring Microsoft KB updates that must be installed.

*Microsoft offers an Extended Security Update (ESU) program for some Operating Systems that fall into the Beyond End of Support lifecycle phase.

Appendix F3 – Apple macOS Requirements

Apple macOS Requirements

Apple doesn't have a defined support policy for their macOS releases. Historically, Apple supports and releases Apple security updates for:

1. The most current version of macOS
    - This macOS release meets the IBE MEDR service requirements
    - *As of the publish date of this document:* Monterey (12)
2. The previous two versions of macOS
    - These macOS releases meet the IBE MEDR service requirements
    - *As of the publish date of this document:* Big Sur (11), Catalina (10.15)

There are specific concerns around upgrading to new macOS releases. Consult the MEDR Support Team when planning macOS upgrades.

Appendix G3 – Linux Requirements

Linux Requirements

The SentinelOne Linux agent requirements vary, supporting distributions with newer kernel version on both desktops and servers. The Linux Agent supports SELinux in Permissive and Enforcing modes. Kernels lower than 2.6 are not supported. Kernels prior to 3.11 have specific limitations which need to be reviewed at onboarding. The Linux Agent does not support systems with Kernel Lockdown set to "Confidentiality". For the full list of supported Linux distributions and versions, please consult the MEDR Support Team.

The SentinelOne Linux agent is compiled with 64-bit kernel and libraries. It supports Intel x86_64 compatible architecture and x64 hardware. The Linux agent does not support:

- 32-bit architecture
- CPU micro-architectures such as ppc64, x86_32, ARM, RISC, MIPS
- UNIX OS versions such as FreeBSD, AIX, Solaris

In addition to the hardware recommendations detailed in Appendix D2, the SentinelOne Linux agent minimally requires:

- CPU: 2 GHz Dual-core
  - Instruction-supported CPU: SSE4_2 (SSE4a is not supported)
- Memory: 4 GB RAM
- Storage: 25 GB free disk space for OS, including 2 GB in /opt/sentinelone

Appendix H3 – Rollback Exceptions and Limitations

Rollback Exceptions and Limitations

SentinelOne Rollback leverages Microsoft Volume Shadow Copy Service (VSS). This feature is not available in scenarios where VSS should be disabled, such as high-traffic file servers. This feature is not available on non-Windows operating systems.

Some environmental conditions exist that require extra configuration of either the SentinelOne platform or other factors in the IT environment. These may lead to varying levels of degradation for rollback features of the SentinelOne Windows agent or system performance.

Rollback Degradation Levels:

Crashes	Custom built applications, CrowdStrike, DWG TrueView, Exchange Servers, SQL Servers, Nuance EditScript, SafeBreach, Storyline by Articulate, Unitrends, Oracle
Compatibility	Acronis, AutoCAD (2014 or newer), AdBackup, Cisco AnyConnect VPN, Citrix, Commvault, ConnectWise, CorelDRAW, CrashPlan, Docker, FireEye, LogicMonitor, SCOM, N-able Backup Manager, SAP, SOLIDWORKS, Varonis, VSS Writer Exclusions
Environment Limitations	AppVolume, FileMaker Pro, Minitab 18, Network Glue
Interoperability Issues	Bitdefender, Cisco AMP, CyberArk, Cybereason, Cylance, Dell CMG, DeviceLock, Digital Guardian DLP, ESET, Forcepoint, Ivanti (LANDESK), McAfee, Domain Controllers, Hyper-V, Qualys, Sophos, Symantec Antivirus, Tanium Threat Response, Trend Micro, Veritas/Symantec Backup, VMware Horizon
Performance	Veeam

Appendix A4 – Customer Requirements

The customer is responsible for providing

1. An asset inventory list, including
   - A list of valid IP addresses used exclusively by the customer which they want scanned with network scans
2. A list of systems to be scanned remotely by Aegify Remote scanner software
   - Installation of the Aegify Remote scanner agent for vulnerability remote scanning on systems selected by the customer (only if customer is not managed by IBE).
   - Virtual Environment Hosting resources for Aegify network scanner Virtual Machine (VM)
     - See Appendix B4 for Aegify network scanner resource requirements
   - Network access for Aegify network scanner VM
     - See Appendix D4 for network access for Aegify network scanner VM
   - Allow-listing of Aegify Cloud scanner Ips

    - See Appendix D4 for network requirements relating to the Aegify Cloud Scanner
- Internet access for any systems scanned by a Aegify Remote scanner, or for the Aegify network Scanner for an Internal network scan
    - See Appendix D4 for network requirements and considerations
- A customer-internal primary point of contact for escalation, coordination, and communication
- Assurance that all endpoints scanned by the service have general IT support coverage, including management of security updates
    - Coverage and management can be delivered either:
        - Internally
        - By IBE
        - By another Managed Service Provider (MSP)
- Assurance that all devices to be protected by the service are authorized to have the service installed (Aegify Remote scanners)
- Assurance that all IP addresses to be scanned by the service are authorized by the customer to be scanned (Aegify network Scanner over the network)

The customer is responsible for

1. Reviewing the identified vulnerabilities and determine if the risk associated with each vulnerability is acceptable or must be remediated
2. Remediating these vulnerabilities, either directly or with a remediation plan with managed IT resources
3. Notifying IBE if the list of devices being monitored for vulnerabilities has changed
    - e.g., IP Address range change, new device installs or device retirement

Appendix B4 – Aegify Network Scanner Resource Requirements

The Aegify network scanner can be deployed on Cloud infrastructure or on-premises Infrastructure. Below is IBE recommended hardware specification for the Aegify network scanner VM:

- CPU: Minimum 2 GHZ (x86_64 architecture)
- RAM: At least 8 GB with an available memory of at least 3 GB
- HDD/SSD: At least 20 GB free space for up to 500 hosts in a single scan.
- Network: 100/1000 Mbps network interface

Appendix C4 – Aegify Remote Scanner Resource Requirements

Below is IBE recommended hardware specification for the Aegify remote scanner:

- CPU: Minimum 2 GHz (x86_64 architecture)
- RAM: At least 8 GB with an available memory of at least 2 GB
- HDD/SSD: At least 10 GB free space

Appendix D4 – Network Requirements

Aegify Network Scanner network requirements can be found here:

https://app.aegify.com/Network_Scanner_System_Requirements.htm

Aegify Remote Scanner network requirements can be found here:
https://app.aegify.com/Remote_Scanner_System_Requirements.htm
https://downloads.aegify.com/aegifyscanner/installer/Security_Scanner_Setup_Guide.pdf

Appendix E4 – Aegify Agent Support

Aegify Remote Scanner supported systems for remote scanning

The Aegify Remote Scanner supports systems running macOS, Linux, and Windows Operating Systems. See Aegify documentation on remote scanner system requirements for details:
https://app.aegify.com/Remote_Scanner_System_Requirements.htm

While most systems on a customer's network can be scanned remotely over the network, the installation of the Aegify Remote Scanner is unsupported on systems which include but are not limited to:

- VOIP systems
- Mobile devices such as iOS or Android
- Network Appliances
- Printers

Appendix F4 – Aegify Vulnerability CVE ID Updates

Aegify releases updates that identify newly discovered vulnerabilities in the form of Common Vulnerability and Exposure (CVE) identifier, also called a "CVE ID." Although Aegify does not have a published SLA for the release of these CVE IDs, Aegify has a curated repository of vetted computer software exploits and exploitable vulnerabilities. Aegify vulnerability and exploit database is updated frequently and contains the most recent security research.

Appendix A5 – Customer Requirements

During service onboarding, the customer is responsible for providing:

- Using the form provided by IBE, an asset inventory list of all in-scope SIEM log sources, including:
  - A list of valid device IP addresses, hostnames, and device types
  - A list of cloud services
  - A list of valid network details, including subnets, descriptions, VLAN numbers, and site locations
- If applicable, a Virtual Machine (VM) that meets minimum resource requirements for SIEM collector/forwarder device
  - See Appendix D5 for hardware/resource requirements for SIEM collector/forwarder
- Access to customer environment for SIEM service onboarding and for ongoing support/maintenance

  - Initial installation of IBE approved remote access application on approved "jump box" during onboarding project
- Network whitelisting of required external IPs/URLs for service delivery
  - See Appendix B5 for whitelisting requirements relating to the SIEM service
- Point of contacts for escalation, coordination, and communication needs
- Assurance that all devices identified as in-scope for the service are authorized to send logs to IBE's SIEM platform for analysis.
- Access and authorization for the IBE SIEM team to implement recommended logging settings and configure in-scope devices to log to the SIEM service
  - If access and authorization is not approved, the customer is responsible for implementing all settings and configurations
  - Settings and configurations can be provided at time of onboarding

During ongoing service delivery, the customer is responsible for:

- Performing remediation of detected threats, reported by the SIEM service
  - Remediation may be performed by IBE managed IT resources, if applicable
- Determining if the risk associated with each confirmed threat is acceptable or must be remediated
  - Accepted risks are communicated to IBE for proper documentation and exception creation.
- Notifying IBE if the list of devices being monitored for SIEM service has changed
  - Add/removal of devices
  - Device retirement/replacement

Appendix B5 – Customer Whitelisting Requirements

SIEM Collector/forwarder may require inbound access on TCP/UDP ports listed below, based on in-scope technologies:

  - UDP/2055 (NetFlow), UDP/6343 (SFlow)
  - 10523-10528 (TCP)
  - 11516-11686 (TCP)
- SIEM collector/forwarder will require outbound network access to the following URLs (all ports TCP):
  - *.ubuntu.com & *.opensuse.org, Port 80 (For OS Updates/Patches)
  - malachiteingestion-pa.googleapis.com:443
  - accounts.google.com:443
  - gcr.io:443
  - oauth2.googleapis.com:443
  - storage.googleapis.com:443
- The following ports will need to be open on the Windows Log Collection host as well as the servers where Windows Event Logs will be remotely collected from:
  - TCP Ports - 135,139,445,49152-65535
  - UDP Ports - 137,138

- Outbound network access of OpsRamp Agent for collector/forwarder remote monitoring & management (port 443 & 8443):
  - 140.239.76.0/24
  - 206.80.7.128/26
  - 34.86.90.64/27

Appendix C5 – SIEM Threat Intelligence Data Updates

IBE SIEM platform supports the ingestion of threat intelligence data via STIX/TAXII standards. Ingested data is updated dynamically as threat feeds refresh. Threat Intelligence data resides in the database for limited time, and is dynamically removed or overridden when no longer applicable to identify a threat.

Appendix E5 – SIEM Collector/Forwarder Resource Requirements

The SIEM collector/forwarder can be deployed within cloud or on-prem infrastructure. Minimum required specifications:

- 2 Cores CPU
- 2 GB RAM
- 200 GB disk space

Appendix F5 – Customer Portal Availability

The Managed SIEM Customer Portal will maintain an availability rate of 99.9%, excluding any planned maintenance windows. Availability rate is calculated as follows:

- 60 minutes/hour * 24 hours/day * 365 days/year = 525,600 minutes/year
- 525,600 minutes/year * .001 = 526 minutes/year
- 526 minutes over 12 months = 44 minutes, or less, unplanned downtime/month

Appendix A6 – Service Levels

Prioritization - Incidents and service requests are prioritized as follows

Priority	Impact/Severity
Critical	Widespread, multiple sites/users impacted, or business critical application down
High	Multiple sites/users, or business critical application degraded
Medium	Single site/user, alternative or workaround available and acceptable to customer
Low	Service or Change request, depending on customer action

Notification – IBE will notify customers via email of alerts and incidents as follows

Priority	Notification
Critical	90% responded to within 15 minutes

High	90% responded to within 2 hours
Medium	90% responded to within 6 hours
Low	90% responded to within 6 hours

Appendix B6 – Vendor Specific Monitoring

The following vendor specific storage metrics are included in default monitoring templates

Storage Make & Model	Storage Metrics
EMC Clariion/VNX Metrics	• Disk utilization • Hardware health • Storage processor status • Volume status • Storage pool status • Storage SAN performance • Storage SAN status • Power supply status • Controller status
NetApp Metrics	• Storage system health • System hardware • Disk drive RAID information • Protocol based performance monitoring – NFS • Protocol based performance monitoring – CIFS • Cluster failover (failover state, partner status and interconnect status) • SNAP mirror summary • Logical disk monitors • Filer inventory details • Snap vault summary • NDMP summary (tape backups) • License enabled state
EqualLogic Metrics	• Member health • Hardware (controller battery status) • Disk status and performance • Group members and pool details • Storage pools and volumes
Left-hand SAN Switches	• SAN hardware monitors • SAN cluster space, and performance • Hardware monitors for reliability, sensor switches, power modules, RAID, temperature status • Replication status, system statistics and volume • File system utilization

Data Domain	• Hardware, storage, and performance monitors • File system utilization
Isilon	• Hardware, storage, and performance monitors • Volume utilization
Nimble storage	• Hardware, storage, and performance monitors • Volume utilization

Appendix A7 – Content Categories

High, Moderate, and Low Category Levels

- High: Blocks adult-related status, illegal activity, social networking, video sharing site, and general time-wasters
    - Includes all Moderate and Low content categories
    - Note that not all content categories are listed under High
    - There is a sub-listing of content categories that are only available to Custom
- Moderate: Blocks all adult-related websites and illegal activity
- Low: Blocks pornography and anonymous web surfing
- Custom: For the creation of a custom grouping
    - Any combination of the above content categories

The High, Moderate, and Low levels propagate upward. Low categories are included with Moderate and both Moderate and Low category presets are included in High.

High	Moderate	Low
Adult	Adult	Adult
Alcohol	Alcohol	Child Abuse Content
Auctions	Cannabis	DNS over HTTPS and DNS over TLS (Transport Layer Security)
Cannabis	Child Abuse Content	Extreme
Chat and Instant Messaging	Dating	Filter Avoidance
Child Abuse Content	DNS over HTTPS and DNS over TLS (Transport Layer Security)	Pornography
Dating	Extreme	
DNS over HTTPS and DNS over TLS (Transport Layer Security)	Filter Avoidance	
Extreme	Gambling	
Filter Avoidance	Hate Speech	
Gambling	Illegal Drugs	
Games	Lingerie and Swimsuits	
Hate Speech	Non-sexual Nudity	
Illegal Drugs	Pornography	
Lingerie and Swimsuits	Terrorism and Violent Extremism	

Non-sexual Nudity	Weapons	
Online Communities		
Online Storage and Backup		
Peer File Transfer		
Photo Search and Images		
Pornography		
Social Networking		
Streaming Video		
Terrorism and Violent Extremism		
Weapons		
Web-based Email		

Custom Category Level

Custom includes all categories included with the High setting as well as categories that are unique to Custom. These Custom settings are not propagated upward to any other setting.

Custom		
Advertisements	Internet of Things	Regional Restricted Sites (Poland)
Animals and Pets	Internet Telephony	Religion
Arts	Job Search	SaaS and B2B
Astrology	Lotteries	Safe for Kids
Business and Industry	Military	Science and Technology
Cloud and Data Centers	Mobile Phones	Search Engines and Portals
Computer Security	Museums	Sex Education
Computers and Internet	Nature and Conservation	Shopping
Conventions, Conferences, and Trade Shows	News	Social Science
Digital Postcards	Non-governmental Organizations	Society and Culture
Cryptocurrency	Not Actionable	Software Updates
Dining and Drinking	Online Sharing and Collaboration	Sports and Recreation
DIY Projects	Online Meetings	Streaming Audio
Dynamic and Residential	Online Trading	Tobacco
Education	Organizational Email	Transportation
Entertainment	Paranormal	Travel
Fashion	Parked Domains	URL Shorteners
File Transfer Services	Personal Sites	Web Cache and Archives

Finance	Personal VPN	Web Hosting
Freeware and Shareware	Politics	Web Page Translation
Government and Law	Private IP Addresses as Host	
Hacking	Professional Networking	
Health and Medicine	Real Estate	
Humor	Recipes and Food	
Hunting	Reference	
Illegal Activities	Regional Restricted Sites (Germany)	
Illegal Downloads	Regional Restricted Sites (Great Britain)	
Infrastructure and Content Delivery Networks	Regional Restricted Sites (Italy)	

Appendix A8 – Windows Workstation OS Requirements

Windows Workstation Requirements

- IBE Patching for Workstations operating system requirements
    - Supported build version of Windows Pro, Enterprise, or Education as listed here
    - Home edition is not supported
- Exceptions:
    - Windows requirement exceptions for IBE Patching for Workstations
        - Windows 10 Enterprise and Education covered under a Microsoft's Extended Security Update (ESU) program
            - Versions that can be supported under an ESU listed here

Appendix B8 – Windows Patching Rollback Service Levels

Prioritization - Rollback requests are prioritized as follows

Priority	Impact/Severity
Critical	Widespread, multiple sites/users impacted, or business critical application down
High	Multiple sites/users, or business critical application degraded
Medium	Single site/user, alternative or workaround available and acceptable to customer
Low	Service or Change request, depending on customer action

Notification – IBE will notify customers via email of alerts and incidents as follows

Priority	Notification

Critical	90% responded to within 2 hours
High	90% responded to within 4 hours
Medium	90% responded to within 8 hours
Low	90% responded to within 12 hours

Response – Service level objectives for initiating rollback requests

Priority	Notification
Critical	90% responded to within 8 business hours
High	90% responded to within 16 business hours
Medium	90% responded to within 32 business hours
Low	90% responded to within 48 business hours

Appendix A9- Supported Third-Party Applications

The following URL, https://sis.n-able.com/3rdPartySw/ThirdPartySoftware.html, lists the available third-party applications that can be updated by the endpoint patch management agent.

- This list is subject to change by the endpoint patch management vendor, with or without notice
- Not all language versions (locales) can be updated by the endpoint patch management agent
    - Supported locales are listed in the "InstallerLocale" column
- Workstations must be able to connect to each software vendor's installer web address
    - These web addresses are listed in the "InstallerURLs" column
    - These connections could be potentially blocked by a: Firewall, web content filter solution, Endpoint Protection solution (antivirus, EDR)
    - Related IBE services are pre-configured to allow these connections, including: Network Device Management, MEDR, and Virus & Malware Protection

Appendix A10 - IBE FortiManager Platform – FortiOS Compatibility Matrix

This service requires compatibility with the IBE FortiManager Platform. This compatibility is achieved when utilizing a hardware model that is capable of running one of the designated FortiOS software series. Both the hardware and software change over time, the below reference is valid as of the date specified.

- FortiGate Hardware Model support (as of February 1st 2022)
    - Small – 60E/F
    - Medium – 80E/F and 100E/F
    - Large – 200E/F
    - Custom – Hardware model must support one of the required FortiOS series listed below, UTP services subscription may require custom pricing
- Compatibility verification required prior to enrollment
- FortiOS Software support (as of October 1st 2022)
    - 6.4.x series
    - 7.0.x series
    - 7.2.x series

Appendix B10 - MUTM Service Firmware Update Schedules and Definitions

- Standard Updates – These upgrades include minor bug fixes, feature releases, or other non-critical patches. They are performed on average twice a year, and are scheduled in advance, during our normal maintenance windows.
- Urgent Updates – These updates resolve newly discovered vulnerabilities that have the potential to be exploited, but are not currently being actively exploited. They are performed at the next available maintenance window and may be scheduled with short notice.
- Critical Updates – These updates are to resolve vulnerabilities with active exploits that create significant risk to the environment. They will take place as soon as possible after hours or during other acceptable downtime windows. Timing will be coordinated via the IBE support team, Service Delivery Manager, MUTM Team and Customer as required.

*Customer pre-authorized maintenance windows may be specified during the onboarding process to expedite updates based on severity.

Appendix C10 - MUTM Service Review Schedules and Definitions

IBE Engineers review general firewall configurations, Security Profiles, and Firewall Policies to ensure security best practices and optimization.

- Initial Review – Performed during onboarding of device
- Ongoing Change Review – Performed when changes are made to the device
- Device Health Review

- Automated – Alerts are generated based on firewall resource utilization and performance metrics, as well as important events such as failed Fortiguard updates.

- These alerts are generated 24x7x365 and investigated/resolved during standard service hours
  - Manual Review – Proactive verification of overall device health, firmware version, and recent modifications. These reviews are performed on a monthly basis, and also occur after an automated health alert.

- Management Platform Health Review
  - Automated - Alerts are generated when a device is not communicating with management platforms

- These alerts are generated 24x7x365 and investigated/resolved during standard service hours
  - Manual Review – Proactive verification of device connectivity and logging rate. These reviews are performed on a monthly basis, and also occur after an automated health alert.

Appendix D10 - MUTM Standard Reports and Schedules

Standard weekly reports

- Threat Summary
- Security and Threat Prevention
- Admin Login
- System Events

Standard monthly reports

- Bandwidth and Applications
- Application Visibility and Control
- Web Usage
- Detected Threats
- VPN Usage
- Admin Login and System Events

EXHIBIT D

PAYMENT SCHEDULE

Phase	PS Investment	H&S Investment	Tax	Total Per Project
Infrastructure Upgrade	$ 451,125.00	$ 774,029.10	$ 46,507.06	$ 1,271,661.16
End User Workstations upgrade (250 34", 15 40")		$ 704,017.05	$ 73,921.79	$ 777,938.84
Total=	$ 451,125.00	$ 1,478,046.15	$ 120,428.85	$ 2,049,600.00

Monthly pmnt if fi $ 32,960.43

Month	Equipment payment	MRR	Project Labour	Total Investment /Month
Dec-24	$ 32,960.43		$ 56,390.63	$ 89,351.06
Jan-25	$ 32,960.43		$ 56,390.63	$ 89,351.06
Feb-25	$ 32,960.43		$ 56,390.63	$ 89,351.06
Mar-25	$ 32,960.43		$ 56,390.63	$ 89,351.06
Apr-25	$ 32,960.43		$ 56,390.63	$ 89,351.06
May-25	$ 32,960.43	$ 35,767.00	$ 56,390.63	$ 125,118.06
Jun-25	$ 32,960.43	$ 35,767.00	$ 56,390.63	$ 125,118.06
Jul-25	$ 32,960.43	$ 35,767.00	$ 56,390.59	$ 125,118.06
Aug-25	$ 32,960.43	$ 35,767.00		$ 68,727.43
Sep-25	$ 32,960.43	$ 35,767.00		$ 68,727.43
Oct-25	$ 32,960.43	$ 35,767.00		$ 68,727.43
Nov-25	$ 32,960.43	$ 35,767.00		$ 68,727.43
Dec-25	$ 32,960.43	$ 35,767.00		$ 68,727.43
Jan-26	$ 32,960.43	$ 35,767.00		$ 68,727.43
Feb-26	$ 32,960.43	$ 35,767.00		$ 68,727.43
Mar-26	$ 32,960.43	$ 35,767.00		$ 68,727.43
Apr-26	$ 32,960.43	$ 35,767.00		$ 68,727.43
May-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Jun-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Jul-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Aug-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Sep-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Oct-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Nov-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Dec-26	$ 32,960.43	$ 38,628.36		$ 71,588.79
Jan-27	$ 32,960.43	$ 38,628.36		$ 71,588.79
Feb-27	$ 32,960.43	$ 38,628.36		$ 71,588.79
Mar-27	$ 32,960.43	$ 38,628.36		$ 71,588.79
Apr-27	$ 32,960.43	$ 38,628.36		$ 71,588.79
May-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Jun-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Jul-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Aug-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Sep-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Oct-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Nov-27	$ 32,960.43	$ 45,056.12		$ 78,016.55
Dec-27	$ 32,960.43	$ 41,718.63		$ 74,679.06
Jan-28	$ 32,960.43	$ 41,718.63		$ 74,679.06
Feb-28	$ 32,960.43	$ 41,718.63		$ 74,679.06
Mar-28	$ 32,960.43	$ 41,718.63		$ 74,679.06
Apr-28	$ 32,960.43	$ 41,718.63		$ 74,679.06
May-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Jun-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Jul-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Aug-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Sep-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Oct-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Nov-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Dec-28	$ 32,960.43	$ 45,056.12		$ 78,016.55
Jan-29	$ 32,960.43	$ 45,056.12		$ 78,016.55
Feb-29	$ 32,960.43	$ 45,056.12		$ 78,016.55
Mar-29	$ 32,960.43	$ 45,056.12		$ 78,016.55
Apr-29	$ 32,960.43	$ 45,056.12		$ 78,016.55
May-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Jun-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Jul-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Aug-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Sep-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Oct-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Nov-29	$ 32,960.43	$ 48,660.61		$ 81,621.04
Dec-29	$ -	$ 48,660.61		$ 48,660.61
Jan-30	$ -	$ 48,660.61		$ 48,660.61
Feb-30	$ -	$ 48,660.61		$ 48,660.61
Mar-30	$ -	$ 48,660.61		$ 48,660.61
Apr-30	$ -	$ 48,660.61		$ 48,660.61
Total	$ 1,977,625.75	$ 2,521,306.13	$ 451,125.00	

Fiscal Year	Investment
FY 24/25	$ 696,991.41
FY 25/26	$ 886,842.50
FY 26/27	$ 865,246.01
FY 27/28	$ 906,161.18
FY 28/29	$ 943,407.57
FY 29/30	$ 651,408.25
	$ 4,950,056.92

EXHIBIT E

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of the Work, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession, including but not limited to the area of professional technology liability coverage. Such coverage shall have the minimum limits of no less than Two Million Dollars ($2,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Work required by this Agreement.

Cyber Security. Cyber Security coverage shall be obtained by Consultant to include technology/professional liability insurance, intellectual property infringement, and data protection liability insurance. Consultant shall procure and maintain coverage for cyber liabilities and financial loss resulting or arising from acts, errors, or omissions, in connection with data maintenance, hosting, software development and other information technology services provided under this agreement. Coverage shall include protection for liability arising from: intellectual property infringement arising out of software and/or content (excluding patent infringement and misappropriation of trade secrets); breaches of security; violation or infringement of any right, privacy, breach of federal, state, or

foreign security and/or privacy laws or regulations including; data theft, damage, destruction, or corruption, including without limitation, unauthorized access, unauthorized use, identity theft, theft of personally identifiable information or confidential corporate information, transmission of a computer virus or other type of malicious code; and participation in a denial of service attack on a third party. The minimum limits shall be Three Million Dollars ($3,000,000) for each and every claim and in the aggregate.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease) which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Work hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/Noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's Rights of Enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement Provisions (Non Estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of Cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for

nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional Insured Status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of Undisclosed Coverage Limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Work who is brought onto or involved in the Work by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Work will be submitted to the City for review.

The City's Right to Revise Specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-Insured Retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City. Consultant agrees to be solely responsible for any self-insured retentions or deductibles it may maintain. It does not agree to limiting or changing same unless otherwise agreed to in writing by the Parties.

Timely Notice of Claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional Insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

FOR ITEM NO. 13, PLEASE SEE ITEM NO. 19

ITEM # 14

CITY OF SANTA FE SPRINGS

PUBLIC FINANCING AUTHORITY AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance & Administrative Services

SUBJECT: **MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA)**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The Santa Fe Springs Public Financing Authority (PFA) is a City entity that has periodically issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the PFA.

Consolidated Redevelopment Project 2006-A Tax Allocation Bonds

Financing proceeds available for appropriation at 10/31/2024	None
Outstanding principal at 10/31/2024	$25,205,601

Bond Repayment

The former Community Development Commission (CDC) issued a number of tax allocation bonds before it was dissolved by State law effective February 1, 2012 which are administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency no longer receives tax increment.

Instead, distributions from the Redevelopment Property Tax Trust Fund (RPTTF) are received based on approved obligations. It is anticipated that sufficient allocations from the RPTTF will continue to be made to the Successor Agency to meet ongoing debt service obligations.

Unspent Bond Proceeds
Under an approved Bond Expenditure Agreement, unspent bond proceeds of the former CDC in the amount of approximately $19 million were transferred to the City in July 2014. The funds are to be spent in accordance with the original bond documents. The unspent proceeds continue to be a source of funding within the City's capital improvement program (CIP).

2016 Bond Refunding
In July 2016, the Successor Agency issued its 2016 Tax Allocation Refunding Bonds, which paid off several bond issuances of the former CDC. The bonds were originally issued through the Public Financing Authority and included the 2001 Series A, 2002 Series A, 2003 Series A, the current interest portion of the 2006 Series A, and 2006 Series B bond issuances.

2017 Bond Refunding
In December 2017, the Successor Agency issued its 2017 Tax Allocation Refunding Bonds, which paid off the 2007 Tax Allocation Bonds of the former CDC. The 2007 Bonds were originally issued through the Public Financing Authority.

ANALYSIS

The report is presented for informational purposes only.

ENVIRONMENTAL

N/A

SUMMARY/NEXT STEPS

The Successor Agency will continue to request sufficient distributions from the RPTTF to make required bond payments through maturity on September 1, 2028.

ATTACHMENT(S):

None.

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

FOR ITEM NO. 15, PLEASE SEE ITEM NO. 19

ITEM # 16

CITY OF SANTA FE SPRINGS

WATER UTILITY AUTHORITY AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance

SUBJECT: **MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA)**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The Santa Fe Springs Water Utility Authority (WUA) is a City entity that has issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the WUA.

Water Revenue Bonds, 2013	
Financing proceeds available for appropriation at 10/31/2024	None
Outstanding principal at 10/31/2024	$6,890,000
Water Revenue Bonds, 2018	
Financing proceeds available for appropriation at 10/31/2024	None
Outstanding principal at 10/31/2024	$395,000

In May 2013 the Water Utility Authority issued the 2013 Water Revenue Bonds in the amount of $6,890,000. The bonds refunded the existing 2003 Water Revenue Bonds

(issued through the Public Financing Authority) and provided additional funds for water improvement projects in the amount of $2,134,339. The funds were restricted for use on water system improvements. In August 2013 the Water Utility Authority Board appropriated the proceeds for the Equipping Water Well No. 12 Project and all proceeds were since used on this project.

In January 2018 the Water Utility Authority issued the 2018 Water Revenue Bonds in the amount of $1,800,000. The bonds refunded the existing 2005 Water Revenue Bonds (issued through the Public Financing Authority). No additional funds were raised through the issuance of the 2018 Water Revenue Bonds.

The WUA was formed in June of 2009. Water revenue bonds issued prior to this date were issued through the City of Santa Fe Springs Public Financing Authority.

ANALYSIS

The report is presented for informational purposes only.

ENVIRONMENTAL

N/A

SUMMARY/NEXT STEPS

The WUA budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2013 and 2018 Water Revenue Bonds.

ATTACHMENT(S):

None.

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

FOR ITEM NO. 17, PLEASE SEE ITEM NO. 19

FOR ITEM NO. 18, PLEASE SEE ITEM NO. 19

ITEM # 19

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, CMC, Acting City Clerk

SUBJECT: **MINUTES OF THE OCTOBER 1, 9, AND 15, 2024 SPECIAL AND REGULAR CITY COUNCIL MEETINGS**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the minutes as submitted.

FISCAL IMPACT

N/A

BACKGROUND

Staff has prepared minutes for the following meeting:

- Council Meeting of October 1, 2024.
- Special Council Meeting of October 9, 2024.
- Council Meeting of October 15, 2024.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

N/A

ATTACHMENT(S):

A. October 1, 2024 Meeting Minutes
B. October 9, 2024 Special Meeting Minutes
C. October 15, 2024 Meeting Minutes

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

APPROVED:

MINUTES OF THE MEETINGS OF THE CITY COUNCIL

October 1, 2024

CALL TO ORDER
Mayor Sarno called the meeting to order at 5:02 p.m.

ROLL CALL
Members present: Councilmembers/Directors: Martin, Rodriguez, Zamora, Mayor Pro Tem/Vice Chair Rounds, and Mayor/Chair Sarno.

Members absent: None

PUBLIC COMMENTS ON CLOSED SESSION: None

1. **CLOSED SESSION**
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: APNs: 8177-029-908, 8177-029-903, 8177-029-905, 8177-031-018, 8177-031-019, and 8177-029-005
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiation parties: Kenneth G. Spiker, Spiker Rendon Consulting, Inc.
Under negotiation: Price and terms of payment as relates to interests in real property.

City Attorney, Rick Olivarez announced that there are two (2) additional walk on items for closed session consideration pursuant to Government Code Section 54954.2(b2).

CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: Assessor's Parcel Nos. 8009-023-900 (10900 Pioneer Blvd, Santa Fe Springs, CA 90670)
Agency negotiator: René Bobadilla, City Manager
Negotiation parties: En Fuego Baseball
Under negotiation: Price and Terms

CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: Assessor's Parcel Nos. 8008-010-907 (10400 Orr & Day Rd, Santa Fe Springs, CA 90670)
Agency negotiator: René Bobadilla, City Manager
Negotiation parties: Whittier Union High School District
Under negotiation: Price and Terms

It was moved by Councilmember Martin, seconded by Councilmember Rodriguez, to approve adding the additional two closed session items for consideration, which carried unanimously.

Mayor Sarno recessed the meeting at 5:03 p.m.

Mayor Sarno reconvened the meeting at 5:59 p.m.

CLOSED SESSION REPORT
City Attorney Olivarez provided a closed session report: Direction was given to staff and no reportable action was taken.

INVOCATION
Cindy Jarvis led the invocation.

PLEDGE OF ALLEGIANCE
Avani Belmont from Lakeview Elementary led the pledge of allegiance.

INTRODUCTIONS
Mayor Sarno introduced the following members from the Chamber of Commerce:
1. Kathie Fink from Santa Fe Springs Chamber of Commerce
2. Debbie Wade from Tepeyac Restaurant & Tequila Sports Bar
3. Ken Stewart and Edward Jones are joining via YouTube

PRESENTATIONS
Mayor Sarno announced that Item No. 2 on the agenda would be tabled until the next council meeting.

3. PROCLAMATION – BREAST CANCER AWARENESS MONTH, "PAINT THE TOWN PINK" (COMMUNITY SERVICES)

4. PROCLAMATION – NATIONAL WALK TO SCHOOL DAY (COMMUNITY SERVICES)

5. PROCLAMATION – FIRE PREVENTION WEEK (FIRE)

6. OMEGA OPERABLE UNIT (PUBLIC WORKS)

7. RECAP OF 2024 RELAY FOR LIFE (PARKS & RECREATION)

CHANGES TO AGENDA
There were no changes.

PUBLIC COMMENTS
The following persons spoke during public comments: 1) Michaele Peterson, 2) Lisa Luna, 3) Charles Leone, and 4) Lee Squire.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST
None

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any ordinance.

HOUSING SUCCESSOR

8. MINUTES OF THE SEPTEMBER 3, 2024 HOUSING SUCCESSOR MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

9. MINUTES OF THE SEPTEMBER 3, 2024 SUCCESSOR AGENCY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Approve the minutes as submitted.

CITY COUNCIL

10. MINUTES OF THE SEPTEMBER 3, 2024 CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the minutes as submitted.

11. RESOLUTION NO. 9931 – UPDATING THE LIST OF DESIGNATED EMPLOYEES REQUIRED TO FILE A CONFLICT OF INTEREST FORM (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Resolution No. 9931:
   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS RESCINDING RESOLUTION NO. 9821 AND ADOPTING AN UPDATED CONFLICT OF INTEREST CODE, APPLICABLE TO DESIGNATED POSITIONS FOR THE CITY, SUCCESSOR AGENCY, PUBLIC FINANCING AUTHORITY, HOUSING SUCCESSOR, AND WATER UTILITY AUTHORITY

12. ORDINANCE NO. 1146 – TO AMEND SECTIONS 155.003 (DEFINITIONS), 155.519 (INTERSTATE 605 CORRIDOR ELECTRONIC BILLBOARD SIGN PROGRAM), 155.526 (COMPREHENSIVE SIGN PROGRAM REQUIREMENT FOR UNIFIED DEVELOPMENTS), 155.527 (WINDOW DISPLAYS), 155.536 (SIGN GUIDELINES), AND ADD SECTION 155.537 (STATIC POSTER BILLBOARD CONVERSION PROGRAM) WITHIN TITLE 15 (LAND USE), CHAPTER 155 (ZONING), OF THE

SANTA FE SPRINGS MUNICIPAL CODE AND DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Find and determine that the Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3); and

2) Waive further reading and introduce Ordinance No. 1146 by title, amending Chapter 155 (Zoning) of Title 15 (Land Use) of the Santa Fe Springs Municipal Code; and

3) Take such additional, related action that may be desirable.

13. EXCLUSIVE NEGOTIATING AGREEMENT ("ENA") WITH PRIMESTOR DEVELOPMENT, LLC FOR THE DEVELOPMENT OF AN AFFORDABLE HOUSING AND MIXED-USE PROJECT ON CITY-OWNED PROPERTY (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Resolution No. 9930 to authorize the City Manager to execute an Exclusive Negotiating Agreement ("ENA") with Primestor Development, LLC; and

2) Take such additional, related, action that may be desirable.

14. AUTHORIZE THE PURCHASE OF VEHICLE MOBILE RADIOS, MOBILE DATA COMPUTERS (MDCS), VEHICLE READERS AND TRANSPONDERS, AND FITNESS EQUIPMENT FOR THE SANTA FE SPRINGS POLICING TEAM (POLICE SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize the Director of Police Services to issue purchase orders to facilitate the procurement of Mobile Data Computers (MDCs) from CDCE Incorporated in an amount not to exceed $31,343, Vehicle Mobile Radios from Motorola Solutions in an amount not to exceed $56,250, Vehicle Readers and Transponders from JMG Security Systems, INC. in an amount not to exceed $23,250 and Fitness Equipment from Extreme Training Equipment in an amount not to exceed $12,698.

2) Approve the expenditure of United States Department of the Treasury Asset Forfeiture Program-Equitable Sharing Funds in an amount not to exceed $123,541.

15. POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS UPDATE (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Pursuant to Santa Fe Springs Municipal Code Section 34.23 and California Public Contract Code Section 22050, by a four-fifths vote authorize continuing the repairs without competitive bidding; and

2) Take such additional, related, action that may be desirable.

16. RESIDENTIAL ALLEY IMPROVEMENTS – FINAL PAYMENT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the Final Payment to R.J. Noble Company of Orange, California for $592,079.85 (Less 5% Retention); and

2) Approve the final contract amount with R.J. Noble Company in the amount of $2,029,863.35; and

3) Take such additional, related action that may be desirable.

17. HERITAGE PARK NATIVE AMERICAN POND IMPROVEMENT – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Award a construction contract to Zeco, Inc., of Anaheim, California in the amount of $164,039.25 for the construction of the Heritage Park Native American Pond Improvement Project and authorize the City Manager to execute the agreement; and

2) Appropriate $100,750 from the Utility Users Tax (UUT) Fund to the Heritage Park Native American Pond Improvement Project (Account No. PW200101); and

3) Take such additional, related action that may be desirable.

18. RESIDENTIAL STREET IMPROVEMENTS 2024-2025 – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve adding the Residential Street Improvements 2024-2025 project to the Capital Improvement Plan; and

2) Appropriate Local Return Funds in the following dollar amounts: Prop C $1,199,321.68, TDA $41,035.00, Gas Tax $712,000.00, Measure R $1,753,894.00, Measure M $1,654,009.00; and

3) Appropriate $1,200,000.00 from the Residential Street Lighting Systems Upgrade Project (Account PW220010) to the proposed Residential Street Improvements 2024-2025 Project; and

4) Appropriate $680,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the Residential Street Improvements 2024-2025 project; and

5) Approve the Plans and Specifications for the subject project; and

6) Authorize the City Engineer to advertise for construction bids; and

7) Authorize the City Clerk to file a Notice of Exemption for the subject project with the Los Angeles Registrar-Recorder; and

8) Take such additional, related action that may be desirable.

It was moved by Councilmember Zamora, seconded by Councilmember Martin, to approve the consent calendar, by the following vote:

Ayes: Martin, Rodriguez, Zamora, Rounds, Sarno
Noes: None
Absent: None
Recuse: None

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

None

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING

Councilmember Martin expressed her support for SEAACA employees. She also spoke about the Relay for Life and Paint the Town Pink events. Lastly, she promoted Walk to School Day and Coffee with a Cop.

Councilmember Rodriguez spoke about the Relay for Life event and thanked CJ Construction for their generous donation.

Councilmember Zamora talked about the Relay for Life event and thanked the armed services for all of their work and dedication. Lastly, he commented on the Quartermania event.

Mayor Pro Tem Rounds thanked everyone for attending the meeting and promoted the upcoming events.

Mayor Sarno introduced Rick Olivarez, the new city attorney and thanked the SEAACA attendees for speaking out.

ADJOURNMENT

Mayor Sarno adjourned the meeting in memory of Inocencio Hernandez at 7:01 p.m.

_____
Jay Sarno
Mayor

ATTEST:

_____ _____
Fernando N. Muñoz Date
Acting City Clerk

APPROVED:

MINUTES OF THE SPECIAL MEETINGS OF THE CITY COUNCIL

October 9, 2024

CALL TO ORDER
Mayor Sarno called the meeting to order at 11:48 a.m.

ROLL CALL
Members present: Councilmembers Martin, Rodriguez, Zamora, Mayor Pro Tem Rounds, and Mayor Sarno.

Members absent: None

CITY COUNCIL

PRESENTATIONS
1. STATE OF THE CITY

PUBLIC COMMENTS
There was no one wishing to speak during public comments.

ADJOUNRMENT
Mayor Sarno adjourned the meeting at 1:46 p.m.

_____
Jay Sarno
Mayor

ATTEST:

_____
Fernando N. Muñoz
Deputy City Clerk

_____
Date

APPROVED:

MINUTES OF THE REGULAR MEETINGS OF THE CITY COUNCIL

October 15, 2024

CALL TO ORDER
Mayor Sarno called the meeting to order at 5:01 p.m.

ROLL CALL
Members present: Councilmembers/Directors: Martin, Rodriguez, Zamora, Mayor Pro Tem/Vice Chair Rounds, and Mayor/Chair Sarno.

MEMBERS ABSENT: None

PUBLIC COMMENTS ON CLOSED SESSION: None

CITY COUNCIL

1. **CLOSED SESSION**
THREAT TO PUBLIC SERVICES OR FACILITIES
(Pursuant to Government Code Section 54957)
Consultation with: René Bobadilla, City Manager

2. **CLOSED SESSION**
CONFERENCE REGARDING REAL PROPERTY NEGOTIATIONS
(Pursuant to Government Code Section 54956.8)
Property: Santa Fe Springs Athletic Field and Lake Center Athletic Park
Agency Negotiators: René Bobadilla, City Manager and Gus Hernandez, Director of Parks and Recreation
Negotiation Parties: Alex Corral, En Fuego Kids
Under Negotiation: Terms Related to the Use of the Property

3. **CLOSED SESSION**
CONFERENCE REGARDING REAL PROPERTY NEGOTIATIONS
(Pursuant to Government Code Section 54956.8)
Property: Little Lake Park
Agency Negotiators: René Bobadilla, City Manager and Gus Hernandez, Director of Parks and Recreation
Negotiation Parties: Alex Corral, En Fuego Kids
Under Negotiation: Potential Lease of the Property

4. **CLOSED SESSION**
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: Assessor's Parcel Nos. 8008-023-900 and 8008-023-901

Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiation parties: Any interested developers of affordable housing
Under negotiation: Price and terms of payment as relates to interests in real property

5. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: APNs: 8011-002-901, -902, -903, and 8011-003-955 to -979 (MC&C IV)
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiation parties: City Ventures LLC; EBS Realty Partners LLC and Penwood Real Estate Investment Management.
Under negotiation: Price and terms of payment as relates to interests in real property

SUCCESSOR AGENCY

6. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: APNs: 8011-018-900, -901, -902, -903, -904, -905, -906, AND 8011-019-911 (MC&C III)
Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development
Negotiation parties: AD Improvements; City Ventures LLC;
Under negotiation: Price and terms of payment as relates to interests in real property

Mayor Sarno recessed the meeting at 5:03 p.m.

Mayor Sarno reconvened the meeting at 6:08 p.m.

CLOSED SESSION REPORT

City Attorney, Rick Olivarez provided a closed session report: With respect to Item No. 1, Council received a briefing from City Manager. With respect to Item Nos 2 – 6, direction was given to staff, and no reportable action was taken.

INVOCATION

Mayor Pro Tem Rounds led the invocation.

PLEDGE OF ALLEGIANCE

Members of the Youth Leadership Committee led the pledge of allegiance.

INTRODUCTIONS

Mayor Sarno introduced the following representatives from the Chamber of Commerce:

1. Mark Gutierrez – GILMAR Automotive Group
2. Kathie Fink – Santa Fe Springs Chamber of Commerce CEO

PRESENTATIONS

7. "BEST OF SFS" (COMMUNITY SERVICES)

8. STATE OF THE CITY SPONSOR RECOGNITION (COMMUNITY SERVICES)

9. PROCLAMATION – RED RIBBON WEEK (PARKS & RECREATION)

10. UPDATE FROM THE WHOLE CHILD/THE RICHMAN GROUP (COMMUNITY DEVELOPMENT)

CHANGES TO AGENDA

None

PUBLIC COMMENTS

The following people spoke during public comments: 1) Jorge Morales, 2) AJ Hayes, 3) Irma Huitron, and 4) Ixtlana Bernal

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Director of Parks & Recreation, Gus Hernandez provided a brief presentation on the following items: 1) Fiestas Patrias de Octubre on September 19 and 20, 2) Halloween Carnival on October 26, and 3) Veterans Day Ceremony on November 11. Senior Planner, Vince Velasco also provided a brief presentation on upcoming businesses.

PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING SUCCESSOR, SUCCESSOR AGENCY, AND CITY COUNCIL

OLD BUSINESS

11. APPROVAL OF FACILITY USE AGREEMENT WITH EN FUEGO KIDS FOR ATHLETIC FIELDS AND FACILITY IMPROVEMENTS (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the attached Facility Use Agreement between the City of Santa Fe Springs and En Fuego Kids, allowing En Fuego Kids to use and make significant improvements to the athletic fields and facilities at Lake Center Athletic Park, and Santa Fe Springs Athletic Fields; and

2) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

3) Take such additional, related action that may be desirable.

It was moved by Councilmember Martin, seconded by Mayor Pro Tem Rounds, to approve the attached Facility Use Agreement between the City of Santa Fe Springs and En Fuego Kids, allowing En Fuego Kids to use and make significant improvements to the athletic fields and facilities at Lake Center Athletic Park, and Santa Fe Springs Athletic Fields, direct the City Attorney to make clarifying

changes necessary to effectuate the intent of the Agreement, and take such additional, related action that may be desirable, by the following vote:

Ayes: Martin, Rodriguez, Zamora, Rounds, Sarno
Nayes: None
Absent: None
Recused: None

REGULAR BUSINESS

12. REPLACEMENT OPTIONS FOR THE SANTA FE SPRINGS ORANGE MURAL (BOX CAR) AT HERITAGE PARK (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Select a replacement option for the Santa Fe Springs Oranges Art Mural; and

2) Take such additional, related action that may be desirable.

Community Services Manager, Ed Ramirez provided a brief presentation on Item No. 12. He reminded Council that there are maintenance costs associated with whatever option is selected. Council deliberated and gave direction to staff to do an art contest with students and to bring the item back at a subsequent meeting.

It was moved by Councilmember Zamora, seconded by Councilmember Rodriguez, to bring back the item at a subsequent meeting with Council's recommendations, by the following vote:

Ayes: Martin, Rodriguez, Zamora, Rounds, Sarno
Nayes: None
Absent: None
Recused: None

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any ordinance.

PUBLIC FINANCING AUTHORITY

13. MINUTES OF THE SEPTEMBER 17, 2024 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Approve the minutes as submitted.

14. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Receive and file the report.

WATER UTILITY AUTHORITY

15. MINUTES OF THE SEPTEMBER 17, 2024 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

16. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Receive and file the report.

HOUSING SUCCESSOR

17. MINUTES OF THE SEPTEMBER 17, 2024 HOUSING SUCCESSOR MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

18. MINUTES OF THE SEPTEMBER 17, 2024 SUCCESSOR AGENCY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Approve the minutes as submitted.

CITY COUNCIL

19. MINUTES OF THE SEPTEMBER 17, 2024 CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the minutes as submitted.

20. APPOINTMENT OF REPRESENTATIVE TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT BOARD OF TRUSTEES (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Appoint Mayor Pro Tem Rounds as the Santa Fe Springs representative to the Board of Trustees of the Greater Los Angeles County Vector Control District for a term of 4 years beginning in January 2025.

21. RESOLUTION NO. 9932 – DESIGNATING THE CITY OF SANTA FE SPRINGS AS A PURPLE HEART CITY (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt the attached resolution designating the City of Santa Fe Springs as a Purple Heart City, in recognition of the sacrifices made by members of the U.S. Armed Forces who have been wounded or killed in action while serving their country; and

2) Take such additional, related, action that may be desirable.

22. SECOND READING OF ORDINANCE NO. 1146 – TO AMEND SECTIONS 155.003 (DEFINITIONS), 155.519 (INTERSTATE 605 CORRIDOR ELECTRONIC BILLBOARD SIGN PROGRAM), 155.526 (COMPREHENSIVE SIGN PROGRAM REQUIREMENT FOR UNIFIED DEVELOPMENTS), 155.527 (WINDOW DISPLAYS), 155.536 (SIGN GUIDELINES), AND ADD SECTION 155.537 (STATIC POSTER BILLBOARD CONVERSION PROGRAM) WITHIN TITLE 15 (LAND USE), CHAPTER 155 (ZONING), OF THE SANTA FE SPRINGS MUNICIPAL CODE (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Ordinance No. 1146:

   AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING SECTIONS 155.003 (DEFINITIONS), 155.519 (INTERSTATE 605 CORRIDOR ELECTRONIC BILLBOARD SIGN PROGRAM), 155.526 (COMPREHENSIVE SIGN PROGRAM REQUIREMENT FOR UNIFIED DEVELOPMENTS), 155.527 (WINDOW DISPLAYS), 155.536 (SIGN GUIDELINES), AND ADD SECTION 155.537 (STATIC POSTER BILLBOARD CONVERSION PROGRAM) WITHIN TITLE 15 (LAND USE), CHAPTER 155 (ZONING), OF THE SANTA FE SPRINGS MUNICIPAL CODE.

2) Take such additional, related action that may be desirable.

23. APPROVAL OF ARTWORK FOR DAVE'S HOT CHICKEN RESTAURANT (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Approve Artwork for the Dave's Hot Chicken Restaurant; and

2) Take such additional, related, action that may be desirable.

24. APPROVE PROFESSIONAL SERVICES AGREEMENTS FOR PRINTING, GRAPHIC DESIGN, AND MAILING SERVICES (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve a three (3) year agreement with Advantage Mailing (Advantage) in the amount of $50,000 annually (total amount shall not exceed $150,000); and

2) Approve a three (3) year agreement with DDWerks (DDWerks) in the amount of $80,000 annually (total amount shall not exceed $240,000); and

3) Approve a three (3) year agreement with Inkovation Inc.(Inkovation) in the amount of $80,000 annually (total amount shall not exceed $240,000); and

4) Approve a three (3) year agreement with Intergraphics Company (Intergraphics) in the amount of $80,000 annually (total amount shall not exceed $240,000); and

5) Approve a three (3) year agreement with Simpson Advertising (Simpson) in the amount of $50,000 annually (total amount shall not exceed $150,000); and

6) Authorize the City Manager to exercise the one (1) year extension option of each agreement, if needed; and

7) Take any additional related action necessary.

25. MEASURE R FUNDING AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY – AMENDMENT NO. 2 TO AGREEMENT MR315.42 (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve Amendment No. 2 for Measure R Funding Agreement MR315.42 for Florence Avenue Widening Project, from Orr and Day to Pioneer Boulevard; and

2) Authorize the City Manager to execute Amendment No. 2; and

3) Take such additional, related, action that may be desirable.

26. MEASURE R FUNDING AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY – AMENDMENT NO. 4 TO AGREEMENT MR315.40 (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve Amendment No. 4 for Measure R Funding Agreement MR 315.40 for the Valley View Avenue and Rosecrans Avenue Intersection; and

2) Authorize the City Manager to execute Amendment No. 4; and

3) Take such additional, related, action that may be desirable.

27. TOWN CENTER HALL PAINTING AND FLOORING PROJECT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve adding the Town Center Hall Painting and Flooring project to the Capital Improvement Program; and

2) Appropriate $175,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the Town Center Hall Painting and Flooring Project; and

3) Authorize the City Engineer to advertise for construction bids; and

4) Take such additional, related action that may be desirable.

It was moved by Councilmember Rodriguez, seconded by Councilmember Zamora, to approve the consent calendar, by the following vote:

Ayes: Martin, Rodriguez, Zamora, Rounds, Sarno
Nayes: None
Absent: None
Recused: None

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS
None

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING
Councilmember Zamora said it was nice to see people in attendance and commented on the time frame for construction on the Melia Homes project.

Councilmember Martin spoke about attending the JPIA conference which touched on topics that do not affect the City specifically. She spoke about the Lantern Tours at Heritage Park and about the State of the City event. Lastly, she commended Whittier Police Department and wished everyone a Happy Halloween.

Councilmember Rodriguez talked about State of the City event and commended library staff for the great offerings. She looked forward to the Red Ribbon Parade. She wished everyone in attendance a Happy Halloween.

Mayor Pro Tem Rounds commented on The Whole Child Project and looked forward to its completion. Looked forward to the Red Ribbon Parade and asked staff to look at updating the tree policy.

Mayor Sarno also talked about bringing back an ordinance to only permit work during certain hours at a future meeting. He talked about the State of the City event and commended Lee Squire and the Fire Department for their recent open house.

ADJOURNMENT

Mayor Sarno adjourned the meeting at 8:00 p.m. to November 12, 2024.

_____
Jay Sarno
Mayor

ATTEST:

_____ _____
Fernando N. Muñoz Date
Deputy City Clerk

ITEM # 20

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, Acting City Clerk

SUBJECT: **RESOLUTION NO. 9938 – ESTABLISHING A CITY COUNCIL MEETING SCHEDULE FOR CALENDAR YEAR 2025**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Adopt Resolution No. 9938:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ESTABLISHING A CITY COUNCIL MEETING SCHEDULE THROUGH CALENDAR YEAR 2025.

2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

N/A

BACKGROUND

Government Code section 36805 provides that the City Council shall hold regular meetings at least once a month at times fixed by resolution or ordinance. The attached resolution sets forth a City Council meeting schedule proposed by City staff, including dates and the start times of meetings (5:00 p.m. for any closed sessions; 6:00 p.m. for open sessions). Adoption of this resolution will help City staff plan for City Council meetings through 2025 and provide transparency to the public.

ENVIRONMENTAL

N/A

SUMMARY/NEXT STEPS

Adoption of Resolution No. 9938 will allow City staff to plan for meetings and provide public transparency.

ATTACHMENT(S):

A. Resolution No. 9938

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

RESOLUTION NO. 9938

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ESTABLISHING A CITY COUNCIL MEETING SCHEDULE THROUGH CALENDAR YEAR 2025

WHEREAS, Government Code section 36805 provides that the City Council shall hold regular meetings at least once a month and allows for the fixing of those times by resolution; and

WHEREAS, the City Council adopted Ordinance No. 1139 amending Section 30.15 of the Code of Santa Fe Springs to provide that the times for City Council meetings shall be set by resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS RESOLVES AS FOLLOWS:

Section 1. The dates for regular City Council meetings through calendar year 2025 shall be as follows:

January 14, 2025
January 21, 2025
February 4, 2025
February 18, 2025
March 4, 2025
March 18, 2025
April 1, 2025
April 15, 2025
May 6, 2025
May 20, 2025
June 3, 2025
June 17, 2025
July 1, 2025
August 19, 2025
September 2, 2025
September 16, 2025
October 7, 2025
October 21, 2025
November 4, 2025
December 2, 2025

Section 2. Nothing herein shall preclude the City Council from holding an adjourned regular meeting, special meeting, or emergency meeting pursuant to

state law. Nothing herein shall preclude the City Clerk from canceling a regular meeting, adjourned regular meeting, or special meeting should there not be a quorum present at such meeting.

Section 3. The time of regular meetings of the City Council shall be as follows:

A. If there is a closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 5:00 p.m. and open session shall start at 6:00 p.m.
B. If there is no closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 6:00 p.m.

APPROVED AND ADOPTED on this 11th day of November 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jay Sarno, Mayor

ATTEST:

Fernando Muñoz, Deputy City Clerk

ITEM # 21

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, Acting City Clerk

SUBJECT: **PROPOSED ORDINANCE AMENDMENTS TO CITY COMMISSIONS AND COMMITTEES - AMENDING SECTIONS 32.33, 32.34, AND 32.36 OF CHAPTER 32 OF TITLE III, AND SECTION 38.45 OF CHAPTER 38 OF TITLE III OF THE CODE OF SANTA FE SPRINGS**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the first reading of, and approve the ordinance amending Sections 32.33, 32.34, and 32.36 of Chapter 32 (Commissions and Committees) of Title III, and Section 38.45 of Chapter 38 (City Policies) of Title III of the Santa Fe Springs Municipal Code; and

2) Waive all further readings of this ordinance; and

3) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the ordinance change; and

4) Take such additional, related action that may be desirable.

FISCAL IMPACT

There is no direct fiscal impact anticipated with these amendments. Indirectly, the reduction in meeting frequency may lead to cost savings related to staff time, meeting materials, and administrative overhead.

BACKGROUND

The City of Santa Fe Springs relies on various advisory committees to support city initiatives, provide recommendations, and foster public engagement. To align these

bodies with the City's mission, values, and resource allocation, an evaluation of the current attendance policy and meeting frequency has been conducted. These amendments aim to offer greater flexibility for advisory committee members while optimizing the effectiveness of meetings.

ANALYSIS

The proposed ordinance amendment addresses one primary area: attendance flexibility. The amendment increases the number of allowable absences for commission and committee members from three (3) to four (4) per calendar year. This change provides greater flexibility for members who may face occasional scheduling conflicts due to personal or professional obligations, while still maintaining their commitment to their roles. By adjusting the attendance policy, the City acknowledges the demands on members' time and promotes sustained engagement without penalizing minor, unavoidable absences.

ENVIRONMENTAL

N/A

DISCUSSION

The proposed amendment to the ordinance aims to improve the efficiency and flexibility of City commissions and committees by increasing the allowed absences from three to four per calendar year. By allowing members up to four absences, the City acknowledges the demands on members' time, promoting sustained engagement without rigid penalization for minor scheduling conflicts. These changes align with the City's mission to maximize operational efficiency, improve resource allocation, and maintain a balanced, productive approach to community engagement.

SUMMARY/NEXT STEPS

Upon adoption, update commission and committee policies to reflect the new attendance and meeting frequency guidelines, and communicate these changes to all members. Additionally, these changes will become effective with the appointments of new terms in January 2025.

ATTACHMENT(S):

A. Ordinance No. 1151

ITEM STATUS:

APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ORDINANCE NO. 1151

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING SECTIONS 32.33, 32.34, AND 32.36 OF CHAPTER 32 (COMMISSIONS AND COMMITTEES) OF TITLE III, AND SECTION 38.45 OF CHAPTER 38 (CITY POLICIES) OF TITLE III OF THE CODE OF SANTA FE SPRINGS RELATING TO CITY COMMISSIONS AND COMMITTEES

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section 32.33 (Appointments) of Chapter 32 of Title III of the Code of Santa Fe Springs is hereby amended as follows:

§ 32.33 APPOINTMENTS.

Beginning in 2021, appointments to commissions and committees shall be made in January.

SECTION 2. Section 32.34 (Term) of Chapter 32 of Title III of the Code of Santa Fe Springs is hereby amended as follows:

§ 32.34 TERM.

The term of service for any individual appointed to a commission or committee shall be two years beginning in January. Any individual appointed to fill an unexpired term shall serve for the unexpired portion of that term. All commission and committee members shall continue in office until their successors are appointed.

SECTION 3. Section 32.36 (Absences) of Chapter 32 of Title III of the Code of Santa Fe Springs is hereby amended as follows:

§ 32.36 ABSENCES.

If an individual appointed to a commission or committee that meets on a monthly basis is absent from four meetings within a calendar year, or absent from four consecutive meetings, that individual shall be deemed to have resigned from the commission or committee. If an individual appointed to a commission or committee that meets on a quarterly basis is absent from two meetings within a year, that individual shall be deemed to have resigned from the commission or committee. An individual who has been deemed to have resigned from a commission or committee due to such absences will be eligible to re-apply to serve on that commission or committee no earlier than six months after such resignation.

SECTION 4. Section 38.45 (Heritage Arts Advisory Committee; Operations) of Chapter 38 of Title III of the Code of Santa Fe Springs is hereby amended as follows:

A. Subsection (A) of Section 38.45 is amended to read:

(A) The Heritage Arts Advisory Committee (HAAC) is hereby created as a committee appointed by the City Council to advise on the city's Heritage Artwork in Public Places Program. The HAAC shall consist of a maximum of nine voting and six non-voting members who may be reappointed at the discretion of the City Council and shall include the following unless otherwise directed by the City Council:

(1) A member of the Planning Commission.

(2) A member of the Chamber of Commerce and Industrial League.

(3) A member of the Historical and Community Preservation Advisory Committee.

(4) A member of the Family and Human Services Advisory Committee.

(5) A member directly appointed by a City Council member, with each City Council member being entitled to one direct appointment.

(6) The City Manager or designee, in a nonvoting capacity.

(7) The Director of Community Services or designee, in a nonvoting capacity.

(8) The Director of Community Development or designee, in a nonvoting capacity.

SECTION 5. Any provision of the Code of Santa Fe Springs inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

SECTION 6. If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses may be declared unconstitutional.

SECTION 7. The City Clerk shall certify to the adoption of this Ordinance, including the vote for and against and shall post a certified copy of this ordinance, within 15 days after its passage to be posted in at least three (3) public places within the City as established by ordinance, and, in compliance with Section 36933 of the Government Code.

ATTEST: _____
Jay Sarno, Mayor

_____
Fernando Muñoz, CMC Deputy City Clerk

ITEM # 22

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, Acting City Clerk

SUBJECT: **RESOLUTION NOS. 9936 AND 9937 – RESOLUTIONS OF THE SANTA FE SPRINGS CITY COUNCIL, AMENDING CERTAIN RULES FOR ADVISORY COMMITTEES**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve Resolution No. 9936; and

2) Approve Resolution No. 9937; and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

There is no direct fiscal impact anticipated with these amendments. Indirectly, the reduction in meeting frequency may lead to cost savings related to staff time, meeting materials, and administrative overhead.

BACKGROUND

The City of Santa Fe Springs relies on various advisory committees to support city initiatives, provide recommendations, and foster public engagement. To align these bodies with the City's mission, values, and resource allocation, an evaluation of the current attendance policy and meeting frequency has been conducted. These amendments aim to offer greater flexibility for advisory committee members while optimizing the effectiveness of meetings.

ANALYSIS

The suggested amendments in Resolution No. 9936 reduce the required number of meetings per year for commissions and committees, and also reduce the roster size of certain committees. These amendments enable each body to meet only as necessary to fulfill their duties effectively. These reductions are intended to streamline city operations, allowing for efficient use of resources and alignment with the City's mission. Fewer, more focused meetings are anticipated to enhance the impact and productivity of each group's deliberations. Additionally, reducing the roster size makes it easier to establish quorum and reduces the likelihood of scheduling conflicts.

Collectively, these changes support the City's goals of optimizing operational efficiency, improving resource allocation, and maintaining purposeful engagement across commissions and committees.

Resolution No. 9937 moves the appointment date from January to July to coincide with the start of the academic year for the Youth Leadership Committee.

ENVIRONMENTAL

N/A.

DISCUSSION

The amendments reduce the required number of meetings per year for commissions and committees, enabling each body to meet only as necessary to fulfill their duties effectively. This reduction is intended to streamline city operations, allowing for efficient use of resources and alignment with the City's mission. Fewer, more focused meetings are anticipated to enhance the impact and productivity of each group's deliberations. Collectively, these changes support the City's goals of optimizing operational efficiency, improving resource allocation, and maintaining purposeful engagement across commissions and committees.

SUMMARY/NEXT STEPS

Upon adoption, update commission and committee policies to reflect the new attendance and meeting frequency guidelines, and communicate these changes to all members. Additionally, these changes will become effective with the appointments of new terms in January 2025

ATTACHMENT(S):

A. Resolution No. 9936
B. Resolution No. 9937

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

APPROVED:
ITEM NO.:

RESOLUTION NO. 9936

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AFFIRMING CERTAIN EXISTING ADVISORY COMMITTEES, SETTING RULES FOR ADVISORY COMMITTEES, AND UPDATING PREVIOUS COMMITTEE BY-LAWS

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council affirms the establishment of the following advisory committees to the City Council and sets forth the following provisions for each:

CITY OF SANTA FE SPRINGS FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE

Purpose: The purpose of this Committee shall be to advise the City Council on human services needs that exist in the community and work with City staff on improving and developing social services programs. The purpose is also to evaluate existing services/programs and make recommendations as needed to improve services.

Membership: This Committee shall be comprised of no more than fifteen (15) members appointed by the City Council from a cross-section of eligible persons. Each City Council member shall have up to three (3) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

CITY OF SANTA FE SPRINGS PARKS & RECREATION ADVISORY COMMITTEE

Purpose: The purpose of this Committee shall be:

- To advise the City Council on the types of programs that would best meet the recreational needs of the people of all ages and interests.
- To provide more public participation in policy making as to parks and recreation programs and services, and facility/park operations.
- To evaluate the effectiveness of recreation programs and park facilities.
- To assist in policy formation regarding conservation, nature, open spaces, and cultural development.
- To provide cultural and educational events and activities, both with City facilities and other establishments (e.g., trips, concerts, plays, historical events, art shows).

Membership: This Committee shall be comprised of no more than twenty (20) members

appointed by the City Council from a cross section of the various segments of the community. Each City Council Member shall have up to four (4) direct appointments. Seventeen of the members must be residents of the City.

Meeting Schedule: This Committee shall meet as business requires, except in the months of January, April, July, August, September, and December.

CITY OF SANTA FE SPRINGS SENIOR ADVISORY COMMITTEE

Purpose: The purpose of this Committee shall be to advise, plan, and conduct projects that will foster mutual understanding between the senior population of the City and the City Council in order to improve the well-being of the seniors in the City and the community at large.

Membership: The Committee shall be comprised of no more than twenty (20) members appointed by the City Council. Members must be 50 years of age or older. Each City Council Member shall have up to five (5) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires, except in the months of January, April, July, August, September, and December.

CITY OF SANTA FE SPRINGS YOUTH LEADERSHIP COMMITTEE

Purpose: The purpose of this Committee shall be to foster greater involvement of youth in the community and in municipal government. The Committee shall study problems, activities, and concerns of the youth population, especially as they relate to municipal programs or projects of the City and make recommendations to the City Council as needed.

Membership: The committee shall be comprised of no more than fifteen (15) members appointed by the City Council from a cross section of youth residing in or attending school in the City. Each City Council member shall have up to three (3) direct appointments. Committee members must be between the ages of 13 and 18 years of age during their terms. No more than two (2) immediate family members may participate on the Committee during any appointed term.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires, except in the months of January, April, July, September, and December.

CITY OF SANTA FE SPRINGS HISTORICAL AND COMMUNITY PRESERVATION ADVISORY COMMITTEE

Purpose: The purpose of this Committee shall be to serve the historical community and preservation needs of the community as follows:

(A) Historical:

- To collect factual data on the Native American, European and Spanish-Mexican history and culture as it is woven together into the fabric of Santa Fe Springs' daily life.
- To share these resources with the schools and citizens in order to supplement any curriculum that may need historical data concerning the Santa Fe Springs area.
- To chronicle and display the diverse cultural influences and impacts on the City and its population.

(B) Preservation:

- To prepare suggestions for policy determination by the City Council concerning preservation and beautification in the City.
- To recommend programs it deems advisable for recognizing individuals, groups, organizations, or companies that have improved or are working toward beautifying their homes, businesses, industries, property or area.
- To make recommendations for educational programs concerning City beautification to be conducted in the schools, service clubs, PTA groups, and other community organizations.

Membership: This Committee shall be comprised of no more than fifteen (15) members appointed by the City Council from a cross-section of eligible persons. Each City Council member shall have up to three (3) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires, except in the months of January, April, July, August, September, and December.

SECTION 2. The following rules shall govern all advisory committees of the City, whether established by ordinance or resolution:

A. All committees shall comply with the Ralph M. Brown Act (Government Code §§ 54950 *et seq*.).

B. All committees serve as advisory bodies to the City Council. The jurisdiction of each committee is limited to the purpose and duties set forth herein. Unless otherwise granted by the City Council, no committee shall have the power or authority to commit City funds.

C. In January of each year, or the first meeting of each calendar year, each committee shall appoint a chairperson and a vice-chairperson to serve for a one-year period. The chairperson shall preside at committee meetings and represent the committee at various functions. The vice-chairperson shall assume the chairperson's duties in the absence of the chairperson.

D. In the absence of both the chairperson and vice-chairperson at a meeting, the

voting members of the committee shall select amongst themselves an acting chairperson for that meeting.

E. Each committee may propose changes to its meeting schedule or governing rules, subject to approval by the City Council.

F. Each committee member shall be entitled to one vote, except for emeritus members.

G. The City Council may appoint any number of emeritus members to any committee. An emeritus member shall serve as a non-voting member of the committee.

H. Each committee shall have a secretary, who shall be a member of City staff assigned that function. The duties of the secretary shall include: 1) preparing minutes for each meeting; 2) keeping an accurate record of attendance and notifying the City Clerk of absences that violate the City's code; 3) providing staff assistance as required for the conduct of the committee's business; and 4) acting as the principal staff advisor to the committee.

I. Each committee shall report to the City Council as requested by the City Council.

J. Each committee may establish one or more temporary subcommittees if deemed necessary or beneficial by that committee, so long as a subcommittee is composed solely of less than a quorum of the committee, serves a single or limited purpose, and is not perpetual. Such subcommittee will be deemed dissolved once its purpose is completed.

SECTION 3. This Resolution repeals and supersedes Resolution No. 9661 previously adopted by the City Council.

APPROVED and ADOPTED this 12th day of November, 2024 by the following roll call vote:

_____
Jay Sarno, Mayor

ATTEST:

_____
Fernando N. Muñoz, CMC, Deputy City Clerk

Attachment 2 **APPROVED:**
ITEM NO.:

RESOLUTION NO. 9937

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA SETTING RULES FOR THE YOUTH LEADERSHIP COMMITTEE

WHEREAS, the City Council previously adopted Resolution No. 9936 affirming the establishment of advisory committees to the City Council, including the Youth Leadership Committee, and setting forth rules governing all commissions and committees; and

WHEREAS, the City Council desires to amend certain rules for the Youth Leadership Committee to better align with the school schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The following rules shall govern the Youth Leadership Committee:

A. The members of the Youth Leadership Committee shall be appointed by the City Council in July of each year.

B. In August of each year, the Youth Leadership Committee shall appoint a chairperson, vice-chairperson, treasurer, and secretary to serve for a one-year period. The chairperson shall preside at committee meetings and represent the committee at various functions. The vice-chairperson shall assume the chairperson's duties in the absence of the chairperson.

SECTION 2. Except as otherwise specified in this Resolution, Resolution No. 9936 previously adopted by the City Council shall continue to apply to all commissions and committees, including the Youth Leadership Committee.

APPROVED and ADOPTED this 12th day of November, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Jay Sarno, Mayor

ATTEST:

_____
Fernando N. Muñoz, CMC, Deputy City Clerk

ITEM # 23

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance and Administrative Services

SUBJECT: **TREASURER'S REPORT OF INVESTMENTS FOR THE QUARTER ENDED SEPTEMBER 30, 2024**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

Investment earnings for the quarter ended September 2024 amounted to $1,855,826.

BACKGROUND/DISCUSSION

Beginning January 2016, the City retained PFM Asset Management LLC ("PFMAM") to manage $20.8 million of the City's reserve funds ("managed portfolio").

Based on a cash flow analysis and discussion with PFMAM and the City Council Audit Subcommittee, an additional $10.0 million of the City's reserve funds were added to the portfolio in May 2017, and $35.0 million in January 2023 bringing the total principal invested to $65.8 million.

At the end of each calendar quarter, PFMAM provides a detailed written report covering general market conditions as well as the balances and transactions of the City's portfolio for the previous quarter. PFMAM's detailed report is attached to this Treasurer's Report.

Mr. Richard Babbe, Senior Management Consultant with PFMAM, along with his staff, have also regularly provided an update, including a detailed review of the results of the

portfolio for the quarter, a discussion of the investment strategies and policies which govern the City's portfolio, and general market conditions.

ANALYSIS

The City's managed portfolio generated interest income in the amount of $441,682 for the most recent quarter. The interest income represents actual cash receipts received by the City, plus the amortization of any discounts or premiums, as well as realized gains and losses. The figure does not include unrealized gains or losses (i.e. changes in market value).

The overall performance of the City's managed portfolio account is expressed in a "yield" and "total return". The yield is a forward-looking measurement which shows the income and dividends on the investments to be expected in the future based on current holdings, expressed as an annual rate of return. The City's yield (at cost value) at September 30, 2024 was 4.28%, increase from 4.18% the previous quarter.

Total return on the other hand, is a backward-looking measurement focused on not only interest earned, but also realized and unrealized gains/losses. Realized gains/losses result from selling a security at a price higher or lower than was actually paid to purchase it. Unrealized gains/losses result from market value increases and decreases in security values for securities which are still held in the portfolio.

Of particular importance to the City's portfolio is the inverse relationship between yield and market value. In general, when yields go up, market values go down, and vice versa. For example, if the City is holding a bond which pays 1.0% and the market yield increases to 1.1% the market value of the City's 1.0% security will decline so that an investor purchasing the security would pay a price below face value which would cause the security to yield 1.1% even though it only pays 1.0%. If held until maturity, the security would pay the full face value along with the 1.0% stated interest throughout the term. In other words, "unrealized" gains/losses are not "realized" unless the security is actually sold prior to maturity.

The yield at June 30, 2016 was 1.25% and rose to 4.28% as of September 30, 2024. This has resulted in unrealized losses, however, it is important to point out that the investments continue to pay the stated interest on the security. The unrealized losses simply represent the amount that the City would lose, if the security was sold in the current market conditions. It is not an actual loss of the City's principal value invested. It is also important to remember that rising yield markets are good in the sense that as securities mature, they are replaced with higher rate securities, increasing the overall interest income of the portfolio.

Because the total return (as opposed to the yield) takes into account realized and unrealized gains/losses, it is generally compared against a target benchmark to evaluate

portfolio performance. The City's benchmark is the 1-5 Year U.S. Treasury Index. The total return for the City's portfolio for the quarter ended June 30, 2024 was 0.89% vs. the benchmark's total return of 0.82%; the City's portfolio outperformed the benchmark by 0.07%. Since inception of the managed portfolio (January 2016) the total return for the City's portfolio was 1.38% vs. the benchmark total return of 1.03% through June 30, 2024. Due to a system glitch with PFMAM, the benchmark information for the quarter ending September 2024 is currently unavailable.

Aside from the PFMAM managed portfolio, the City's other investments are the Local Agency Investment Fund ("LAIF"), a pooled investment fund managed by the California State Treasurer; the California Asset Management Program ("CAMP"), a pooled investment fund managed by PFMAM; and the First American Treasury Obligations Fund, a U.S. Treasury money market fund ("MMF") used by the City's bond trustee. LAIF returned an annualized rate of 4.71% for the quarter while CAMP returned 5.08% and the MMF returned 4.76%. Interest earnings for the quarter amounted to $465,004, $788,576, and $160,564, respectively, for the LAIF, CAMP, and the MMF accounts.

ENVIRONMENTAL

None.

SUMMARY/NEXT STEPS

The attached Treasurer's Report contains all investments under the control of the City.

The investments, at market value, are summarized as follows:

Pooled Cash and Investments	$ 120.7 million
Successor Agency Bond Fund	19.4 million
Bonds Reserves and Debt Service	13.8 million
Total Investments	$ 153.9 million

Pooled cash and investments consist of the PFMAM managed account, LAIF, and CAMP. The Successor Agency bond funds are held in LAIF and are the source of funds for ongoing capital improvement projects. Spending on multiple capital projects has occurred and these funds will be drawn down for deposit into the City's pooled cash and investments.

The bond reserves and debt service funds consist of the MMF accounts held, as required, by the City's third party trustee, U.S. Bank. These funds are held for debt service payments and reserves for bond issuances of the Water Utility Authority, the Successor Agency, and the Heritage Springs Assessment District.

The investments, at market value, are summarized by type as follows:

PFMAM Managed Portfolio	$ 73.1 million
LAIF	24.6 million
CAMP (including TERM CAMP)	42.4 million
MMF	13.8 million
Total Investments	$153.9 million

PFMAM and Staff will continue to work with the City Council to review any proposed changes to the portfolio make-up.

ATTACHMENT(S):

A. Treasurer's Report of Investments (Quarter Ended September 30, 2024)
B. PFMAM Investment Performance Review (Quarter Ended September 30, 2024)

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

CITY OF SANTA FE SPRINGS
TREASURER'S REPORT OF INVESTMENTS
QUARTER ENDED SEPTEMBER 30, 2024

DESCRIPTION	BEGINNING BALANCE	DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES	ENDING BALANCE	MARKET VALUE	QUARTERLY INVESTMENT EARNING	ANNUAL YIELD
POOLED INVESTMENTS:							
PFM MANAGED PORTFOLIO (1)	$ 71,468,586.05	$ 8,739,412.89	$ 7,288,742.94	$ 72,919,256.00	$ 73,103,408.63	$ 441,682.32	4.28%
CALIFORNIA ASSET MANAGEMENT PROGRAM	58,785,917.33	21,743,264.47	38,110,176.44	42,419,005.36	42,419,005.36	788,575.67	5.08%
LOCAL AGENCY INVESTMENT FUND	5,212,554.89	58,813.10	-	5,271,367.99	5,240,748.02	58,813.10	4.71%
SUBTOTAL POOLED INVESTMENTS	135,467,058.27	30,541,490.46	45,398,919.38	120,609,629.35	120,763,162.01	1,289,071.09	
SUCCESSOR AGENCY BOND FUNDS (2):							
LOCAL AGENCY INVESTMENT FUND	19,276,348.15	231,176.29	-	19,507,524.44	19,394,210.44	406,191.05	4.71%
SUCCESSOR AGENCY FUNDS:							
LOCAL AGENCY INVESTMENT FUND	0.96	-	-	0.96	0.95	-	4.71%
INVESTMENTS HELD BY FISCAL AGENT (3):							
U.S. BANK CORPORATE TRUST MONEY MARKET FUNDS:							
First American Treasury Obligations Fund Class D:							
City of Santa Fe Springs	574,740.00	4,566.82	-	579,306.82	579,306.82	6,890.35	4.71%
Successor Agency	12,604,583.43	429,789.92	-	13,034,373.35	13,034,373.35	151,573.79	4.71%
Heritage Springs Assessment District	175,647.21	2,208.49	-	177,855.70	177,855.70	2,099.95	4.71%
Subtotal First American Treasury Obligations Fund Class D	13,354,970.64	436,565.23	-	13,791,535.87	13,791,535.87	160,564.09	
SUBTOTAL INVESTMENTS HELD BY FISCAL AGENT (U.S. BANK)	13,354,970.64	436,565.23	-	13,791,535.87	13,791,535.87	160,564.09	
TOTAL INVESTMENTS	$168,098,378.02	$ 31,209,231.98	$ 45,398,919.38	$ 153,908,690.62	$153,948,909.27	$ 1,855,826.23	

Notes:

(1) See attached report prepared by PFM, the City's investment manager, for detailed analysis of the managed portfolio. All information except for the market value is reported on the amortized cost basis. Investment earnings on the amortized cost basis do not include unrealized gains and losses.

(2) Unspent bond proceeds of the former redevelopment agency to be used for ongoing capital improvement projects.

(3) Fiscal agent accounts are held by U.S. Bank as Trustee for debt service reserves and payment of bond principal and interest.

CERTIFICATION:

The investment transactions are in compliance with the investment policy approved by the City Council.
There is sufficient liquidity within the portfolio to meet all anticipated expenditures for the next six months.



LANA DICH, CITY TREASURER

0	153.90	0.00
		0.00
0		0.00
0		0.00

Buy		(8,001,266.62)
Interest		738,146.27
Maturity		70,262.50
Paydowns		332,395.84
Sell		6,886,084.60
		25,622.59
1,450,669.95		
58,813.10		
465,004.15		
24,634,958.46	153.90	
	\	
4,566.82		
429,789.92		
2,208.49		
-		

/WGZY

pfm asset management

City of Santa Fe Springs

Investment Performance Review
For the Quarter Ended September 30, 2024

Client Management Team

Monique Spyke, Managing Director
James Sims, CFA, Managing Director
Richard Babbe, CCM, Senior Managing Consultant
Robert Montoya, Relationship Manager

PFM Asset Management LLC

633 W 5th St., 25th Floor
Los Angeles, CA 90071
949-230-6896

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

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Market Update

Current Market Themes



- The U.S. economy is characterized by:
  - A labor market that reached better balance and support consumer activity
  - Inflation that has made meaningful progress towards the Federal Reserve's (Fed) 2% target, although shelter costs remain a headwind
  - Resilient economic growth and consumer spending that support the 'soft landing' scenario



- Fed begins the easing cycle
  - The Fed cut the federal funds target rate by 50 basis points (bps) to 4.75% - 5.00% at its September FOMC meeting
  - Fed officials note they have gained greater confidence the risks to their dual mandate are "roughly" in balance
  - The Fed's September "dot plot" implies 50 bps of additional cuts in 2024 and 100 bps through 2025



- Treasury yields continued their descent
  - Yields on maturities between 3 months and 10 years fell 62-112 bps during the 3rd quarter
  - The yield curve began to disinvert in the 3rd quarter as the spread between the 2-year and 10-year Treasury reached positive territory for the first time in over 2 years
  - Despite intra-quarter spread widening, yield spreads across most credit sectors were range bound at tight levels, reflecting the strength of the economy

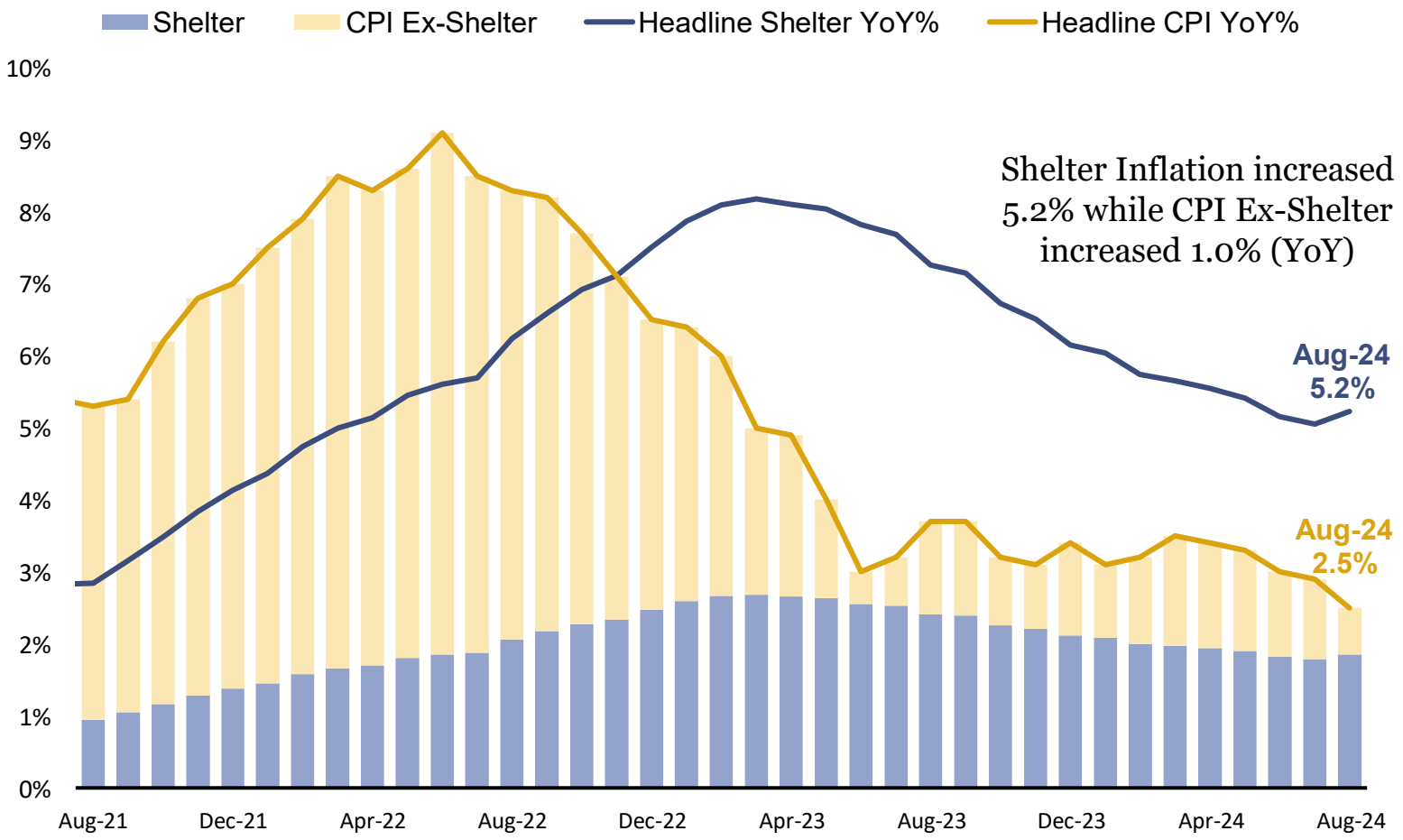
Source: Bloomberg Finance L.P., as of September 30, 2024.

Inflation Trends Lower

Fed Chair Powell: "[H]ousing inflation is the … one piece that is kind of dragging a bit … it's been slower than we expected"

Consumer Price Index (CPI)

Top-Line Contributions, Year-over-Year Changes



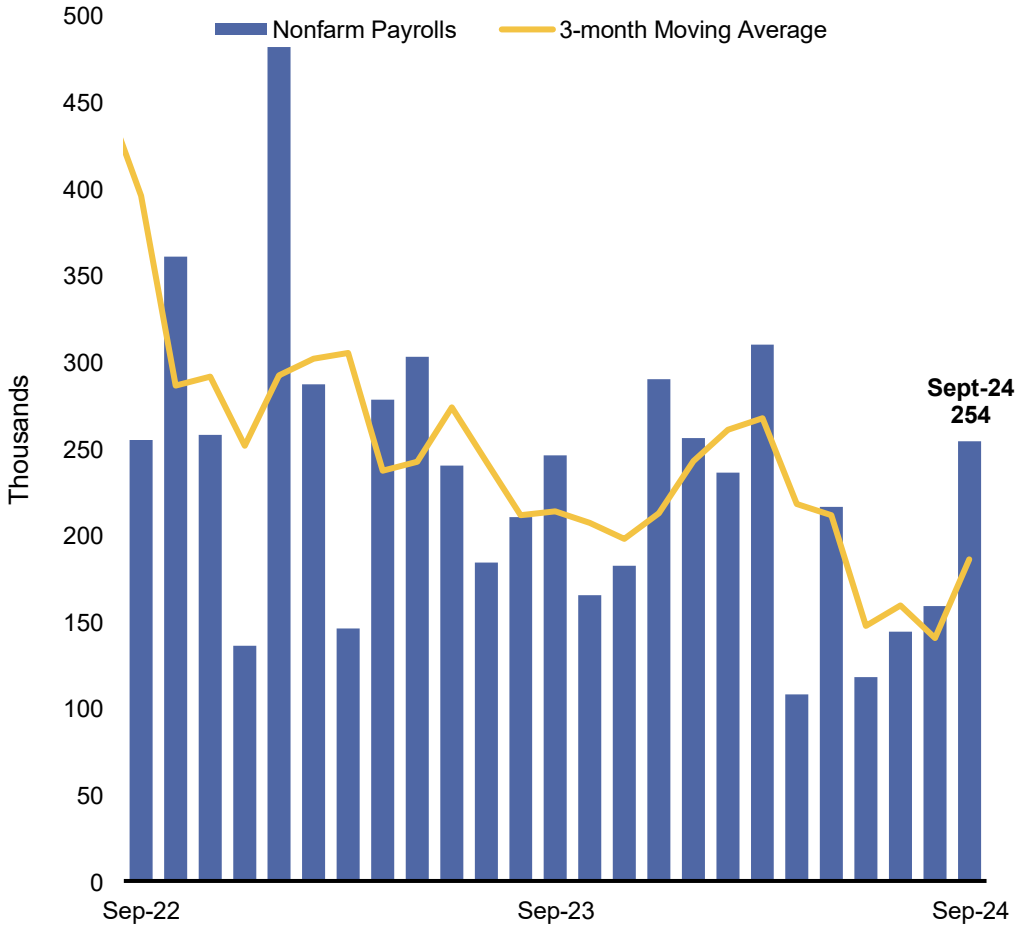
The shelter component of CPI continues to remain outsized accounting for 74% of the increase in the headline figure

Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P., as of August 2024.

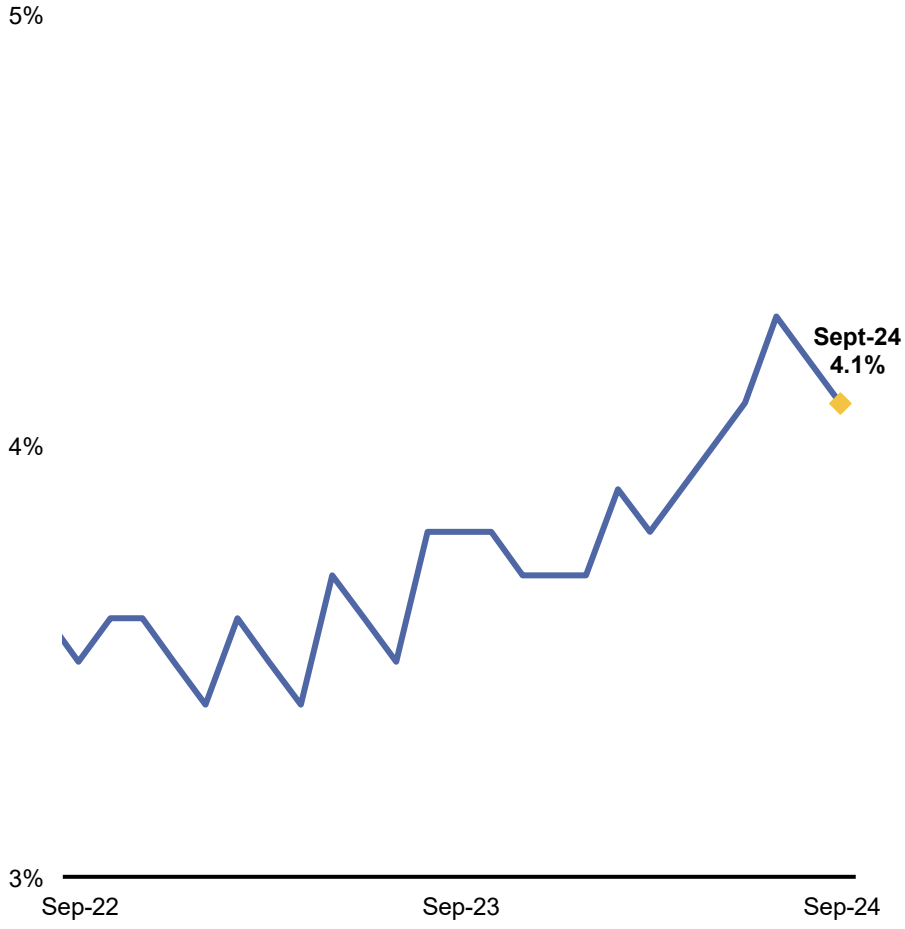
Labor Market Moves Into Better Balance

Fed Chair Powell: "...labor market conditions have cooled off by any measure ... [but] the level of those conditions is actually pretty close to what I would call maximum employment"

Monthly Change In Nonfarm Payrolls



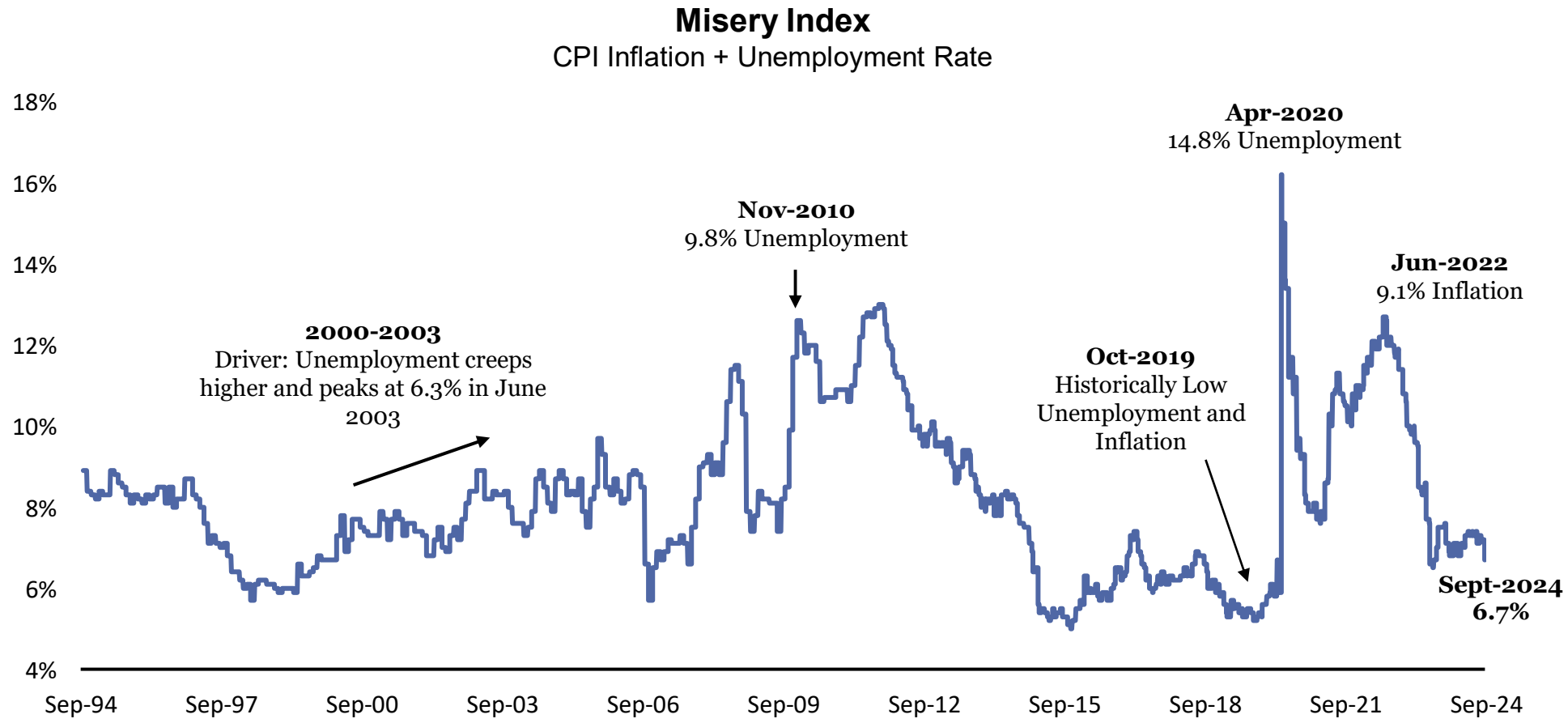
Unemployment Rate



Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P., as of September 2024. Data is seasonally adjusted.

Inflation and Labor Market Conditions Leave the Consumer Well-Positioned

The **"Misery Index"** is a measure of economic distress and is calculated as the sum of CPI and the Unemployment Rate. The Fed's long-run estimate of full employment at 4 - 5% and an inflation target of 2% would produce a Misery Index reading of 6 - 7%.



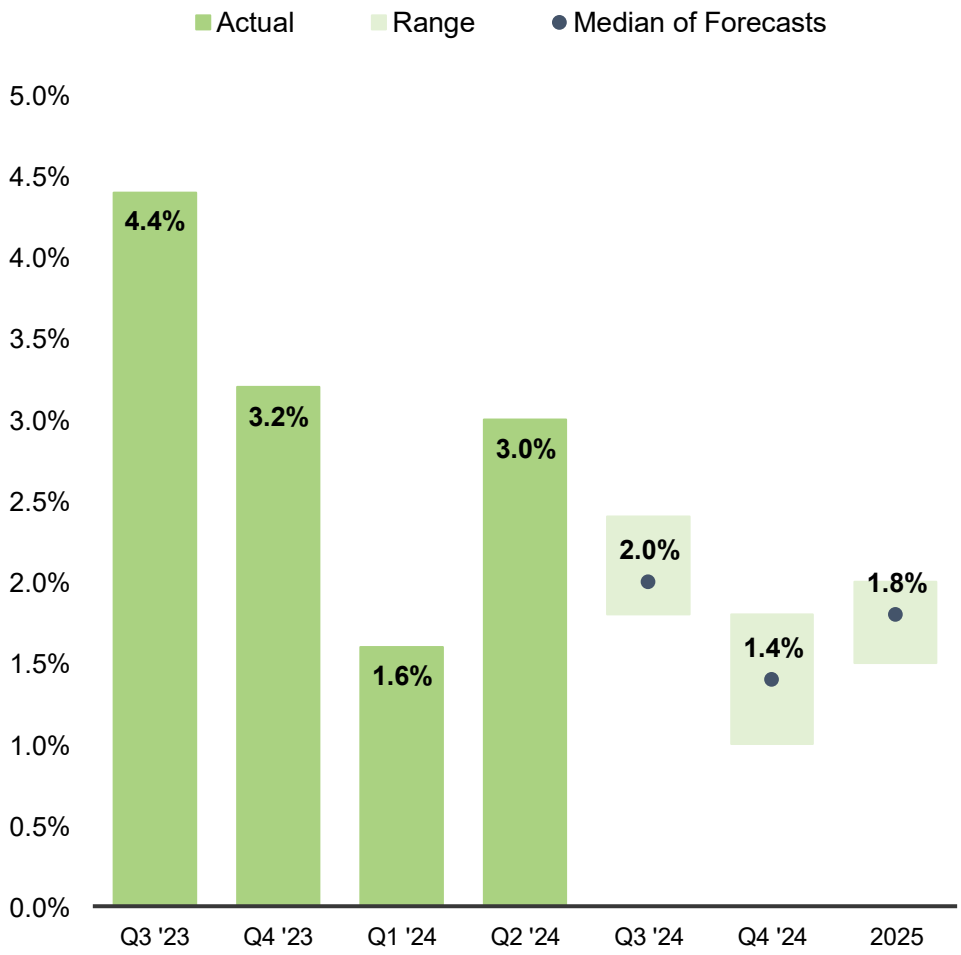
Source: Bloomberg Finance L.P., as of September 2024.

Consumer Activity Remains Solid

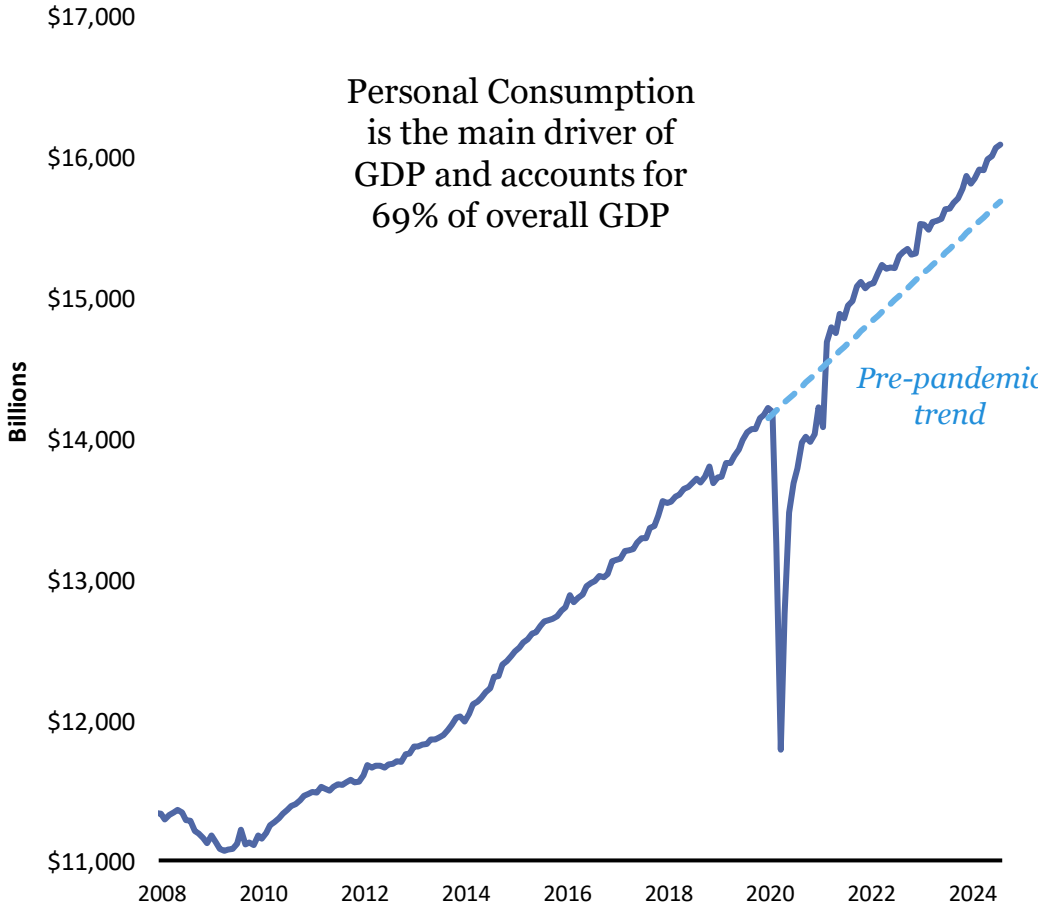
Fed Chair Powell: "...if you look at the growth in economic activity data—the [September] retail sales data [and] second quarter GDP—all of this indicates an economy that is still growing at a solid pace."

U.S. GDP Forecasts

Annualized Rate



U.S. Real Personal Consumption Expenditure

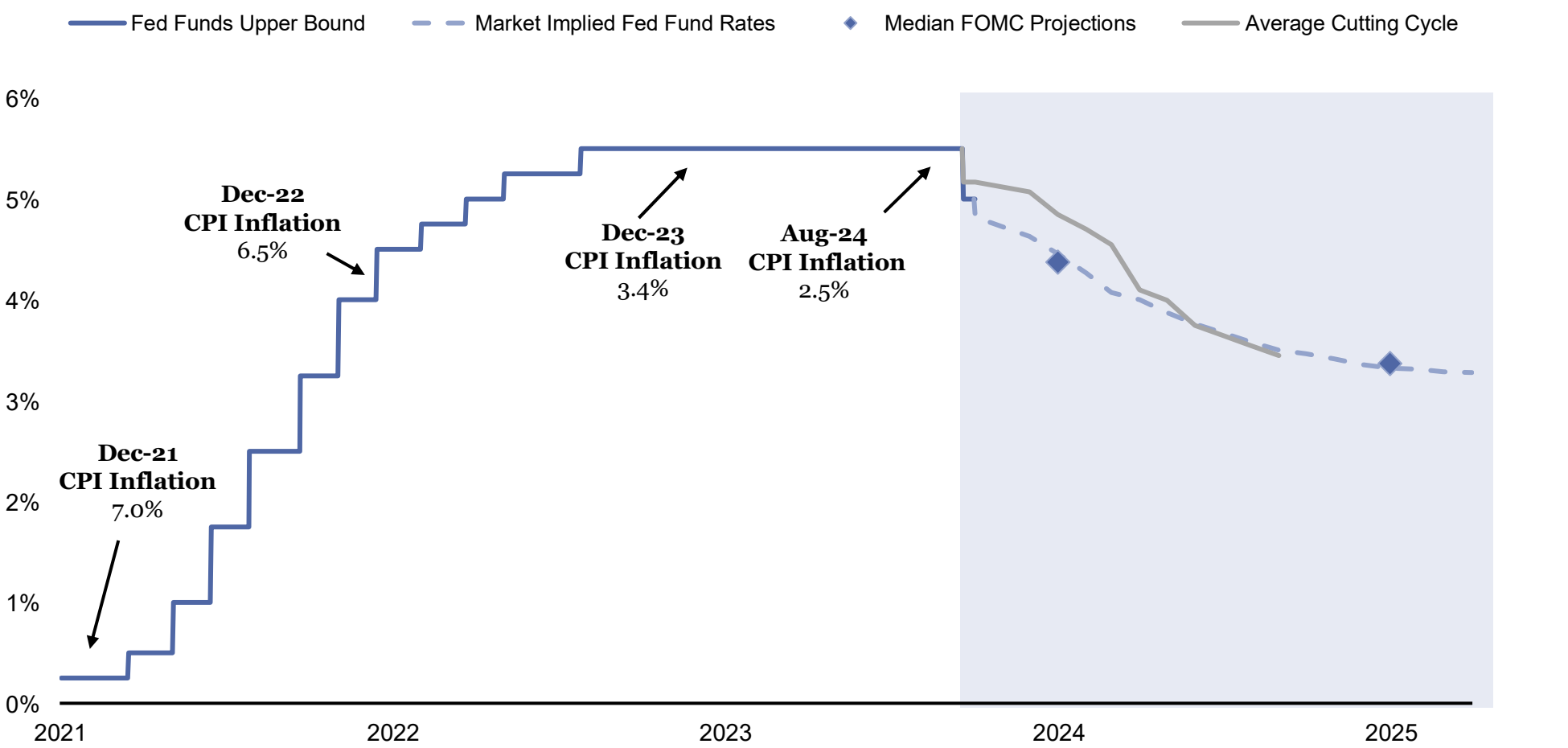


Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; (Left) Bureau of Economic Analysis and Bloomberg Finance L.P. as of September 2024. (Right) U.S. Census Bureau and Bloomberg Finance L.P. as of August 2024

The Fed Begins the Cutting Cycle With 50bps

Fed Chair Powell: "[I]f we'd have gotten the July [jobs] report before the [July FOMC] meeting would we have cut, well we might have."

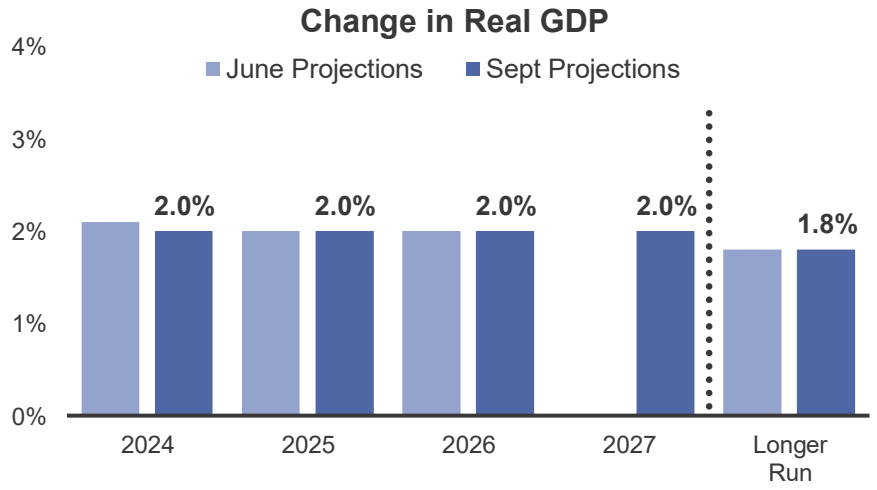
Federal Funds Rate

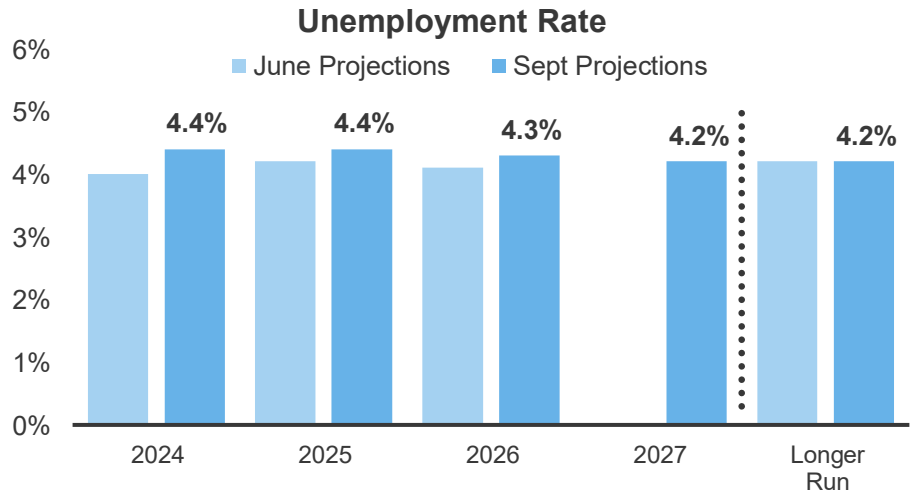


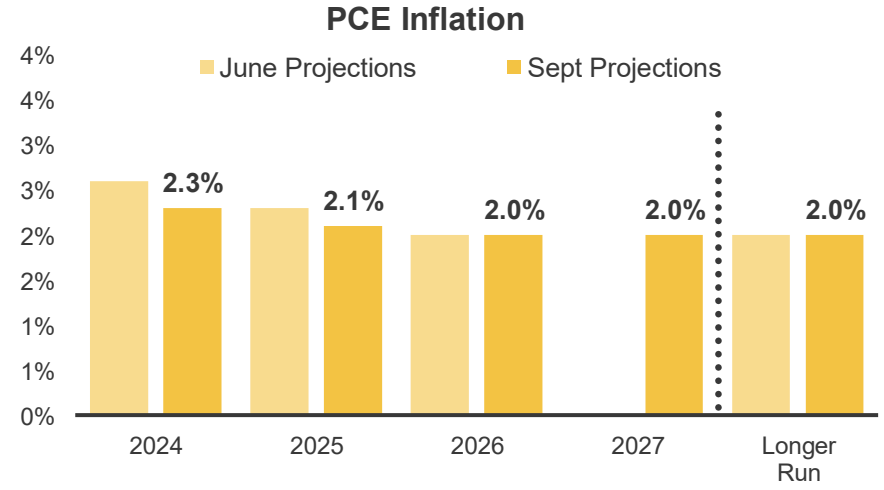
Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Average Cutting Cycle represents the average change in the Fed Funds Rate for the first 10 months of a cutting cycle back to 1988. Market Implied Fed Funds as of September 30, 2024. Bloomberg Finance L.P. CPI inflation and Nonfarm payrolls from Bureau of Labor Statistics and Bloomberg Finance L.P.

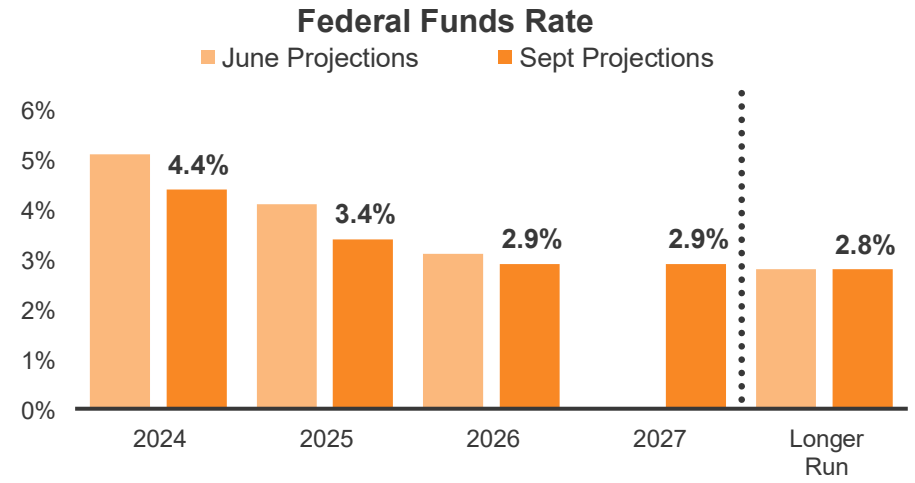
Fed's Updated Summary of Economic Projections

Fed Chair Powell: "These median projections are lower than in June, consistent with projections for lower inflation and higher unemployment, as well as the change to balance of risks."







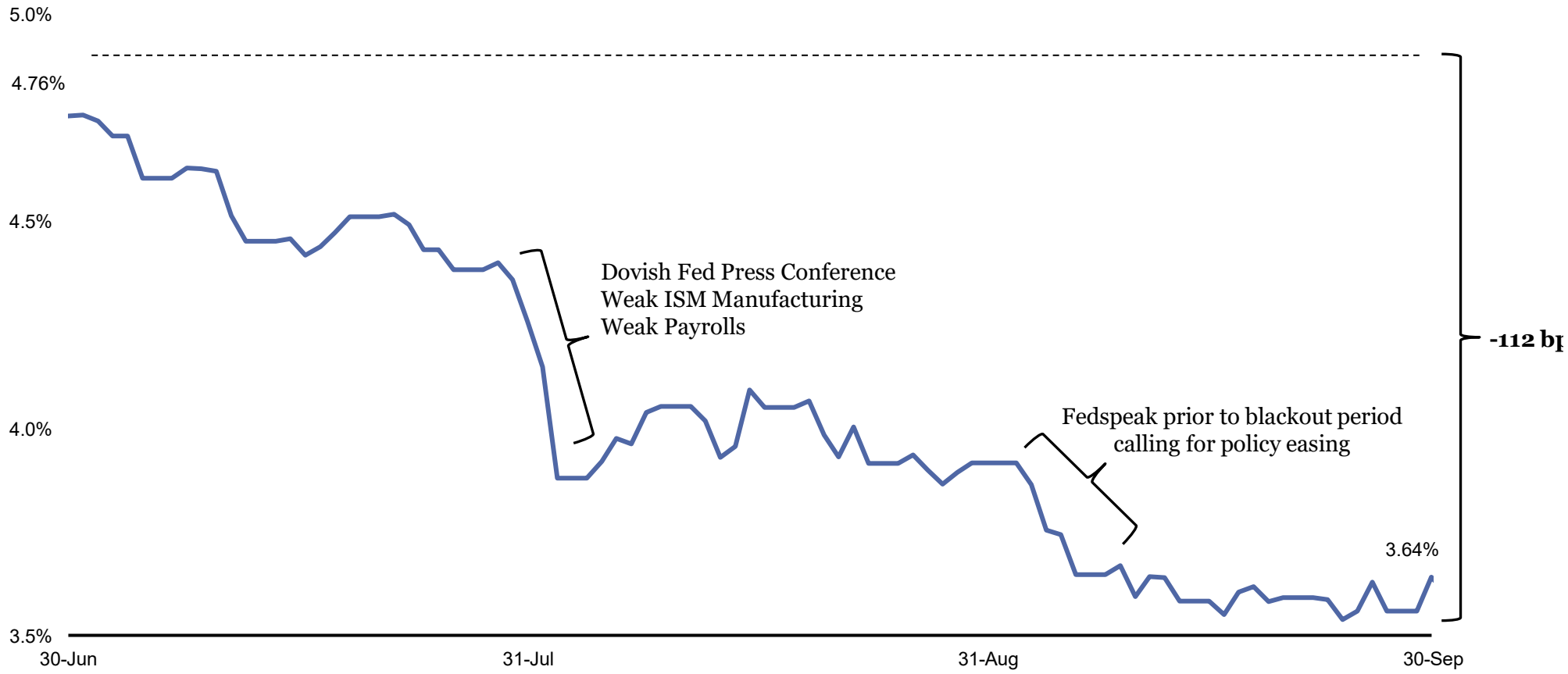


Source: Federal Reserve Chair Jerome Powell Press Conference; Federal Reserve. As of September 2024.

Yields Reprice Lower In Anticipation of Fed Cuts

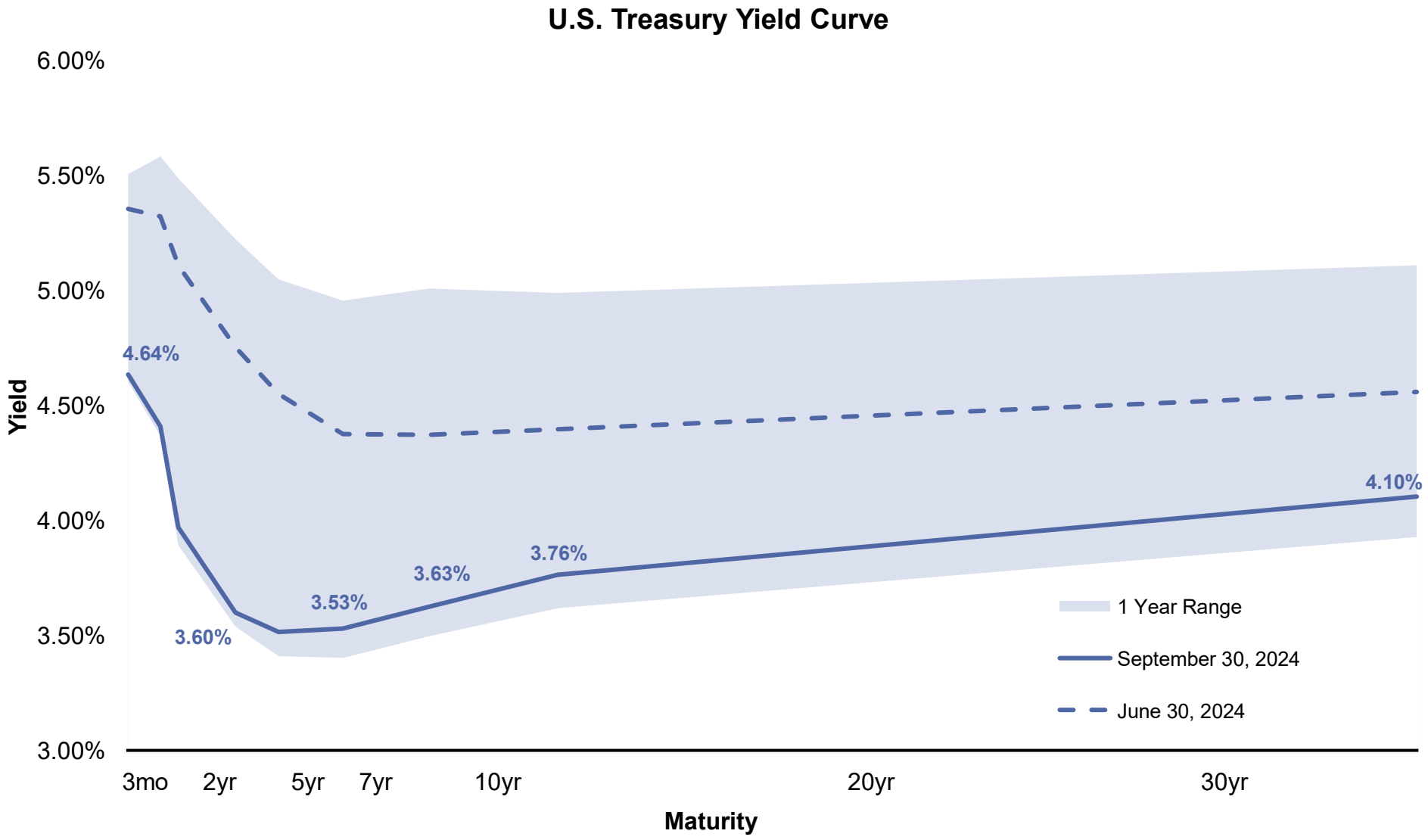
Fed Chair Powell: "...we're recalibrating policy down over time to a more neutral level. And we're moving at the pace that we think is appropriate given developments in the economy... The economy can develop in a way that would cause us to go faster or slower..."

2-Year U.S. Treasury Yield
June 30, 2024 – September 30, 2024



Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bloomberg Finance L.P., as of September 30, 2024.

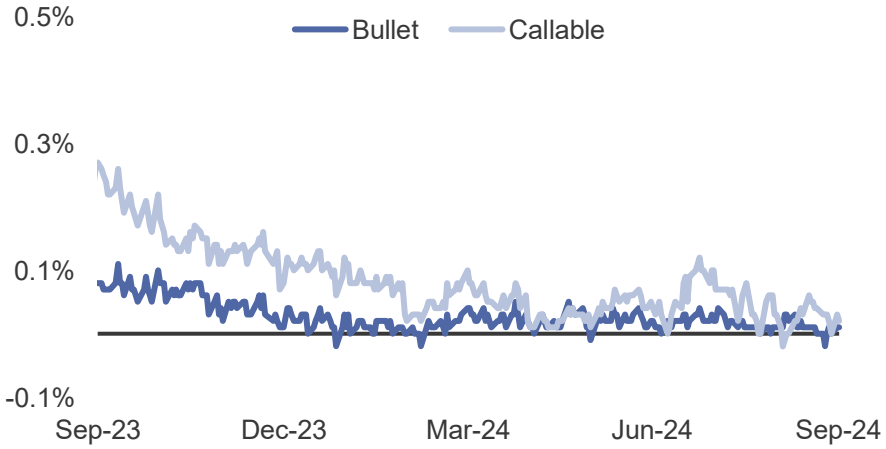
U.S. Treasury Yields Fall as the Yield Curve Begins to Disinvert



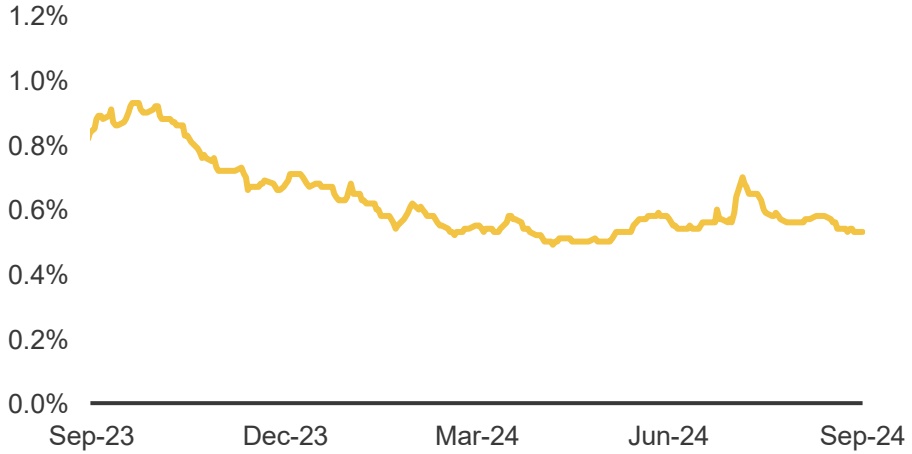
Source: Bloomberg Finance L.P., as of September 30, 2024

Sector Yield Spreads

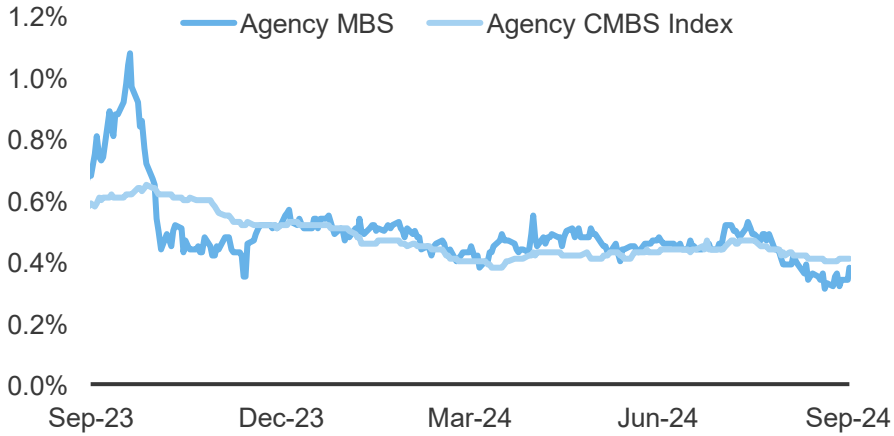
Federal Agency Yield Spreads



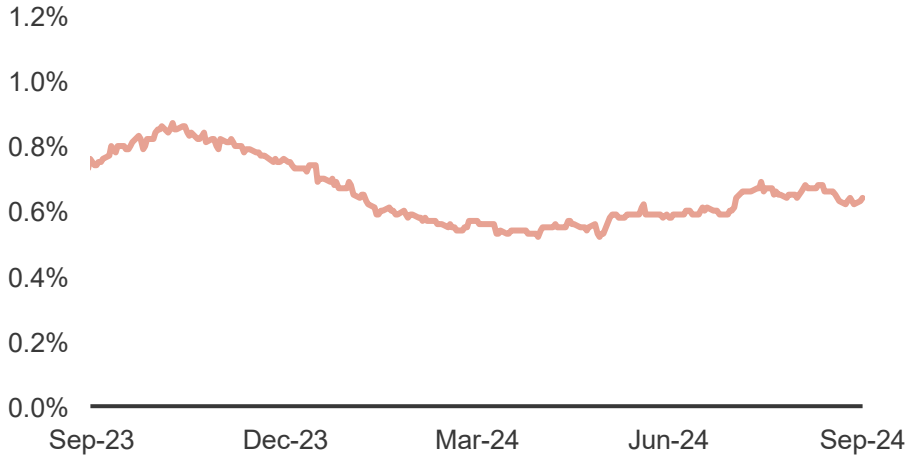
Corporate Notes A-AAA Yield Spreads



Mortgage-Backed Securities Yield Spreads



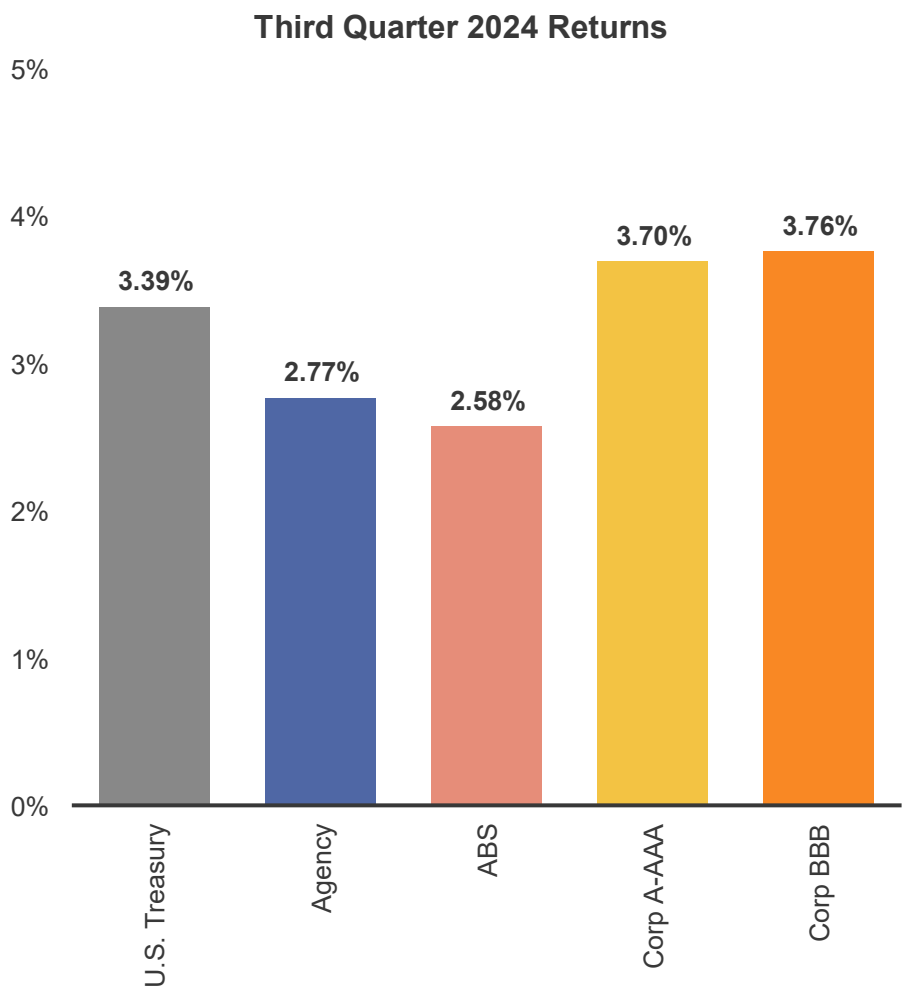
Asset-Backed Securities AAA Yield Spreads

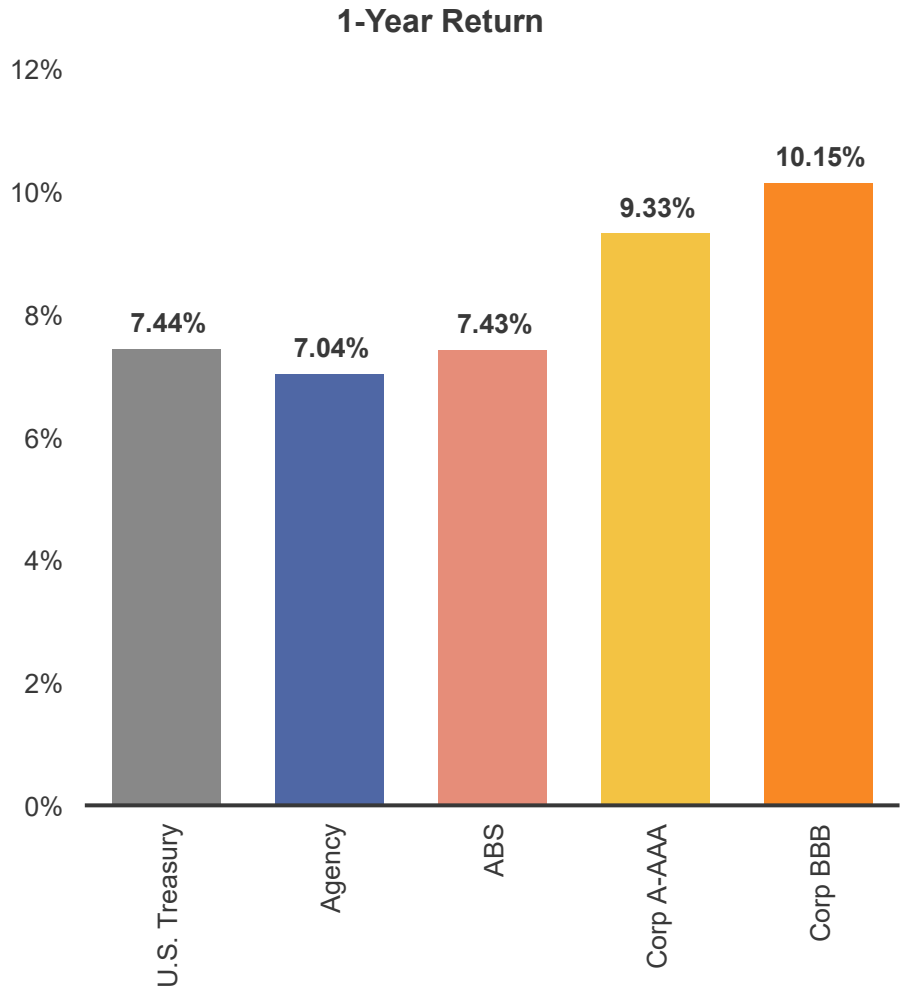


Source: ICE BofA 1-5 year Indices via Bloomberg, MarketAxess and PFMAM as of September 30, 2024. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries.
CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.

Fixed-Income Index Total Returns in 3Q 2024

1-5 Year Indices





Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. As of September 30, 2024.

Factors to Consider for 6-12 Months

Monetary Policy (Global):



- The Fed has begun its easing cycle with a 50 basis point (bp) cut. The FOMC's September median "dot plot" projection suggests an additional 50 bps in rate cuts by the end of the year "if the economy performs as expected". The projections also calls for an additional full percentage point of cuts in 2025.
- The global easing cycle is underway with nearly all major central banks (excluding the Bank of Japan) completing multiple rate cuts.

Economic Growth (Global):



- U.S. economic growth remains strong reflecting a consumer who continues to spend at elevated levels.
- Economic growth outside the U.S. remains mixed.
- China has moved forward with a package of stimulus measures aimed to boost growth. The country remains poised to take additional swift action should it be deemed necessary.

Inflation (U.S.):



- Inflation continues its trend lower but has been buoyed by stubborn housing costs.
- The broad-based inflation cooling helped fuel the Fed's decision to cut by 50 bps but policy makers note they are not declaring victory on price stability.

Financial Conditions (U.S.):



- The continuation of stable market measures, such as narrow corporate yield spreads, record equity index levels and low volatility, reflect economic confidence.
- We remain focused on the cooling labor market and effects this might have on the consumer as potential catalysts for a broader slow down, but that is not our base case expectation.

Consumer Spending (U.S.):



- The consumer continues to spend and support economic strength. Upward revisions to the personal savings rate paint the consumer in better light than previously thought but the trend of consumers dipping into savings continues.
- Moderation in the pace of overall spending is expected given slowing wage growth and cooling labor market conditions.

Labor Markets:



- The labor market continues to moderate from extremely strong levels seen in prior quarters. The recent downward revisions to nonfarm payrolls through March 2024 further emphasized the cooling.
- Other labor metrics remain well positioned such as the layoffs and discharge rate pointing towards moderation rather than deterioration.

● **Current outlook** ○ **Outlook one quarter ago**

Negative	Slightly Negative	Neutral	Slightly Positive	Positive

Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg and FactSet. The views expressed within this material constitute the perspective and judgment of PFM Asset Management LLC at the time of distribution (6/30/2024) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness, or suitability.

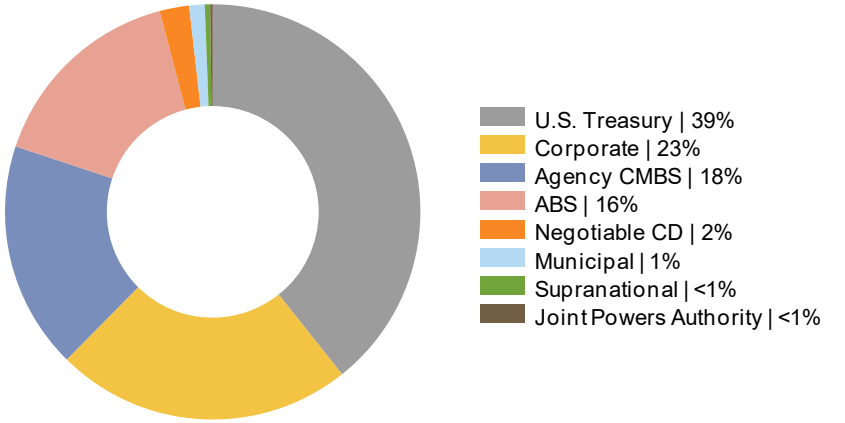
Portfolio Review

Portfolio Snapshot[1]

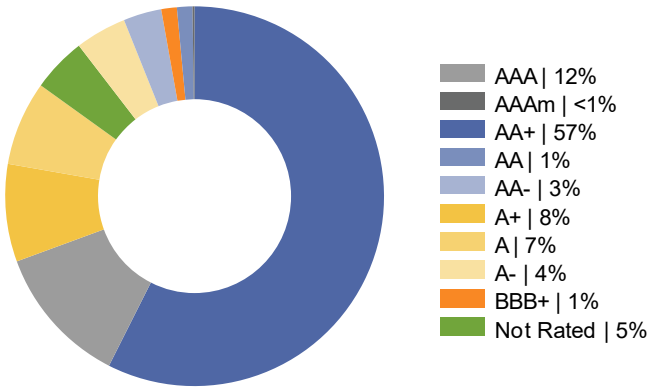
Portfolio Statistics

Total Market Value	$73,545,144.60
Managed Account Sub-Total	*$72,984,301.10*
Accrued Interest	*$441,682.32*
Pool	*$119,107.53*
Portfolio Effective Duration	2.50 years
Benchmark Effective Duration	2.59 years
Yield At Cost	4.28%
Yield At Market	3.90%
Portfolio Credit Quality	AA

Sector Allocation



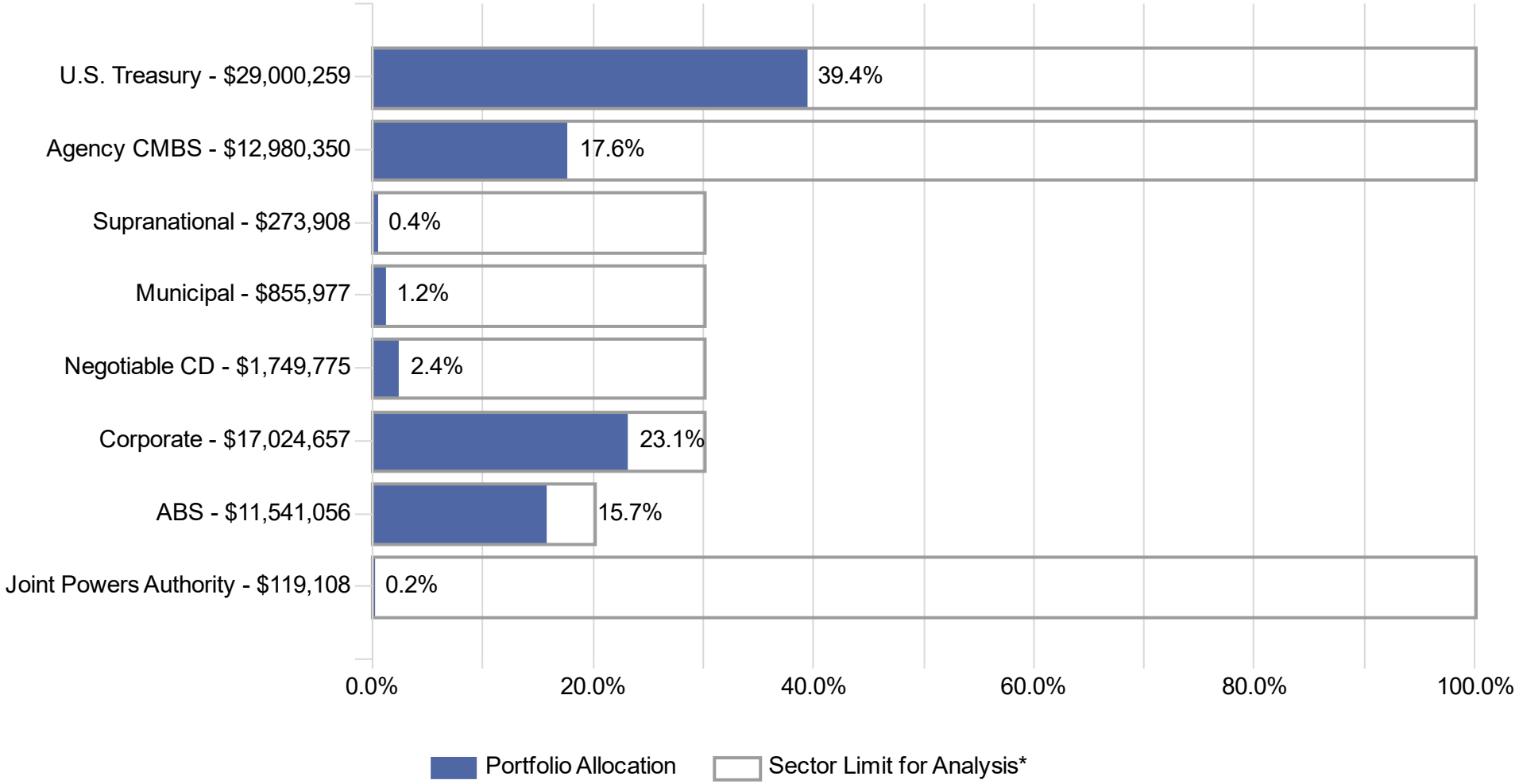
Credit Quality - S&P



Duration Distribution

1. *Total market value includes accrued interest and balances invested in CAMP, as of September 30, 2024.*
   Yield and duration calculations exclude balances invested in CAMP.
   The portfolio's benchmark is the ICE BofA 1-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP.
   An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.
**Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.*

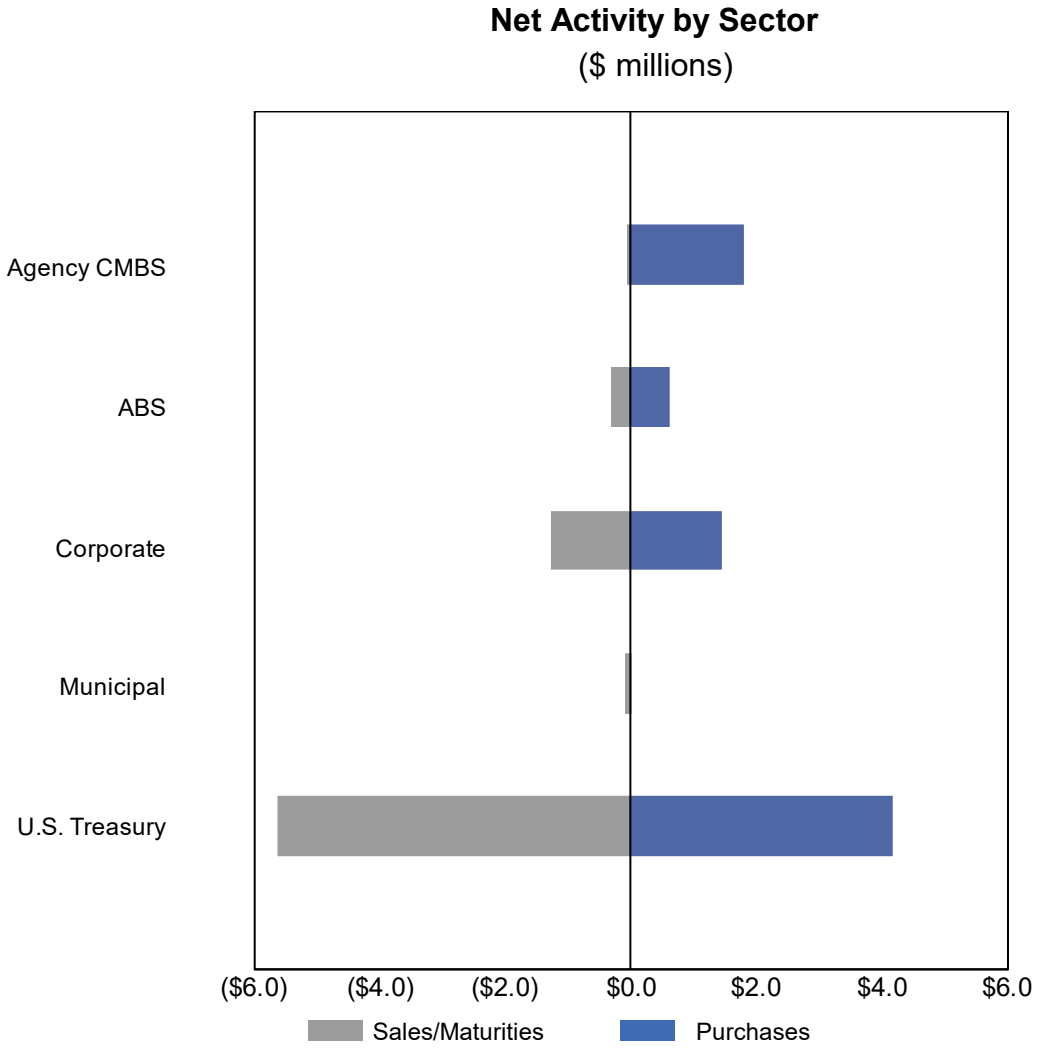
Certificate of Compliance

During the reporting period for the quarter ended September 30, 2024, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management LLC*

Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Financial LP Asset and Investment Management ("AIM").

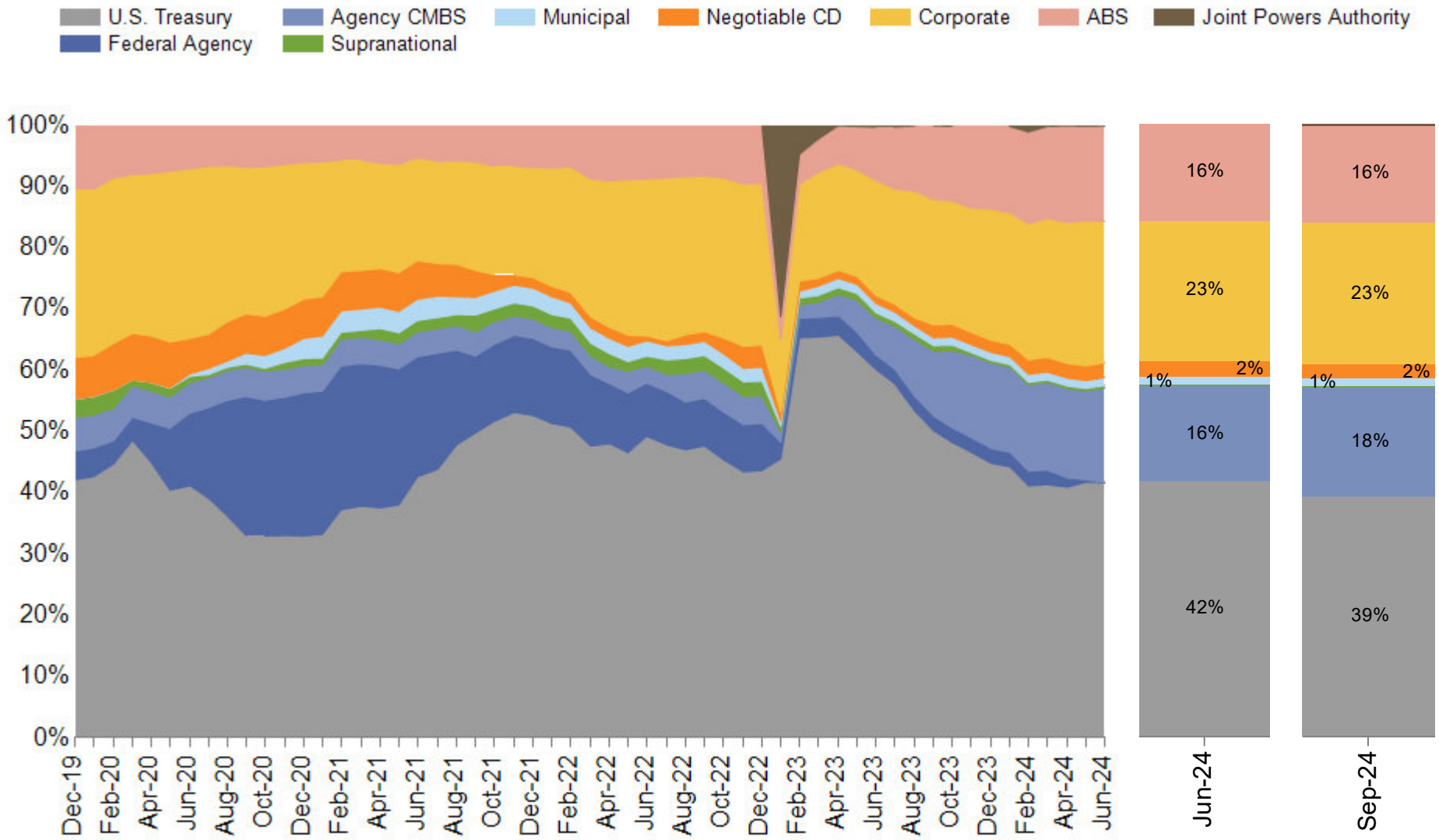
Portfolio Activity



Sector	Net Activity
Agency CMBS	$1,728,366
ABS	$333,545
Corporate	$179,130
Municipal	($68,789)
U.S. Treasury	($1,459,728)
Total Net Activity	**$712,524**

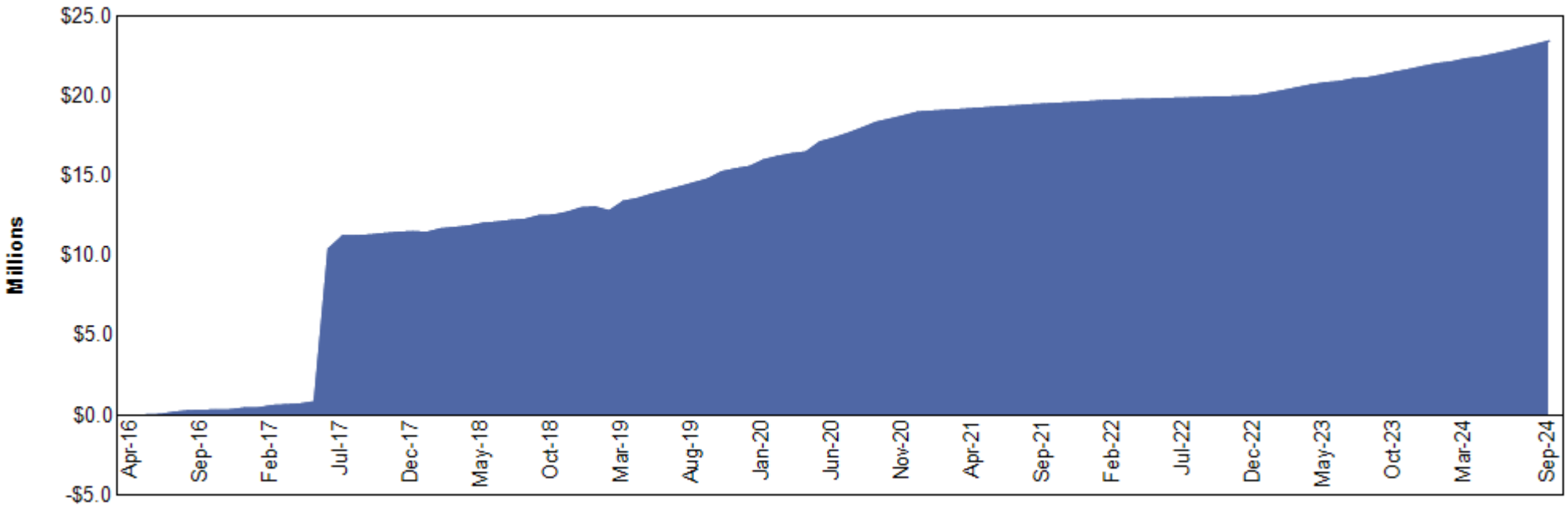
Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Historical Sector Allocation



Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM.

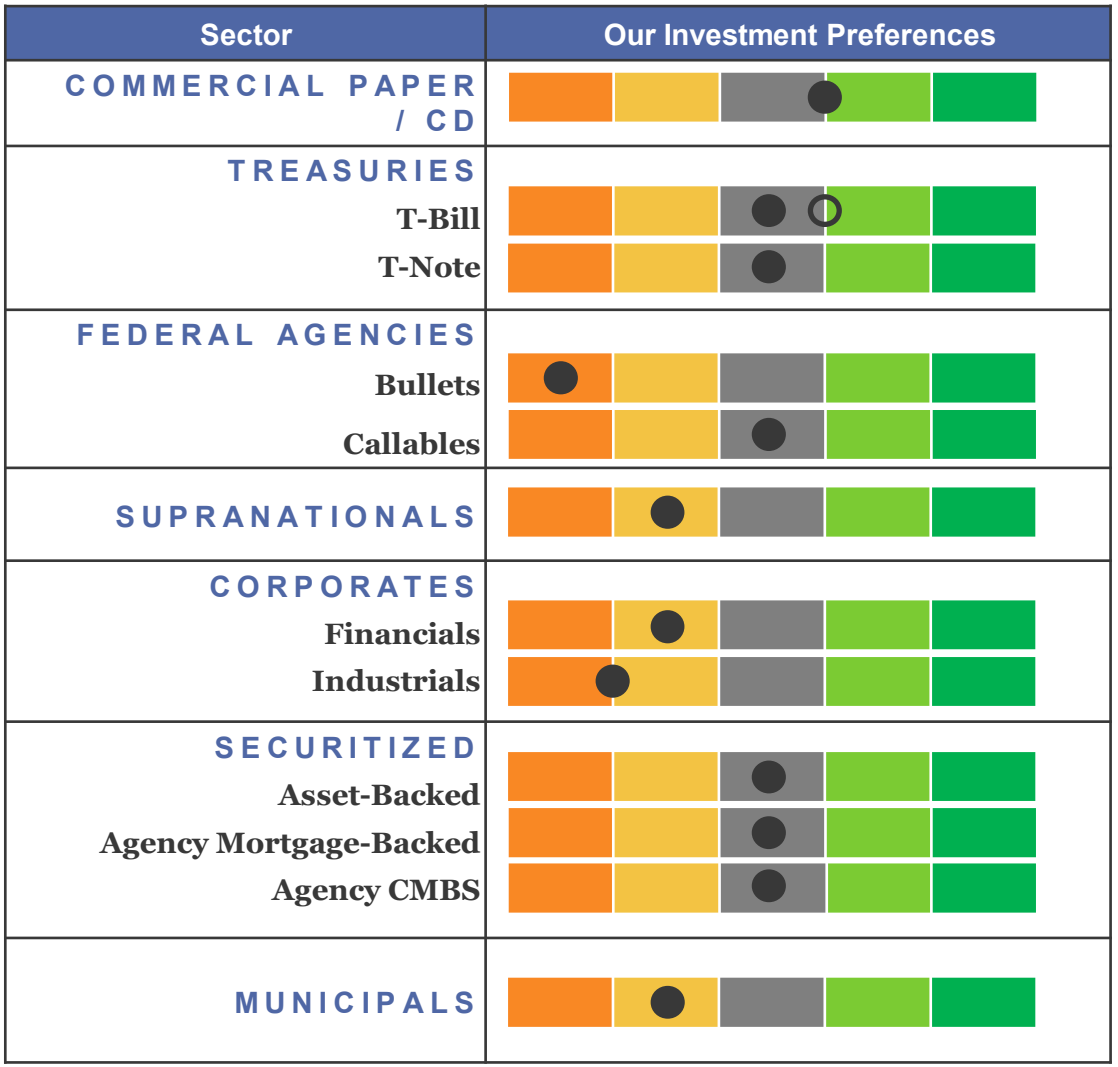
Accrual Basis Earnings



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception[1]
Interest Earned[2]	$694,864	$2,514,186	$4,586,346	$5,802,521	$7,749,559
Realized Gains / (Losses)[3]	($114,239)	($633,782)	($1,082,952)	($601,001)	($892,154)
Change in Amortized Cost	$64,067	$272,932	$455,714	$3,460,466	$16,592,640
Total Earnings	**$644,692**	**$2,153,336**	**$3,959,108**	**$8,661,986**	**$23,450,045**

1. The lesser of 10 years or since inception is shown. Performance inception date is March 31, 2016.
2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
3. Realized gains / (losses) are shown on an amortized cost basis.

Fixed-Income Sector Outlook – 4Q 2024



Portfolio Transactions

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
BUY									
7/1/2024	7/5/2024	1,150,000.00	91282CKX8	US TREASURY N/B	4.25%	6/30/2029	1,141,859.37	4.42%	
7/16/2024	7/25/2024	520,000.00	3137HDV56	FHMS K524 A2	4.72%	5/1/2029	524,829.59	4.58%	
7/17/2024	7/26/2024	230,000.00	09290DAH4	BLACKROCK FUNDING INC (CALLABLE)	4.60%	7/26/2027	229,993.10	4.60%	
7/22/2024	7/23/2024	175,000.00	713448FX1	PEPSICO INC (CALLABLE)	4.50%	7/17/2029	174,767.25	4.55%	
7/22/2024	7/26/2024	70,000.00	025816DV8	AMERICAN EXPRESS CO (CALLABLE)	5.04%	7/26/2028	70,000.00	5.04%	
7/29/2024	8/1/2024	160,000.00	438516CX2	HONEYWELL INTERNATIONAL (CALLABLE)	4.65%	7/30/2027	159,995.20	4.65%	
8/1/2024	8/5/2024	700,000.00	91282CKZ3	US TREASURY N/B	4.37%	7/15/2027	709,786.68	3.96%	
8/7/2024	8/12/2024	100,000.00	904764BU0	UNILEVER CAPITAL CORP (CALLABLE)	4.25%	8/12/2027	99,733.00	4.35%	
8/7/2024	8/15/2024	495,000.00	3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	500,504.76	4.33%	
9/3/2024	9/5/2024	160,000.00	57636QBA1	MASTERCARD INC (CALLABLE)	4.10%	1/15/2028	159,912.00	4.12%	
9/4/2024	9/12/2024	195,000.00	3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	199,164.70	4.06%	
9/5/2024	9/10/2024	1,500,000.00	91282CLG4	US TREASURY N/B	3.75%	8/15/2027	1,510,009.34	3.60%	
9/16/2024	9/18/2024	465,000.00	66989HAT5	NOVARTIS CAPITAL CORP (CALLABLE)	3.80%	9/18/2029	463,870.05	3.85%	
9/17/2024	9/24/2024	615,000.00	14041NGE5	COMET 2024-A1 A	3.92%	9/17/2029	614,879.95	3.92%	
9/23/2024	9/26/2024	90,000.00	69371RT48	PACCAR FINANCIAL CORP	4.00%	9/26/2029	89,814.60	4.05%	
9/26/2024	9/30/2024	800,000.00	91282CEV9	US TREASURY N/B	3.25%	6/30/2029	797,218.75	3.52%	

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
BUY									
9/26/2024	9/30/2024	525,000.00	3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	554,928.28	4.05%	
Total BUY		**7,950,000.00**					**8,001,266.62**		**0.00**
INTEREST									
7/1/2024	7/1/2024	70,000.00	646140DN0	NJ TPK AUTH -B-TXBL	0.89%	1/1/2025	313.95		
7/1/2024	7/1/2024	255,000.00	341271AD6	FLORIDA ST BRD OF ADM	1.25%	7/1/2025	1,603.95		
7/1/2024	7/25/2024	265,000.00	3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
7/1/2024	7/25/2024	550,000.00	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,920.42		
7/1/2024	7/25/2024	157,846.48	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	355.42		
7/1/2024	7/25/2024	450,000.00	3137HAST4	FHMS K509 A2	4.85%	9/1/2028	1,818.75		
7/1/2024	7/25/2024	150,000.00	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	413.50		
7/1/2024	7/25/2024	300,000.00	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
7/1/2024	7/25/2024	525,000.00	3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
7/1/2024	7/25/2024	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
7/1/2024	7/25/2024	323,605.00	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	811.71		
7/1/2024	7/25/2024	675,000.00	3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
7/1/2024	7/25/2024	700,000.00	3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		
7/1/2024	7/25/2024	298,601.02	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	828.37		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
7/1/2024	7/25/2024	360,000.00	3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		
7/1/2024	7/25/2024	250,000.00	3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
7/1/2024	7/25/2024	281,689.58	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,237.56		
7/1/2024	7/25/2024	650,000.00	3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
7/1/2024	7/25/2024	235,000.00	3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		
7/1/2024	7/25/2024	650,000.00	3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
7/1/2024	7/25/2024	236,839.64	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	660.59		
7/1/2024	7/25/2024	356,472.42	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	879.37		
7/1/2024	7/25/2024	700,000.00	3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
7/1/2024	7/25/2024	500,000.00	3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		
7/1/2024	7/25/2024	450,000.00	3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.87		
7/1/2024	7/25/2024	295,000.00	3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
7/1/2024	7/25/2024	330,000.00	3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		
7/1/2024	7/25/2024	600,000.00	3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
7/1/2024	7/25/2024	400,000.00	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	760.67		
7/1/2024	7/25/2024	254,564.90	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	648.98		
7/7/2024	7/7/2024	155,000.00	02665WEK3	AMERICAN HONDA FINANCE	5.25%	7/7/2026	4,068.75		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
7/8/2024	7/8/2024	250,000.00	02665WDJ7	AMERICAN HONDA FINANCE	2.35%	1/8/2027	2,937.50		
7/9/2024	7/9/2024	350,000.00	21688ABC5	COOPERAT RABOBANK UA/NY	4.80%	1/9/2029	8,400.00		
7/10/2024	7/10/2024	175,000.00	172967LD1	CITIGROUP INC (CALLABLE)	3.88%	1/10/2028	3,401.13		
7/12/2024	7/12/2024	305,000.00	63253QAA2	NATIONAL AUSTRALIA BK/NY	4.96%	1/12/2026	7,573.15		
7/15/2024	7/15/2024	250,000.00	02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
7/15/2024	7/15/2024	475,000.00	31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
7/15/2024	7/15/2024	41,630.76	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	24.63		
7/15/2024	7/15/2024	18,597.95	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	8.06		
7/15/2024	7/15/2024	520,000.00	161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
7/15/2024	7/15/2024	195,000.00	50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
7/15/2024	7/15/2024	41,229.47	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	19.24		
7/15/2024	7/15/2024	235,000.00	50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	686.72		
7/15/2024	7/15/2024	180,000.00	344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
7/15/2024	7/15/2024	230,000.00	05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
7/15/2024	7/15/2024	28,350.78	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	17.48		
7/15/2024	7/15/2024	255,000.00	02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.87		
7/15/2024	7/15/2024	116,280.47	448977AD0	HART 2022-A A3	2.22%	10/15/2026	215.12		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
7/15/2024	7/15/2024	265,000.00	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,150.54		
7/15/2024	7/15/2024	185,000.00	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	830.96		
7/15/2024	7/15/2024	325,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	758.33		
7/15/2024	7/15/2024	520,000.00	90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
7/15/2024	7/15/2024	460,000.00	06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		
7/15/2024	7/15/2024	175,000.00	500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		
7/15/2024	7/15/2024	225,000.00	254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
7/15/2024	7/15/2024	270,000.00	891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
7/15/2024	7/15/2024	230,000.00	05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
7/15/2024	7/15/2024	2,252.04	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	0.71		
7/15/2024	7/15/2024	42,825.25	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	27.48		
7/15/2024	7/15/2024	135,000.00	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	507.37		
7/15/2024	7/15/2024	240,000.00	50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		
7/15/2024	7/15/2024	140,000.00	44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
7/15/2024	7/15/2024	670,000.00	91282CGE5	US TREASURY N/B	3.87%	1/15/2026	12,981.25		
7/15/2024	7/15/2024	195,000.00	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	867.75		
7/15/2024	7/15/2024	96,897.23	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	247.09		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
7/15/2024	7/15/2024	200,000.00	44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		
7/15/2024	7/15/2024	465,000.00	41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
7/15/2024	7/15/2024	130,000.00	89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		
7/15/2024	7/15/2024	50,446.52	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	34.05		
7/15/2024	7/15/2024	200,000.00	344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
7/15/2024	7/15/2024	625,000.00	02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
7/15/2024	7/15/2024	142,648.28	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	317.39		
7/15/2024	7/15/2024	2,699.58	14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	0.76		
7/15/2024	7/15/2024	200,000.00	87612EBM7	TARGET CORP (CALLABLE)	1.95%	1/15/2027	1,950.00		
7/15/2024	7/15/2024	230,000.00	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	967.92		
7/15/2024	7/15/2024	53,930.83	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	24.72		
7/15/2024	7/15/2024	220,000.00	448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
7/15/2024	7/15/2024	650,000.00	92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
7/15/2024	7/15/2024	455,000.00	254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		
7/15/2024	7/15/2024	235,000.00	06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		
7/15/2024	7/15/2024	415,000.00	14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
7/16/2024	7/16/2024	35,781.36	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	20.28		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
7/16/2024	7/16/2024	180,000.00	362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		
7/16/2024	7/16/2024	140,000.00	36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		
7/16/2024	7/16/2024	215,000.00	379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
7/16/2024	7/16/2024	40,186.14	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	42.20		
7/20/2024	7/20/2024	46,315.88	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	39.37		
7/21/2024	7/21/2024	115,000.00	438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
7/25/2024	7/25/2024	60,000.00	17327CAN3	CITIGROUP INC (CALLABLE)	2.01%	1/25/2026	604.20		
7/25/2024	7/25/2024	115,000.00	05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		
7/26/2024	7/26/2024	40,000.00	693475BL8	PNC FINANCIAL SERVICES (CALLABLE)	4.75%	1/26/2027	951.60		
7/26/2024	7/26/2024	50,000.00	857477BZ5	STATE STREET CORP (CALLABLE)	4.85%	1/26/2026	1,214.25		
7/27/2024	7/27/2024	240,000.00	459200KS9	IBM CORP	4.00%	7/27/2025	4,800.00		
7/27/2024	7/27/2024	175,000.00	61761J3R8	MORGAN STANLEY	3.12%	7/27/2026	2,734.38		
7/28/2024	7/28/2024	105,000.00	89788MAH5	TRUIST FINANCIAL CORP (CALLABLE)	4.26%	7/28/2026	2,236.50		
7/28/2024	7/28/2024	200,000.00	61747YEZ4	MORGAN STANLEY (CALLABLE)	5.05%	1/28/2027	5,050.00		
7/31/2024	7/31/2024	50,000.00	91282CBH3	US TREASURY N/B	0.37%	1/31/2026	93.75		
7/31/2024	7/31/2024	2,000,000.00	91282CGH8	US TREASURY N/B	3.50%	1/31/2028	35,000.00		
8/1/2024	8/25/2024	254,263.87	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	669.83		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/1/2024	8/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	2,045.33		
8/1/2024	8/25/2024	235,000.00	3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		
8/1/2024	8/25/2024	295,000.00	3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
8/1/2024	8/25/2024	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
8/1/2024	8/25/2024	300,000.00	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
8/1/2024	8/25/2024	450,000.00	3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.88		
8/1/2024	8/25/2024	500,000.00	3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		
8/1/2024	8/25/2024	650,000.00	3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
8/1/2024	8/25/2024	360,000.00	3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		
8/1/2024	8/25/2024	600,000.00	3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
8/1/2024	8/25/2024	550,000.00	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,920.42		
8/1/2024	8/25/2024	265,000.00	3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
8/1/2024	8/25/2024	236,357.21	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	659.24		
8/1/2024	8/25/2024	525,000.00	3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
8/1/2024	8/25/2024	650,000.00	3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
8/1/2024	8/25/2024	400,000.00	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	760.67		
8/1/2024	8/25/2024	700,000.00	3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/1/2024	8/25/2024	150,000.00	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	413.50		
8/1/2024	8/25/2024	355,858.28	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	907.12		
8/1/2024	8/25/2024	322,936.14	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	810.03		
8/1/2024	8/25/2024	281,264.12	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,235.69		
8/1/2024	8/25/2024	330,000.00	3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		
8/1/2024	8/25/2024	250,000.00	3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
8/1/2024	8/25/2024	450,000.00	3137HAST4	FHMS K509 A2	4.85%	9/1/2028	1,818.75		
8/1/2024	8/25/2024	157,589.97	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	354.84		
8/1/2024	8/25/2024	675,000.00	3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
8/1/2024	8/25/2024	700,000.00	3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
8/1/2024	8/25/2024	297,973.69	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	826.63		
8/3/2024	8/3/2024	475,000.00	58769JAL1	MERCEDES-BENZ FIN NA	5.10%	8/3/2028	12,112.50		
8/3/2024	8/3/2024	195,000.00	857477CD3	STATE STREET CORP (CALLABLE)	5.27%	8/3/2026	5,140.20		
8/5/2024	8/5/2024	225,000.00	458140BY5	INTEL CORP (CALLABLE)	3.75%	8/5/2027	4,218.75		
8/6/2024	8/6/2024	75,000.00	857477BR3	STATE STREET CORP (CALLABLE)	1.74%	2/6/2026	654.75		
8/6/2024	8/6/2024	80,000.00	69371RQ66	PACCAR FINANCIAL CORP	1.80%	2/6/2025	720.00		
8/7/2024	8/7/2024	250,000.00	94988J6D4	WELLS FARGO BANK NA (CALLABLE)	5.45%	8/7/2026	6,812.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/7/2024	8/7/2024	275,000.00	63743HFN7	NATIONAL RURAL UTIL COOP (CALLABLE)	4.85%	2/7/2029	6,742.85		
8/8/2024	8/8/2024	310,000.00	882508CE2	TEXAS INSTRUMENTS INC (CALLABLE)	4.60%	2/8/2027	7,130.00		
8/8/2024	8/8/2024	350,000.00	009158BH8	AIR PRODUCTS & CHEMICALS (CALLABLE)	4.60%	2/8/2029	8,050.00		
8/9/2024	8/9/2024	270,000.00	532457CJ5	ELI LILLY & CO (CALLABLE)	4.50%	2/9/2027	6,075.00		
8/11/2024	8/11/2024	300,000.00	05565ECE3	BMW US CAPITAL LLC (CALLABLE)	5.05%	8/11/2028	7,575.00		
8/12/2024	8/12/2024	140,000.00	38141GXS8	GOLDMAN SACHS GROUP INC (CALLABLE)	0.85%	2/12/2026	598.50		
8/13/2024	8/13/2024	295,000.00	713448FQ6	PEPSICO INC (CALLABLE)	4.55%	2/13/2026	6,711.25		
8/13/2024	8/13/2024	70,000.00	89236TGT6	TOYOTA MOTOR CREDIT CORP	1.80%	2/13/2025	630.00		
8/14/2024	8/14/2024	275,000.00	89236TKX2	TOYOTA MOTOR CREDIT CORP	5.00%	8/14/2026	6,875.00		
8/15/2024	8/15/2024	475,000.00	31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
8/15/2024	8/15/2024	38,855.18	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	24.93		
8/15/2024	8/15/2024	130,000.00	89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		
8/15/2024	8/15/2024	37,485.50	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	22.18		
8/15/2024	8/15/2024	235,000.00	06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		
8/15/2024	8/15/2024	200,000.00	9128282A7	US TREASURY N/B	1.50%	8/15/2026	1,500.00		
8/15/2024	8/15/2024	250,000.00	02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
8/15/2024	8/15/2024	260,129.72	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,129.40		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/15/2024	8/15/2024	625,000.00	02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
8/15/2024	8/15/2024	185,000.00	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	830.96		
8/15/2024	8/15/2024	235,000.00	50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	1,030.08		
8/15/2024	8/15/2024	195,000.00	50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
8/15/2024	8/15/2024	650,000.00	92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
8/15/2024	8/15/2024	115,000.00	882508BV5	TEXAS INSTRUMENTS INC (CALLABLE)	4.60%	2/15/2028	2,645.00		
8/15/2024	8/15/2024	270,000.00	891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
8/15/2024	8/15/2024	455,000.00	254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		
8/15/2024	8/15/2024	175,000.00	500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		
8/15/2024	8/15/2024	415,000.00	14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
8/15/2024	8/15/2024	24,780.94	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	15.28		
8/15/2024	8/15/2024	1,645.85	14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	0.47		
8/15/2024	8/15/2024	14,680.52	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	6.36		
8/15/2024	8/15/2024	180,000.00	344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
8/15/2024	8/15/2024	106,590.17	448977AD0	HART 2022-A A3	2.22%	10/15/2026	197.19		
8/15/2024	8/15/2024	225,000.00	438516CJ3	HONEYWELL INTERNATIONAL (CALLABLE)	4.95%	2/15/2028	5,568.75		
8/15/2024	8/15/2024	195,000.00	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	867.75		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/15/2024	8/15/2024	140,000.00	44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
8/15/2024	8/15/2024	230,000.00	05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
8/15/2024	8/15/2024	520,000.00	161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
8/15/2024	8/15/2024	325,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	758.33		
8/15/2024	8/15/2024	88,459.53	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	225.57		
8/15/2024	8/15/2024	135,000.00	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	507.38		
8/15/2024	8/15/2024	460,000.00	06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		
8/15/2024	8/15/2024	465,000.00	41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
8/15/2024	8/15/2024	350,000.00	427866AX6	HERSHEY COMPANY (CALLABLE)	2.30%	8/15/2026	4,025.00		
8/15/2024	8/15/2024	48,546.10	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	22.25		
8/15/2024	8/15/2024	230,000.00	05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
8/15/2024	8/15/2024	225,000.00	254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
8/15/2024	8/15/2024	200,000.00	344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
8/15/2024	8/15/2024	200,000.00	44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		
8/15/2024	8/15/2024	220,000.00	448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
8/15/2024	8/15/2024	255,000.00	02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.88		
8/15/2024	8/15/2024	240,000.00	50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/15/2024	8/15/2024	230,000.00	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	967.92		
8/15/2024	8/15/2024	133,708.09	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	297.50		
8/15/2024	8/15/2024	520,000.00	90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
8/15/2024	8/15/2024	45,772.65	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	30.90		
8/15/2024	8/15/2024	35,230.22	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	16.44		
8/15/2024	8/15/2024	6,000,000.00	912828V98	US TREASURY N/B	2.25%	2/15/2027	67,500.00		
8/16/2024	8/16/2024	140,000.00	36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		
8/16/2024	8/16/2024	180,000.00	362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		
8/16/2024	8/16/2024	32,539.25	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	18.44		
8/16/2024	8/16/2024	215,000.00	379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
8/16/2024	8/16/2024	36,800.87	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	38.64		
8/18/2024	8/18/2024	450,000.00	06428CAA2	BANK OF AMERICA NA (CALLABLE)	5.52%	8/18/2026	12,433.50		
8/20/2024	8/20/2024	41,096.10	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	34.93		
8/21/2024	8/21/2024	115,000.00	438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
8/22/2024	8/22/2024	95,000.00	110122EE4	BRISTOL-MYERS SQUIBB CO (CALLABLE)	4.90%	2/22/2027	2,327.50		
8/24/2024	8/24/2024	100,000.00	46647PCV6	JPMORGAN CHASE & CO (CALLABLE)	2.59%	2/24/2026	1,297.50		
8/25/2024	8/25/2024	115,000.00	05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/26/2024	8/26/2024	305,000.00	17275RBQ4	CISCO SYSTEMS INC (CALLABLE)	4.80%	2/26/2027	7,320.00		
8/26/2024	8/26/2024	175,000.00	04636NAK9	ASTRAZENECA FINANCE LLC (CALLABLE)	4.80%	2/26/2027	4,200.00		
8/31/2024	8/31/2024		91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	162.50		
8/31/2024	8/31/2024		91282CGP0	US TREASURY N/B	4.00%	2/29/2028	34,000.00		
8/31/2024	8/31/2024		91282CKD2	US TREASURY N/B	4.25%	2/28/2029	13,812.50		
9/1/2024	9/1/2024		13063D3N6	CA ST	4.84%	3/1/2027	6,420.95		
9/1/2024	9/25/2024		3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	808.44		
9/1/2024	9/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	1,873.99		
9/1/2024	9/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,920.42		
9/1/2024	9/25/2024		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		
9/1/2024	9/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	1,818.75		
9/1/2024	9/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
9/1/2024	9/25/2024		3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	824.97		
9/1/2024	9/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		
9/1/2024	9/25/2024		3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	403.26		
9/1/2024	9/25/2024		3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		
9/1/2024	9/25/2024		3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	905.65		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/1/2024	9/25/2024		3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
9/1/2024	9/25/2024		3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
9/1/2024	9/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	2,045.33		
9/1/2024	9/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	657.97		
9/1/2024	9/25/2024		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	760.67		
9/1/2024	9/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
9/1/2024	9/25/2024		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
9/1/2024	9/25/2024		3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
9/1/2024	9/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,233.36		
9/1/2024	9/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
9/1/2024	9/25/2024		3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	636.18		
9/1/2024	9/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
9/1/2024	9/25/2024		3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.87		
9/1/2024	9/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		
9/1/2024	9/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
9/1/2024	9/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
9/1/2024	9/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/1/2024	9/25/2024		3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	354.30		
9/1/2024	9/25/2024		3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
9/8/2024	9/8/2024		24422EWD7	JOHN DEERE CAPITAL CORP	2.35%	3/8/2027	1,468.75		
9/8/2024	9/8/2024		24422EXD6	JOHN DEERE CAPITAL CORP	5.15%	9/8/2026	7,725.00		
9/12/2024	9/12/2024		641062BA1	NESTLE HOLDINGS INC	4.00%	9/12/2025	3,000.00		
9/13/2024	9/13/2024		63743HFH0	NATIONAL RURAL UTIL COOP (CALLABLE)	4.45%	3/13/2026	1,446.25		
9/13/2024	9/13/2024		20271RAR1	COMMONWEALTH BK AUSTR NY	5.31%	3/13/2026	13,290.00		
9/14/2024	9/14/2024		437076BT8	HOME DEPOT INC (CALLABLE)	2.80%	9/14/2027	3,500.00		
9/15/2024	9/15/2024		448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
9/15/2024	9/15/2024		58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	507.38		
9/15/2024	9/15/2024		50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
9/15/2024	9/15/2024		31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
9/15/2024	9/15/2024		90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
9/15/2024	9/15/2024		14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	845.46		
9/15/2024	9/15/2024		344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
9/15/2024	9/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
9/15/2024	9/15/2024		06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/15/2024	9/15/2024		02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
9/15/2024	9/15/2024		92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
9/15/2024	9/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
9/15/2024	9/15/2024		41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	967.92		
9/15/2024	9/15/2024		44935FAD6	HART 2021-C A3	0.74%	5/15/2026	13.09		
9/15/2024	9/15/2024		02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
9/15/2024	9/15/2024		344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
9/15/2024	9/15/2024		650036DT0	NY ST URBAN DEV-F-1	0.87%	3/15/2025	1,479.00		
9/15/2024	9/15/2024		44933DAD3	HART 2022-C A3	5.39%	6/15/2027	830.96		
9/15/2024	9/15/2024		41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
9/15/2024	9/15/2024		05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
9/15/2024	9/15/2024		14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	758.33		
9/15/2024	9/15/2024		254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
9/15/2024	9/15/2024		50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	13.42		
9/15/2024	9/15/2024		14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	0.17		
9/15/2024	9/15/2024		50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		
9/15/2024	9/15/2024		06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/15/2024	9/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		
9/15/2024	9/15/2024		50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	276.62		
9/15/2024	9/15/2024		98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	27.28		
9/15/2024	9/15/2024		14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
9/15/2024	9/15/2024		14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	19.71		
9/15/2024	9/15/2024		500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		
9/15/2024	9/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		
9/15/2024	9/15/2024		41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	204.56		
9/15/2024	9/15/2024		254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		
9/15/2024	9/15/2024		448977AD0	HART 2022-A A3	2.22%	10/15/2026	179.25		
9/15/2024	9/15/2024		14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	22.37		
9/15/2024	9/15/2024		50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	1,030.08		
9/15/2024	9/15/2024		891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
9/15/2024	9/15/2024		02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.88		
9/15/2024	9/15/2024		58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,058.33		
9/15/2024	9/15/2024		89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	19.51		
9/15/2024	9/15/2024		14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	4.70		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/15/2024	9/15/2024		44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
9/16/2024	9/16/2024		36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		
9/16/2024	9/16/2024		362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		
9/16/2024	9/16/2024		379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
9/16/2024	9/16/2024		362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	16.57		
9/16/2024	9/16/2024		380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	34.94		
9/17/2024	9/17/2024		172967NL1	CITIGROUP INC (CALLABLE)	3.29%	3/17/2026	1,069.25		
9/17/2024	9/17/2024		40428HVL3	HSBC USA INC	5.62%	3/17/2025	7,734.38		
9/18/2024	9/18/2024		63873QP65	NATIXIS NY BRANCH	5.61%	9/18/2026	28,361.67		
9/18/2024	9/18/2024		857477CL5	STATE STREET CORP (CALLABLE)	4.99%	3/18/2027	5,242.65		
9/20/2024	9/20/2024		92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	30.07		
9/21/2024	9/21/2024		438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
9/24/2024	9/24/2024		95000U2V4	WELLS FARGO & COMPANY (CALLABLE)	3.52%	3/24/2028	4,407.50		
9/25/2024	9/25/2024		05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		
9/30/2024	9/30/2024		91282CKG5	US TREASURY N/B	4.12%	3/31/2029	42,796.88		
9/30/2024	9/30/2024		69371RS49	PACCAR FINANCIAL CORP	4.45%	3/30/2026	7,787.50		
9/30/2024	9/30/2024		440452AK6	HORMEL FOODS CORP (CALLABLE)	4.80%	3/30/2027	4,040.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
9/30/2024	9/30/2024		91282CEF4	US TREASURY N/B	2.50%	3/31/2027	7,500.00		
9/30/2024	9/30/2024		91282CJA0	US TREASURY N/B	4.62%	9/30/2028	9,828.13		
9/30/2024	9/30/2024		857477BM4	STATE STREET CORP (CALLABLE)	2.90%	3/30/2026	2,901.00		
Total INTEREST		**61,367,255.55**					**738,146.27**		**0.00**
MATURITY									
8/12/2024	8/12/2024	70,000.00	05565EBU8	BMW US CAPITAL LLC CORPORATE NOTES	0.75%	8/12/2024	70,262.50		
Total MATURITY		**70,000.00**					**70,262.50**		**0.00**
PAYDOWNS									
7/1/2024	7/25/2024	482.43	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	482.43		
7/1/2024	7/25/2024	256.51	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	256.51		
7/1/2024	7/25/2024	301.03	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	301.03		
7/1/2024	7/25/2024	627.33	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	627.33		
7/1/2024	7/25/2024	668.86	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	668.86		
7/1/2024	7/25/2024	425.46	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	425.46		
7/1/2024	7/25/2024	614.14	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	614.14		
7/15/2024	7/15/2024	2,252.04	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	2,252.04		
7/15/2024	7/15/2024	1,053.73	14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	1,053.73		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
7/15/2024	7/15/2024	5,999.25	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	5,999.25		
7/15/2024	7/15/2024	3,569.84	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,569.84		
7/15/2024	7/15/2024	4,673.87	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	4,673.87		
7/15/2024	7/15/2024	5,384.73	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	5,384.73		
7/15/2024	7/15/2024	9,690.30	448977AD0	HART 2022-A A3	2.22%	10/15/2026	9,690.30		
7/15/2024	7/15/2024	8,437.70	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	8,437.70		
7/15/2024	7/15/2024	4,145.26	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	4,145.26		
7/15/2024	7/15/2024	8,940.19	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	8,940.19		
7/15/2024	7/15/2024	4,870.28	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	4,870.28		
7/15/2024	7/15/2024	3,970.07	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,970.07		
7/15/2024	7/15/2024	3,917.43	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3,917.43		
7/16/2024	7/16/2024	3,385.27	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,385.27		
7/16/2024	7/16/2024	3,242.11	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	3,242.11		
7/20/2024	7/20/2024	5,219.78	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	5,219.78		
8/1/2024	8/25/2024	3,714.30	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	3,714.30		
8/1/2024	8/25/2024	635.79	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	635.79		
8/1/2024	8/25/2024	528.94	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	528.94		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
8/1/2024	8/25/2024	240.14	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	240.14		
8/1/2024	8/25/2024	455.72	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	455.72		
8/1/2024	8/25/2024	12,893.43	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	12,893.43		
8/1/2024	8/25/2024	574.60	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	574.60		
8/1/2024	8/25/2024	596.85	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	596.85		
8/15/2024	8/15/2024	1,039.64	14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	1,039.64		
8/15/2024	8/15/2024	3,546.58	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,546.58		
8/15/2024	8/15/2024	4,506.05	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	4,506.05		
8/15/2024	8/15/2024	16,368.93	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	16,368.93		
8/15/2024	8/15/2024	6,463.86	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	6,463.86		
8/15/2024	8/15/2024	9,696.13	448977AD0	HART 2022-A A3	2.22%	10/15/2026	9,696.13		
8/15/2024	8/15/2024	3,993.26	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,993.26		
8/15/2024	8/15/2024	9,385.96	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	9,385.96		
8/15/2024	8/15/2024	3,832.63	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3,832.63		
8/15/2024	8/15/2024	5,009.55	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	5,009.55		
8/15/2024	8/15/2024	8,239.12	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	8,239.12		
8/15/2024	8/15/2024	5,351.34	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	5,351.34		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
8/15/2024	8/15/2024	5,540.61	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	5,540.61		
8/16/2024	8/16/2024	3,522.14	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,522.14		
8/16/2024	8/16/2024	3,297.02	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	3,297.02		
8/20/2024	8/20/2024	5,722.76	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	5,722.76		
9/1/2024	9/25/2024	297.08	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	297.08		0.74
9/1/2024	9/25/2024	24,443.39	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	24,443.39		733.15
9/1/2024	9/25/2024	598.81	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	598.81		-0.94
9/1/2024	9/25/2024	241.09	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	241.09		6.01
9/1/2024	9/25/2024	261.11	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	261.11		12.51
9/1/2024	9/25/2024	637.98	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	637.98		2.75
9/1/2024	9/25/2024	457.24	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	457.24		8.97
9/1/2024	9/25/2024	532.08	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	532.08		0.01
9/1/2024	9/25/2024	576.68	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	576.68		29.87
9/15/2024	9/15/2024	9,631.49	448977AD0	HART 2022-A A3	2.22%	10/15/2026	9,631.49		0.17
9/15/2024	9/15/2024	4,828.02	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	4,828.02		0.28
9/15/2024	9/15/2024	1,880.53	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	1,880.53		0.15
9/15/2024	9/15/2024	5,599.86	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	5,599.86		0.33

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
9/15/2024	9/15/2024	16,132.72	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	16,132.72		1.97
9/15/2024	9/15/2024	11,310.49	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	11,310.49		1.61
9/15/2024	9/15/2024	7,915.30	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	7,915.30		0.66
9/15/2024	9/15/2024	4,201.09	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	4,201.09		0.03
9/15/2024	9/15/2024	6,289.02	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	6,289.02		0.06
9/15/2024	9/15/2024	3,939.84	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,939.84		0.03
9/15/2024	9/15/2024	3,838.24	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3,838.24		0.24
9/15/2024	9/15/2024	9,078.52	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	9,078.52		0.59
9/15/2024	9/15/2024	6,506.46	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	6,506.46		0.02
9/15/2024	9/15/2024	3,596.96	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,596.96		0.30
9/15/2024	9/15/2024	606.21	14316NAC3	CARMX 2021-1 A3	0.34%	12/15/2025	606.21		0.03
9/16/2024	9/16/2024	3,319.19	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,319.19		0.13
9/16/2024	9/16/2024	3,158.28	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	3,158.28		0.04
9/20/2024	9/20/2024	5,235.20	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	5,235.20		0.07
Total PAYDOWNS		**332,395.84**					**332,395.84**		**799.78**

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
SELL									
7/1/2024	7/5/2024	1,000,000.00	91282CGE5	US TREASURY N/B	3.87%	1/15/2026	1,002,841.69		-11,968.49
7/3/2024	7/5/2024	50,000.00	91282CGE5	US TREASURY N/B	3.87%	1/15/2026	50,151.85		-588.66
7/22/2024	7/23/2024	175,000.00	91282CGE5	US TREASURY N/B	3.87%	1/15/2026	173,144.49		-1,410.11
7/23/2024	7/25/2024	495,000.00	91282CGE5	US TREASURY N/B	3.87%	1/15/2026	490,068.50		-3,782.09
7/25/2024	7/26/2024	150,000.00	91282CBH3	US TREASURY N/B	0.37%	1/31/2026	141,185.63		-8,352.11
7/30/2024	8/1/2024	50,000.00	91282CBH3	US TREASURY N/B	0.37%	1/31/2026	46,996.60		-2,761.30
7/30/2024	8/1/2024	75,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	70,580.76		-4,323.46
8/1/2024	8/2/2024	70,000.00	646140DN0	NJ TPK AUTH -B-TXBL	0.89%	1/1/2025	68,789.17		-1,264.90
8/1/2024	8/5/2024	35,000.00	437076CR1	HOME DEPOT INC (CALLABLE)	4.00%	9/15/2025	35,241.69		-298.07
8/1/2024	8/5/2024	85,000.00	025816CQ0	AMERICAN EXPRESS CO (CALLABLE)	2.25%	3/4/2025	84,367.39		-1,418.27
8/1/2024	8/5/2024	300,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	283,382.30		-16,326.97
8/1/2024	8/5/2024	225,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	212,536.73		-12,193.43
8/7/2024	8/8/2024	250,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	236,796.88		-12,975.13
8/14/2024	8/15/2024	75,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	71,178.04		-3,763.56
8/15/2024	8/15/2024	35,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	33,146.69		-1,826.05
9/9/2024	9/10/2024	250,000.00	91282CGV7	US TREASURY N/B	3.75%	4/15/2026	253,615.20		347.09
9/9/2024	9/10/2024	225,000.00	53522KAB9	LINDE INC/CT (CALLABLE)	4.70%	12/5/2025	229,093.38		1,402.87

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
SELL									
9/9/2024	9/10/2024	65,000.00	91282CBQ3	US TREASURY N/B	0.50%	2/28/2026	61,906.25		-2,912.95
9/9/2024	9/10/2024	200,000.00	9128282A7	US TREASURY N/B	1.50%	8/15/2026	192,126.02		-953.61
9/9/2024	9/10/2024	240,000.00	459200KS9	IBM CORP	4.00%	7/27/2025	239,836.27		-1,310.40
9/9/2024	9/10/2024	100,000.00	91282CCF6	US TREASURY N/B	0.75%	5/31/2026	95,220.74		-4,838.50
9/9/2024	9/10/2024	225,000.00	91282CCZ2	US TREASURY N/B	0.87%	9/30/2026	213,633.63		-11,599.97
9/10/2024	9/10/2024	150,000.00	91282CDG3	US TREASURY N/B	1.12%	10/31/2026	142,857.93		-7,543.49
9/11/2024	9/12/2024	295,000.00	713448FQ6	PEPSICO INC (CALLABLE)	4.55%	2/13/2026	298,346.86		2,346.71
9/18/2024	9/18/2024	125,000.00	91282CDG3	US TREASURY N/B	1.12%	10/31/2026	119,239.99		-6,126.88
9/18/2024	9/18/2024	25,000.00	91282CDG3	US TREASURY N/B	1.12%	10/31/2026	23,847.99		-1,193.84
9/23/2024	9/24/2024	200,000.00	91282CDG3	US TREASURY N/B	1.12%	10/31/2026	191,109.72		-9,265.70
9/23/2024	9/24/2024	400,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	390,103.95		1,449.83
9/24/2024	9/24/2024	25,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	24,399.08		108.20
9/26/2024	9/26/2024	25,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	24,398.87		102.99
9/26/2024	9/30/2024	305,000.00	63253QAA2	NATIONAL AUSTRALIA BK/NY	4.96%	1/12/2026	311,807.50		3,525.80
9/26/2024	9/30/2024	1,100,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	1,074,132.81		4,675.36
Total SELL		**7,025,000.00**					**6,886,084.60**		**-115,039.09**

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,450,000.00	AA+	Aaa	1/31/2023	2/1/2023	1,358,865.23	3.80	10,953.80	1,398,930.26	1,401,572.90
US TREASURY N/B DTD 11/30/2021 1.250% 11/30/2026	91282CDK4	300,000.00	AA+	Aaa	12/2/2021	12/7/2021	300,386.72	1.22	1,260.25	300,167.95	285,234.30
US TREASURY N/B DTD 12/31/2021 1.250% 12/31/2026	91282CDQ1	325,000.00	AA+	Aaa	1/3/2022	1/6/2022	323,273.44	1.36	1,026.66	324,221.15	308,546.88
US TREASURY N/B DTD 02/15/2017 2.250% 02/15/2027	912828V98	1,000,000.00	AA+	Aaa	2/6/2023	2/7/2023	938,828.13	3.91	2,873.64	963,896.52	968,945.00
US TREASURY N/B DTD 02/15/2017 2.250% 02/15/2027	912828V98	5,000,000.00	AA+	Aaa	1/26/2023	1/27/2023	4,731,445.31	3.69	14,368.21	4,842,677.76	4,844,725.00
US TREASURY N/B DTD 03/31/2022 2.500% 03/31/2027	91282CEF4	600,000.00	AA+	Aaa	4/14/2022	4/18/2022	592,851.56	2.76	41.21	596,398.10	584,437.80
US TREASURY N/B DTD 05/02/2022 2.750% 04/30/2027	91282CEN7	325,000.00	AA+	Aaa	5/4/2022	5/6/2022	320,886.72	3.03	3,740.15	322,873.30	318,233.50
US TREASURY N/B DTD 05/31/2022 2.625% 05/31/2027	91282CET4	350,000.00	AA+	Aaa	6/1/2022	6/6/2022	344,818.36	2.95	3,087.60	347,232.66	341,386.85
US TREASURY N/B DTD 05/31/2022 2.625% 05/31/2027	91282CET4	375,000.00	AA+	Aaa	6/9/2022	6/10/2022	367,309.57	3.07	3,308.15	370,883.76	365,771.63
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2027	91282CEW7	750,000.00	AA+	Aaa	6/1/2023	6/5/2023	733,623.05	3.83	6,159.99	738,957.13	743,466.75
US TREASURY N/B DTD 07/15/2024 4.375% 07/15/2027	91282CKZ3	700,000.00	AA+	Aaa	8/1/2024	8/5/2024	708,039.06	3.96	6,491.17	707,638.39	714,437.50
US TREASURY N/B DTD 08/15/2024 3.750% 08/15/2027	91282CLG4	1,500,000.00	AA+	Aaa	9/5/2024	9/10/2024	1,506,035.16	3.60	7,184.10	1,505,923.48	1,506,679.50
US TREASURY N/B DTD 11/30/2022 3.875% 11/30/2027	91282CFZ9	625,000.00	AA+	Aaa	12/28/2022	12/29/2022	622,265.63	3.97	8,139.09	623,242.52	630,248.75
US TREASURY N/B DTD 01/03/2023 3.875% 12/31/2027	91282CGC9	3,000,000.00	AA+	Aaa	1/26/2023	1/27/2023	3,035,507.81	3.61	29,378.40	3,023,408.71	3,027,540.00
US TREASURY N/B DTD 01/31/2023 3.500% 01/31/2028	91282CGH8	2,000,000.00	AA+	Aaa	1/31/2023	2/1/2023	1,987,109.38	3.64	11,793.48	1,991,403.90	1,994,766.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 02/28/2023 4.000% 02/29/2028	91282CGP0	1,700,000.00	AA+	Aaa	12/8/2023	12/11/2023	1,684,128.91	4.24	5,823.20	1,687,167.18	1,722,445.10
US TREASURY N/B DTD 05/31/2023 3.625% 05/31/2028	91282CHE4	1,000,000.00	AA+	Aaa	6/29/2023	6/30/2023	977,656.25	4.13	12,182.38	983,363.42	1,001,133.00
US TREASURY N/B DTD 10/02/2023 4.625% 09/30/2028	91282CJA0	425,000.00	AA+	Aaa	10/2/2023	10/4/2023	423,572.27	4.70	54.00	423,830.75	441,302.58
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,600,000.00	AA+	Aaa	1/4/2024	1/5/2024	1,584,062.50	3.97	15,163.04	1,586,240.06	1,609,937.60
US TREASURY N/B DTD 02/29/2024 4.250% 02/28/2029	91282CKD2	650,000.00	AA+	Aaa	3/19/2024	3/20/2024	648,121.09	4.32	2,365.68	648,305.56	667,722.90
US TREASURY N/B DTD 04/01/2024 4.125% 03/31/2029	91282CKG5	1,250,000.00	AA+	Aaa	4/15/2024	4/16/2024	1,220,849.61	4.66	141.66	1,223,281.13	1,277,685.00
US TREASURY N/B DTD 04/01/2024 4.125% 03/31/2029	91282CKG5	825,000.00	AA+	Aaa	5/23/2024	5/24/2024	810,369.14	4.54	93.49	811,335.02	843,272.10
US TREASURY N/B DTD 05/31/2024 4.500% 05/31/2029	91282CKT7	500,000.00	AA+	Aaa	6/10/2024	6/11/2024	500,507.81	4.48	7,561.48	500,481.22	519,668.00
US TREASURY N/B DTD 05/31/2024 4.500% 05/31/2029	91282CKT7	700,000.00	AA+	Aaa	6/6/2024	6/7/2024	706,398.44	4.29	10,586.07	706,032.11	727,535.20
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	800,000.00	AA+	Aaa	9/26/2024	9/30/2024	790,718.75	3.52	6,570.65	790,723.91	787,937.60
US TREASURY N/B DTD 07/01/2024 4.250% 06/30/2029	91282CKX8	1,150,000.00	AA+	Aaa	7/1/2024	7/5/2024	1,141,195.31	4.42	12,351.56	1,141,581.21	1,182,927.95
Security Type Sub-Total		**28,900,000.00**					**28,358,825.21**	**3.83**	**182,699.11**	**28,560,197.16**	**28,817,559.39**
Supranational											
INTL BK RECON & DEVELOP DTD 07/19/2022 3.125% 06/15/2027	459058KJ1	275,000.00	AAA	Aaa	7/12/2022	7/19/2022	274,857.00	3.14	2,530.38	274,921.13	271,377.98
Security Type Sub-Total		**275,000.00**					**274,857.00**	**3.14**	**2,530.38**	**274,921.13**	**271,377.98**
Negotiable CD											
TORONTO DOMINION BANK NY DTD 10/31/2022 5.600% 10/27/2025	89115B6K1	325,000.00	A	A1	10/27/2022	10/31/2022	325,000.00	5.60	17,290.00	325,000.00	330,488.60

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Negotiable CD											
NORDEA BANK ABP NEW YORK DTD 11/03/2022 5.530% 11/03/2025	65558UYF3	325,000.00	AA-	Aa3	11/2/2022	11/3/2022	325,000.00	5.53	7,388.69	325,000.00	330,283.52
NATIXIS NY BRANCH DTD 09/20/2023 5.610% 09/18/2026	63873QP65	500,000.00	A+	A1	9/18/2023	9/20/2023	500,000.00	5.61	1,012.92	500,000.00	516,511.00
CREDIT AGRICOLE CIB NY DTD 02/05/2024 4.760% 02/01/2027	22536DWD6	525,000.00	A+	Aa3	2/1/2024	2/5/2024	525,000.00	4.76	16,590.58	525,000.00	530,210.10
Security Type Sub-Total		**1,675,000.00**					**1,675,000.00**	**5.33**	**42,282.19**	**1,675,000.00**	**1,707,493.22**
Municipal											
NY ST URBAN DEV-F-1 DTD 12/23/2020 0.870% 03/15/2025	650036DT0	340,000.00	NR	NR	12/16/2020	12/23/2020	340,000.00	0.87	131.47	340,000.00	334,285.28
FLORIDA ST BRD OF ADM DTD 09/16/2020 1.258% 07/01/2025	341271AD6	255,000.00	AA	Aa3	9/3/2020	9/16/2020	255,000.00	1.26	801.98	255,000.00	248,910.86
CA ST DTD 03/15/2023 4.846% 03/01/2027	13063D3N6	265,000.00	AA-	Aa2	3/9/2023	3/15/2023	265,000.00	4.85	1,070.16	265,000.00	270,777.53
Security Type Sub-Total		**860,000.00**					**860,000.00**	**2.24**	**2,003.61**	**860,000.00**	**853,973.67**
Joint Powers Authority											
CAMP Pool		119,107.53	AAAm	NR			119,107.53		0.00	119,107.53	119,107.53
Security Type Sub-Total		**119,107.53**					**119,107.53**		**0.00**	**119,107.53**	**119,107.53**
Corporate											
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	110,000.00	A	A1	1/21/2020	1/28/2020	110,484.00	2.00	1,007.42	110,006.53	109,796.61
PACCAR FINANCIAL CORP DTD 02/06/2020 1.800% 02/06/2025	69371RQ66	80,000.00	A+	A1	10/22/2020	10/29/2020	83,608.80	0.72	220.00	80,293.49	79,148.24
TOYOTA MOTOR CREDIT CORP DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	20,000.00	A+	A1	5/20/2020	5/26/2020	20,195.40	1.58	48.00	20,015.20	19,786.14
TOYOTA MOTOR CREDIT CORP DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	50,000.00	A+	A1	5/20/2020	5/26/2020	50,488.50	1.58	120.00	50,038.00	49,465.35

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
HSBC USA INC DTD 03/17/2023 5.625% 03/17/2025	40428HVL3	275,000.00	A-	A2	3/9/2023	3/17/2023	274,532.50	5.72	601.56	274,892.22	275,939.68
BURLINGTN NORTH SANTA FE (CALLABLE) DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	110,000.00	AA-	A2	3/5/2021	3/9/2021	118,429.30	1.07	1,650.00	110,552.94	109,031.56
BANK OF NY MELLON CORP (CALLABLE) DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	115,000.00	A	A1	3/11/2021	3/15/2021	117,725.50	1.01	802.44	115,325.40	113,030.17
CINTAS CORPORATION NO. 2 (CALLABLE) DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	70,000.00	A-	A3	4/26/2022	5/3/2022	69,984.60	3.46	1,006.25	69,997.00	69,480.81
USAA CAPITAL CORP DTD 05/26/2022 3.375% 05/01/2025	90327QD89	150,000.00	AA	Aa1	5/23/2022	5/26/2022	149,509.50	3.49	2,109.38	149,902.36	148,923.90
NATIONAL RURAL UTIL COOP DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	30,000.00	A-	A2	4/27/2022	5/4/2022	29,991.90	3.92	304.75	29,998.16	29,781.78
NESTLE HOLDINGS INC DTD 09/13/2022 4.000% 09/12/2025	641062BA1	150,000.00	AA-	Aa3	9/6/2022	9/13/2022	149,950.50	4.01	316.67	149,984.36	149,773.50
PNC FINANCIAL SERVICES (CALLABLE) DTD 10/28/2022 5.671% 10/28/2025	693475BH7	105,000.00	A-	A3	10/25/2022	10/28/2022	105,000.00	5.67	2,530.68	105,000.00	104,997.38
NATIONAL RURAL UTIL COOP DTD 10/31/2022 5.450% 10/30/2025	63743HFF4	30,000.00	A-	A2	10/20/2022	10/31/2022	29,959.80	5.50	685.79	29,985.52	30,386.64
CITIGROUP INC (CALLABLE) DTD 01/25/2022 2.014% 01/25/2026	17327CAN3	60,000.00	BBB+	A3	1/18/2022	1/25/2022	60,000.00	2.01	221.54	60,000.00	59,391.78
STATE STREET CORP (CALLABLE) DTD 01/26/2023 4.857% 01/26/2026	857477BZ5	50,000.00	A	A1	1/23/2023	1/26/2023	50,000.00	4.86	438.48	50,000.00	49,945.70
STATE STREET CORP (CALLABLE) DTD 02/07/2022 1.746% 02/06/2026	857477BR3	75,000.00	A	A1	2/2/2022	2/7/2022	75,000.00	1.75	200.06	75,000.00	74,116.80
GOLDMAN SACHS GROUP INC (CALLABLE) DTD 02/12/2021 0.855% 02/12/2026	38141GXS8	140,000.00	BBB+	A2	2/12/2021	2/17/2021	140,285.60	0.81	162.93	140,078.12	137,758.88
JPMORGAN CHASE & CO (CALLABLE) DTD 02/24/2022 2.595% 02/24/2026	46647PCV6	100,000.00	A-	A1	2/16/2022	2/24/2022	100,000.00	2.60	266.71	100,000.00	99,011.10

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 02/09/2023 4.450% 03/13/2026	63743HFH0	65,000.00	A-	A2	2/2/2023	2/9/2023	64,953.85	4.47	144.63	64,978.37	65,318.11
COMMONWEALTH BK AUSTR NY DTD 03/13/2023 5.316% 03/13/2026	20271RAR1	500,000.00	AA-	Aa2	3/6/2023	3/13/2023	500,000.00	5.32	1,329.00	500,000.00	509,155.50
CITIGROUP INC (CALLABLE) DTD 03/17/2022 3.290% 03/17/2026	172967NL1	65,000.00	BBB+	A3	3/10/2022	3/17/2022	65,000.00	3.29	83.16	65,000.00	64,463.94
STATE STREET CORP (CALLABLE) DTD 10/29/2020 2.901% 03/30/2026	857477BM4	200,000.00	A	A1	2/17/2022	2/22/2022	204,026.00	2.38	16.12	200,644.59	197,909.60
PACCAR FINANCIAL CORP DTD 03/30/2023 4.450% 03/30/2026	69371RS49	350,000.00	A+	A1	3/27/2023	3/30/2023	349,765.50	4.47	43.26	349,882.97	352,428.30
JPMORGAN CHASE & CO (CALLABLE) DTD 04/26/2022 4.080% 04/26/2026	46647PCZ7	100,000.00	A-	A1	4/19/2022	4/26/2022	100,000.00	4.08	1,756.67	100,000.00	99,497.50
UNITEDHEALTH GROUP INC (CALLABLE) DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	250,000.00	A+	A2	5/17/2021	5/19/2021	249,565.00	1.19	1,086.11	249,858.55	239,015.00
AMERICAN HONDA FINANCE DTD 07/07/2023 5.250% 07/07/2026	02665WEK3	155,000.00	A-	A3	7/5/2023	7/7/2023	154,809.35	5.29	1,898.75	154,887.73	157,936.32
MORGAN STANLEY DTD 07/25/2016 3.125% 07/27/2026	61761J3R8	175,000.00	A-	A1	12/2/2021	12/6/2021	184,782.50	1.86	972.22	178,840.41	171,865.22
TRUIST FINANCIAL CORP (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	105,000.00	A-	Baa1	7/25/2022	7/28/2022	105,000.00	4.26	782.78	105,000.00	104,572.65
STATE STREET CORP (CALLABLE) DTD 08/03/2023 5.272% 08/03/2026	857477CD3	195,000.00	A	A1	7/31/2023	8/3/2023	195,000.00	5.27	1,656.29	195,000.00	199,099.49
WELLS FARGO BANK NA (CALLABLE) DTD 08/09/2023 5.450% 08/07/2026	94988J6D4	250,000.00	A+	Aa2	8/3/2023	8/9/2023	249,782.50	5.48	2,043.75	249,865.63	255,926.00
TOYOTA MOTOR CREDIT CORP DTD 08/14/2023 5.000% 08/14/2026	89236TKX2	275,000.00	A+	A1	8/9/2023	8/14/2023	274,667.25	5.04	1,795.14	274,792.65	279,955.50
HERSHEY COMPANY (CALLABLE) DTD 08/09/2016 2.300% 08/15/2026	427866AX6	350,000.00	A	A1	1/26/2023	1/30/2023	326,788.00	4.34	1,028.61	337,729.50	339,572.10
BANK OF AMERICA NA (CALLABLE) DTD 08/18/2023 5.526% 08/18/2026	06428CAA2	450,000.00	A+	Aa1	8/14/2023	8/18/2023	450,000.00	5.53	2,970.23	450,000.00	462,006.90

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
JOHN DEERE CAPITAL CORP DTD 09/08/2023 5.150% 09/08/2026	24422EXD6	300,000.00	A	A1	9/5/2023	9/8/2023	299,787.00	5.18	987.08	299,859.18	306,991.80
BANK OF AMERICA CORP (CALLABLE) DTD 10/21/2020 1.197% 10/24/2026	06051GJK6	225,000.00	A-	A1	12/2/2021	12/6/2021	219,908.25	1.68	1,174.56	222,848.03	217,115.55
TRUIST FINANCIAL CORP (CALLABLE) DTD 10/28/2022 5.900% 10/28/2026	89788MAJ1	110,000.00	A-	Baa1	10/26/2022	10/28/2022	110,000.00	5.90	2,758.25	110,000.00	111,407.78
STATE STREET CORP (CALLABLE) DTD 11/04/2022 5.751% 11/04/2026	857477BX0	45,000.00	A	A1	11/1/2022	11/4/2022	45,000.00	5.75	1,056.75	45,000.00	45,596.43
PEPSICO INC (CALLABLE) DTD 11/10/2023 5.125% 11/10/2026	713448FW3	60,000.00	A+	A1	11/8/2023	11/10/2023	59,983.80	5.13	1,204.38	59,988.40	61,531.56
ROCHE HOLDINGS INC (CALLABLE) DTD 11/13/2023 5.265% 11/13/2026	771196CE0	255,000.00	AA	Aa2	11/6/2023	11/13/2023	255,000.00	5.27	5,146.54	255,000.00	261,609.35
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 11/02/2023 5.600% 11/13/2026	63743HFK3	115,000.00	A-	A2	10/30/2023	11/2/2023	114,959.75	5.61	2,468.67	114,971.25	118,411.25
CITIBANK NA (CALLABLE) DTD 12/04/2023 5.488% 12/04/2026	17325FBC1	250,000.00	A+	Aa3	11/27/2023	12/4/2023	250,000.00	5.49	4,459.00	250,000.00	257,116.50
JP MORGAN CHASE BANK NA (CALLABLE) DTD 12/08/2023 5.110% 12/08/2026	48125LRU8	400,000.00	A+	Aa2	12/5/2023	12/8/2023	400,000.00	5.11	6,415.89	400,000.00	408,954.40
WELLS FARGO BANK NA (CALLABLE) DTD 12/11/2023 5.254% 12/11/2026	94988J6F9	400,000.00	A+	Aa2	12/4/2023	12/11/2023	400,000.00	5.25	6,421.56	400,000.00	409,839.20
AMERICAN HONDA FINANCE DTD 01/10/2020 2.350% 01/08/2027	02665WDJ7	250,000.00	A-	A3	2/6/2023	2/8/2023	230,772.50	4.51	1,354.51	238,858.96	240,454.50
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	45,000.00	A	A2	1/19/2022	1/24/2022	44,923.50	1.99	185.25	44,964.80	43,218.81
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	155,000.00	A	A2	1/28/2022	2/1/2022	154,446.65	2.03	638.08	154,744.42	148,864.79
PNC FINANCIAL SERVICES (CALLABLE) DTD 01/24/2023 4.758% 01/26/2027	693475BL8	40,000.00	A-	A3	1/19/2023	1/24/2023	40,000.00	4.76	343.63	40,000.00	40,142.84

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
MORGAN STANLEY (CALLABLE) DTD 01/19/2023 5.050% 01/28/2027	61747YEZ4	200,000.00	A-	A1	1/17/2023	1/19/2023	199,996.00	5.05	1,767.50	199,997.69	201,850.20
TEXAS INSTRUMENTS INC (CALLABLE) DTD 02/08/2024 4.600% 02/08/2027	882508CE2	310,000.00	A+	Aa3	2/5/2024	2/8/2024	309,801.60	4.62	2,099.39	309,842.84	314,884.36
ELI LILLY & CO (CALLABLE) DTD 02/09/2024 4.500% 02/09/2027	532457CJ5	270,000.00	A+	A1	2/7/2024	2/9/2024	269,856.90	4.52	1,755.00	269,886.63	273,646.89
BRISTOL-MYERS SQUIBB CO (CALLABLE) DTD 02/22/2024 4.900% 02/22/2027	110122EE4	95,000.00	A	A2	2/14/2024	2/22/2024	94,897.40	4.94	504.29	94,917.20	96,995.38
ASTRAZENECA FINANCE LLC (CALLABLE) DTD 02/26/2024 4.800% 02/26/2027	04636NAK9	175,000.00	A+	A2	2/21/2024	2/26/2024	174,706.00	4.86	816.67	174,761.52	178,351.78
CISCO SYSTEMS INC (CALLABLE) DTD 02/26/2024 4.800% 02/26/2027	17275RBQ4	305,000.00	AA-	A1	2/21/2024	2/26/2024	304,603.50	4.85	1,423.33	304,678.64	311,625.21
JOHN DEERE CAPITAL CORP DTD 03/07/2022 2.350% 03/08/2027	24422EWD7	125,000.00	A	A1	3/8/2022	3/10/2022	124,690.00	2.40	187.67	124,848.79	120,323.63
STATE STREET CORP (CALLABLE) DTD 03/18/2024 4.993% 03/18/2027	857477CL5	210,000.00	A	A1	3/13/2024	3/18/2024	210,000.00	4.99	378.64	210,000.00	214,911.06
HORMEL FOODS CORP (CALLABLE) DTD 03/08/2024 4.800% 03/30/2027	440452AK6	150,000.00	A-	A1	3/5/2024	3/8/2024	149,854.50	4.84	20.00	149,885.10	152,791.05
BMW US CAPITAL LLC (CALLABLE) DTD 04/01/2022 3.450% 04/01/2027	05565ECA1	150,000.00	A	A2	4/1/2022	4/5/2022	150,480.00	3.38	2,587.50	150,236.47	147,292.80
ADOBE INC (CALLABLE) DTD 04/04/2024 4.850% 04/04/2027	00724PAE9	215,000.00	A+	A1	4/1/2024	4/4/2024	214,892.50	4.87	5,126.85	214,909.15	220,141.08
BANK OF NY MELLON CORP (CALLABLE) DTD 04/26/2023 4.947% 04/26/2027	06406RBQ9	325,000.00	A	A1	4/19/2023	4/26/2023	325,000.00	4.95	6,922.36	325,000.00	328,127.15
NORTHERN TRUST CORP (CALLABLE) DTD 05/10/2022 4.000% 05/10/2027	665859AW4	150,000.00	A+	A2	5/11/2022	5/13/2022	151,750.50	3.74	2,350.00	150,900.51	150,211.35
APPLE INC (CALLABLE) DTD 05/11/2017 3.200% 05/11/2027	037833CR9	250,000.00	AA+	Aaa	5/23/2022	5/25/2022	247,552.50	3.42	3,111.11	248,711.84	246,592.50
USAA CAPITAL CORP DTD 06/03/2024 5.250% 06/01/2027	90327QD97	305,000.00	AA	Aa1	5/29/2024	6/3/2024	304,118.55	5.36	5,248.54	304,209.08	313,932.23

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Corporate											
BLACKROCK FUNDING INC (CALLABLE) DTD 07/26/2024 4.600% 07/26/2027	09290DAH4	230,000.00	AA-	Aa3	7/17/2024	7/26/2024	229,993.10	4.60	1,910.28	229,993.99	234,411.40
HONEYWELL INTERNATIONAL (CALLABLE) DTD 08/01/2024 4.650% 07/30/2027	438516CX2	160,000.00	A	A2	7/29/2024	8/1/2024	159,995.20	4.65	1,240.00	159,995.80	163,186.72
INTEL CORP (CALLABLE) DTD 08/05/2022 3.750% 08/05/2027	458140BY5	225,000.00	BBB+	Baa1	8/5/2022	8/9/2022	224,340.75	3.81	1,312.50	224,624.12	220,468.95
UNILEVER CAPITAL CORP (CALLABLE) DTD 08/12/2024 4.250% 08/12/2027	904764BU0	100,000.00	A+	A1	8/7/2024	8/12/2024	99,733.00	4.35	578.47	99,744.71	100,973.40
HOME DEPOT INC (CALLABLE) DTD 09/14/2017 2.800% 09/14/2027	437076BT8	250,000.00	A	A2	2/6/2023	2/8/2023	234,095.00	4.34	330.56	239,790.45	242,865.75
BP CAP MARKETS AMERICA (CALLABLE) DTD 05/17/2024 5.017% 11/17/2027	10373QBY5	380,000.00	A-	A1	5/15/2024	5/17/2024	380,000.00	5.02	7,096.27	380,000.00	390,671.16
CITIGROUP INC (CALLABLE) DTD 01/10/2017 3.887% 01/10/2028	172967LD1	175,000.00	BBB+	A3	6/12/2023	6/14/2023	165,800.25	5.19	1,530.51	168,410.39	173,202.58
MASTERCARD INC (CALLABLE) DTD 09/05/2024 4.100% 01/15/2028	57636QBA1	160,000.00	A+	Aa3	9/3/2024	9/5/2024	159,912.00	4.12	473.78	159,914.19	161,141.44
HONEYWELL INTERNATIONAL (CALLABLE) DTD 11/02/2022 4.950% 02/15/2028	438516CJ3	225,000.00	A	A2	6/1/2023	6/5/2023	231,572.25	4.26	1,423.13	229,721.13	232,779.15
TEXAS INSTRUMENTS INC (CALLABLE) DTD 11/18/2022 4.600% 02/15/2028	882508BV5	115,000.00	A+	Aa3	5/11/2023	5/18/2023	117,764.60	4.04	675.94	116,951.87	117,397.06
WELLS FARGO & COMPANY (CALLABLE) DTD 03/24/2022 3.526% 03/24/2028	95000U2V4	250,000.00	BBB+	A1	6/1/2023	6/5/2023	235,302.50	4.91	171.40	239,348.78	245,203.50
JPMORGAN CHASE & CO (CALLABLE) DTD 04/25/2017 3.540% 05/01/2028	46647PAF3	250,000.00	A-	A1	6/12/2023	6/14/2023	234,055.00	5.03	3,687.50	238,293.08	245,425.75
HERSHEY COMPANY (CALLABLE) DTD 05/04/2023 4.250% 05/04/2028	427866BH0	325,000.00	A	A1	5/8/2023	5/10/2023	326,979.25	4.11	5,640.10	326,417.12	329,193.80

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
GENERAL DYNAMICS CORP (CALLABLE) DTD 05/11/2018 3.750% 05/15/2028	369550BC1	275,000.00	A	A2	6/1/2023	6/5/2023	266,582.25	4.45	3,895.83	268,833.29	272,983.43
AMERICAN EXPRESS CO (CALLABLE) DTD 07/26/2024 5.043% 07/26/2028	025816DV8	70,000.00	BBB+	A2	7/22/2024	7/26/2024	70,000.00	5.04	637.38	70,000.00	71,501.15
MERCEDES-BENZ FIN NA DTD 08/03/2023 5.100% 08/03/2028	58769JAL1	475,000.00	A	A2	8/21/2023	8/23/2023	469,015.00	5.39	3,902.92	470,353.22	487,907.65
BMW US CAPITAL LLC (CALLABLE) DTD 08/11/2023 5.050% 08/11/2028	05565ECE3	300,000.00	A	A2	8/11/2023	8/15/2023	297,564.00	5.24	2,104.17	298,114.68	307,078.20
COOPERAT RABOBANK UA/NY DTD 01/09/2024 4.800% 01/09/2029	21688ABC5	350,000.00	A+	Aa2	1/17/2024	1/19/2024	349,688.50	4.82	3,826.67	349,728.69	358,870.05
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 02/05/2024 4.850% 02/07/2029	63743HFN7	275,000.00	A-	A2	2/7/2024	2/9/2024	275,178.75	4.83	2,000.63	275,158.98	281,906.35
AIR PRODUCTS & CHEMICALS (CALLABLE) DTD 02/08/2024 4.600% 02/08/2029	009158BH8	350,000.00	A	A2	2/8/2024	2/12/2024	349,751.50	4.62	2,370.28	349,781.49	358,282.05
PEPSICO INC (CALLABLE) DTD 07/17/2024 4.500% 07/17/2029	713448FX1	175,000.00	A+	A1	7/22/2024	7/23/2024	174,636.00	4.55	1,618.75	174,648.58	180,019.53
NOVARTIS CAPITAL CORP (CALLABLE) DTD 09/18/2024 3.800% 09/18/2029	66989HAT5	465,000.00	AA-	Aa3	9/16/2024	9/18/2024	463,870.05	3.85	638.08	463,879.57	461,728.26
PACCAR FINANCIAL CORP DTD 09/26/2024 4.000% 09/26/2029	69371RT48	90,000.00	A+	A1	9/23/2024	9/26/2024	89,814.60	4.05	50.00	89,815.16	89,712.63
Security Type Sub-Total		**16,760,000.00**					**16,671,910.80**	**4.43**	**146,327.53**	**16,690,089.49**	**16,878,329.54**
Agency CMBS											
FHMS K047 A2 DTD 07/01/2015 3.329% 05/01/2025	3137BKRJ1	296,778.04	AA+	Aaa	5/19/2022	5/24/2022	298,679.27	3.11	823.31	297,189.59	294,144.43
FHMS K049 A2 DTD 10/01/2015 3.010% 07/01/2025	3137BLMZ8	321,662.36	AA+	Aaa	8/11/2022	8/16/2022	317,126.42	3.51	806.84	320,403.09	317,753.20
FHMS K051 A2 DTD 12/01/2015 3.308% 09/01/2025	3137BM7C4	145,988.62	AA+	Aaa	8/5/2022	8/10/2022	144,927.92	3.55	402.44	145,654.85	144,372.23

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS K052 A2 DTD 02/01/2016 3.151% 11/01/2025	3137BMTX4	250,000.00	AA+	Aaa	7/21/2022	7/26/2022	247,109.38	3.53	656.46	249,001.90	246,820.25
FHMS K053 A2 DTD 03/01/2016 2.995% 12/01/2025	3137BN6G4	250,000.00	AA+	Aaa	8/4/2022	8/9/2022	247,119.14	3.35	623.96	248,948.11	246,286.50
FHMS K054 A2 DTD 04/01/2016 2.745% 01/01/2026	3137BNGT5	250,000.00	AA+	Aaa	3/1/2023	3/6/2023	235,429.69	4.90	571.88	243,352.91	245,334.00
FHMS K054 A2 DTD 04/01/2016 2.745% 01/01/2026	3137BNGT5	275,000.00	AA+	Aaa	4/11/2023	4/14/2023	263,613.28	4.32	629.06	269,608.09	269,867.40
FNA 2016-M3 A2 DTD 03/01/2016 2.702% 02/01/2026	3136ARTE8	157,108.74	AA+	Aaa	10/6/2022	10/12/2022	148,222.29	4.51	353.76	153,416.43	153,914.41
FHMS K057 A2 DTD 09/01/2016 2.570% 07/01/2026	3137BRQJ7	300,000.00	AA+	Aaa	5/18/2023	5/23/2023	285,257.81	4.22	642.50	291,557.45	292,694.40
FHMS K736 A2 DTD 09/01/2019 2.282% 07/01/2026	3137FNWX4	400,000.00	AA+	Aaa	10/5/2023	10/11/2023	371,140.63	5.05	760.67	381,201.17	388,529.20
FHMS K058 A2 DTD 11/01/2016 2.653% 08/01/2026	3137BSP72	450,000.00	AA+	Aaa	4/12/2023	4/17/2023	429,521.48	4.10	994.88	438,404.55	438,678.90
FHMS K061 A2 DTD 01/01/2017 3.347% 11/01/2026	3137BTUM1	235,444.25	AA+	Aaa	5/19/2023	5/24/2023	228,196.97	4.29	656.69	230,995.88	231,873.74
FHMS K063 A2 DTD 03/01/2017 3.430% 01/01/2027	3137BVZ82	700,000.00	AA+	Aaa	5/18/2023	5/23/2023	679,765.63	4.28	2,000.83	687,234.90	691,620.30
FHMS K065 A2 DTD 07/01/2017 3.243% 04/01/2027	3137F1G44	600,000.00	AA+	Aaa	6/12/2023	6/15/2023	573,585.94	4.48	1,621.50	582,441.30	588,987.00
FNA 2017-M12 A2 DTD 10/01/2017 3.061% 06/01/2027	3136AX7E9	241,109.33	AA+	Aaa	8/24/2023	8/29/2023	225,427.80	5.09	615.03	229,895.21	235,484.97
FNA 2017-M15 A2 DTD 12/01/2017 2.960% 09/01/2027	3136AY6X6	354,707.00	AA+	Aaa	8/24/2023	8/29/2023	330,307.03	4.85	874.94	336,831.44	345,340.60
FHMS K743 A2 DTD 06/01/2021 1.770% 05/01/2028	3137H14B9	500,000.00	AA+	Aaa	8/10/2023	8/15/2023	437,617.19	4.68	737.50	452,342.43	463,086.50
FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	700,000.00	AA+	Aaa	7/13/2023	7/20/2023	706,991.60	4.59	2,811.08	705,293.92	718,035.50
FNA 2023-M6 A2 DTD 07/01/2023 4.181% 07/01/2028	3136BQDE6	525,556.61	AA+	Aaa	8/22/2023	8/25/2023	505,684.01	5.07	1,831.13	510,130.08	527,469.64
FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	650,000.00	AA+	Aaa	10/11/2023	10/19/2023	635,741.60	5.25	2,567.50	638,248.57	666,337.75

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS KJ47 A1 DTD 09/01/2023 5.272% 08/01/2028	3137HAMN3	280,203.11	AA+	Aaa	9/19/2023	9/28/2023	280,201.70	5.27	1,231.03	280,202.12	288,496.84
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	650,000.00	AA+	Aaa	9/7/2023	9/14/2023	640,384.55	4.99	2,518.75	642,221.07	663,495.95
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	450,000.00	AA+	Aaa	10/25/2023	10/31/2023	435,652.65	5.60	1,818.75	437,858.91	462,702.15
FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	360,000.00	AA+	Aaa	11/28/2023	12/7/2023	358,965.72	4.93	1,458.00	359,121.45	370,359.00
FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	235,000.00	AA+	Aaa	11/14/2023	11/21/2023	234,320.62	5.14	992.68	234,427.17	243,461.88
FHMS K512 A2 DTD 12/01/2023 5.000% 11/01/2028	3137HBCF9	265,000.00	AA+	Aaa	12/11/2023	12/21/2023	267,474.57	4.79	1,104.17	267,123.32	274,026.17
FHMS K514 A2 DTD 02/01/2024 4.572% 12/01/2028	3137HBLV4	330,000.00	AA+	Aaa	2/1/2024	2/8/2024	333,299.67	4.34	1,257.30	332,903.51	336,204.66
FHMS K518 A2 DTD 03/01/2024 5.400% 01/01/2029	3137HC2L5	525,000.00	AA+	Aaa	9/26/2024	9/30/2024	552,644.53	4.05	2,362.50	553,125.06	552,106.80
FHMS K520 A2 DTD 04/01/2024 5.180% 03/01/2029	3137HCKV3	295,000.00	AA+	Aaa	4/23/2024	4/30/2024	296,197.41	5.09	1,273.42	296,123.93	307,888.85
FHMS K524 A2 DTD 07/01/2024 4.720% 05/01/2029	3137HDV56	520,000.00	AA+	Aaa	7/16/2024	7/25/2024	523,193.32	4.58	2,045.33	523,134.56	533,986.44
FHMS K522 A2 DTD 06/01/2024 4.803% 05/01/2029	3137HDJJ0	675,000.00	AA+	Aaa	6/5/2024	6/13/2024	674,997.98	4.80	2,701.69	675,000.00	694,945.57
FHMS K526 A2 DTD 08/01/2024 4.543% 07/01/2029	3137HDXL9	495,000.00	AA+	Aaa	8/7/2024	8/15/2024	499,630.23	4.33	1,873.99	499,523.52	504,844.06
FHMS K528 A2 DTD 09/01/2024 4.508% 07/01/2029	3137HFNZ4	195,000.00	AA+	Aaa	9/4/2024	9/12/2024	198,896.10	4.06	732.55	198,858.30	198,848.91
Security Type Sub-Total		**12,878,558.05**					**12,607,324.13**	**4.58**	**42,352.12**	**12,711,774.79**	**12,937,998.20**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
KCOT 2021-2A A3 DTD 07/28/2021 0.560% 11/17/2025	50117XAE2	22,477.34	NR	Aaa	7/20/2021	7/28/2021	22,476.49	0.56	5.59	22,477.12	22,308.56
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	7,009.64	AAA	NR	4/13/2021	4/21/2021	7,008.13	0.52	1.62	7,009.21	6,983.35
TAOT 2021-D A3 DTD 11/15/2021 0.710% 04/15/2026	89238JAC9	28,778.36	AAA	NR	11/9/2021	11/15/2021	28,777.75	0.71	9.08	28,778.15	28,435.93
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	17,637.40	AAA	NR	11/9/2021	11/17/2021	17,633.47	0.75	5.80	17,635.98	17,474.77
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	37,405.63	AAA	Aaa	7/21/2021	7/28/2021	37,399.47	0.56	9.14	37,403.47	36,870.31
VALET 2021-1 A3 DTD 12/13/2021 1.020% 06/22/2026	92868KAC7	30,138.14	AAA	Aaa	12/7/2021	12/13/2021	30,136.96	1.02	9.39	30,137.69	29,818.68
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	30,922.09	AAA	Aaa	10/19/2021	10/27/2021	30,921.51	0.77	10.58	30,921.86	30,450.72
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	26,083.95	AAA	Aaa	10/13/2021	10/21/2021	26,083.29	0.68	7.39	26,083.69	25,697.99
HART 2022-A A3 DTD 03/16/2022 2.220% 10/15/2026	448977AD0	87,262.55	AAA	NR	3/9/2022	3/16/2022	87,259.19	2.22	86.10	87,261.05	86,300.05
WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6	35,593.29	AAA	NR	10/26/2021	11/3/2021	35,588.44	0.82	12.81	35,591.29	35,130.50
KCOT 2022-1A A3 DTD 03/23/2022 2.670% 10/15/2026	50117EAC8	115,243.61	NR	Aaa	3/15/2022	3/23/2022	115,227.12	2.69	136.76	115,236.24	113,938.01
GMCAR 2022-1 A3 DTD 01/19/2022 1.260% 11/16/2026	380146AC4	29,959.54	AAA	NR	1/11/2022	1/19/2022	29,956.93	1.26	15.73	29,958.39	29,551.97
HDMOT 2022-A A3 DTD 04/20/2022 3.060% 02/15/2027	41284YAD8	72,305.11	AAA	Aaa	4/12/2022	4/20/2022	72,293.07	3.06	98.33	72,299.19	71,791.02
COMET 2022-A1 A1 DTD 03/30/2022 2.800% 03/15/2027	14041NFZ9	325,000.00	AAA	NR	3/23/2022	3/30/2022	324,975.50	2.80	404.44	324,987.87	322,155.93
HART 2023-A A3 DTD 04/12/2023 4.580% 04/15/2027	448979AD6	220,000.00	AAA	NR	4/4/2023	4/12/2023	219,978.53	4.58	447.82	219,986.40	220,239.80
KCOT 2023-1A A3 DTD 03/31/2023 5.020% 06/15/2027	50117KAC4	240,000.00	NR	Aaa	3/28/2023	3/31/2023	239,962.44	5.08	535.47	239,975.84	241,785.36
HART 2022-C A3 DTD 11/09/2022 5.390% 06/15/2027	44933DAD3	178,493.54	AAA	NR	11/1/2022	11/9/2022	178,492.68	5.39	427.59	178,493.03	179,577.17

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
CARMX 2022-4 A3 DTD 10/31/2022 5.340% 08/16/2027	14318UAD3	178,679.95	AAA	NR	10/26/2022	10/31/2022	178,638.05	5.35	424.07	178,654.81	179,730.23
MBART 2022-1 A3 DTD 11/22/2022 5.210% 08/16/2027	58768PAC8	227,628.07	AAA	Aaa	11/15/2022	11/22/2022	227,583.04	5.21	527.09	227,600.72	228,768.25
MBART 2023-1 A3 DTD 01/25/2023 4.510% 11/15/2027	58770AAC7	133,119.47	AAA	NR	1/18/2023	1/25/2023	133,103.49	4.51	266.83	133,109.09	133,135.71
HDMOT 2023-A A3 DTD 02/23/2023 5.050% 12/15/2027	41285JAD0	230,000.00	NR	Aaa	2/13/2023	2/23/2023	229,976.84	5.05	516.22	229,984.57	231,008.78
KCOT 2023-2A A3 DTD 07/26/2023 5.280% 01/18/2028	500945AC4	175,000.00	NR	Aaa	7/18/2023	7/26/2023	174,955.80	5.29	410.67	174,967.45	177,695.35
TAOT 2023-B A3 DTD 05/23/2023 4.710% 02/15/2028	891941AD8	270,000.00	NR	Aaa	5/16/2023	5/23/2023	269,984.91	4.71	565.20	269,989.24	271,403.19
FORDO 2023-A A3 DTD 03/31/2023 4.650% 02/15/2028	344928AD8	180,000.00	AAA	NR	3/28/2023	3/31/2023	179,981.23	4.65	372.00	179,987.01	180,450.54
BAAT 2023-1A A3 DTD 07/31/2023 5.530% 02/15/2028	06428AAC2	235,000.00	NR	Aaa	7/25/2023	7/31/2023	234,991.09	5.53	577.58	234,993.38	238,245.82
GMCAR 2023-2 A3 DTD 04/12/2023 4.470% 02/16/2028	362583AD8	180,000.00	AAA	Aaa	4/4/2023	4/12/2023	179,995.05	4.47	335.25	179,996.55	180,249.12
BMWOT 2023-A A3 DTD 07/18/2023 5.470% 02/25/2028	05592XAD2	115,000.00	AAA	NR	7/11/2023	7/18/2023	114,979.62	5.47	104.84	114,984.95	116,428.99
DCENT 2023-A1 A DTD 04/11/2023 4.310% 03/15/2028	254683CY9	225,000.00	NR	Aaa	4/4/2023	4/11/2023	224,986.95	4.31	431.00	224,990.85	225,394.20
HART 2023-B A3 DTD 07/19/2023 5.480% 04/17/2028	44933XAD9	140,000.00	AAA	NR	7/11/2023	7/19/2023	139,993.92	5.48	340.98	139,995.46	142,128.70
BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	230,000.00	AAA	NR	6/8/2023	6/16/2023	229,947.93	4.79	489.64	229,961.62	232,348.53
FORDO 2023-B A3 DTD 06/26/2023 5.230% 05/15/2028	344930AD4	200,000.00	AAA	NR	6/21/2023	6/26/2023	199,997.30	5.23	464.89	199,998.00	202,414.60
USAOT 2023-A A3 DTD 09/15/2023 5.580% 05/15/2028	90291VAC4	520,000.00	AAA	Aaa	9/7/2023	9/15/2023	519,909.00	5.58	1,289.60	519,928.53	526,676.80
COMET 2023-A1 A DTD 05/24/2023 4.420% 05/15/2028	14041NGD7	415,000.00	AAA	NR	5/17/2023	5/24/2023	414,904.84	4.45	815.24	414,930.71	416,633.44
AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	255,000.00	AAA	NR	6/7/2023	6/14/2023	254,977.38	4.87	551.93	254,983.34	258,037.31

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
ALLYA 2023-1 A3 DTD 07/19/2023 5.460% 05/15/2028	02007WAC2	250,000.00	NR	Aaa	7/11/2023	7/19/2023	249,957.38	5.48	606.67	249,967.99	253,316.25
BAAT 2023-2A A3 DTD 11/21/2023 5.740% 06/15/2028	06054YAC1	460,000.00	NR	Aaa	11/15/2023	11/21/2023	459,991.67	5.76	1,173.51	459,627.85	469,415.28
DCENT 2023-A2 A DTD 06/28/2023 4.930% 06/15/2028	254683CZ6	455,000.00	AAA	Aaa	6/21/2023	6/28/2023	454,938.53	4.93	996.96	454,954.11	460,674.76
GMCAR 2023-3 A3 DTD 07/19/2023 5.450% 06/16/2028	36267KAD9	140,000.00	AAA	Aaa	7/11/2023	7/19/2023	139,994.60	5.45	317.92	139,995.92	142,091.46
HAROT 2023-4 A3 DTD 11/08/2023 5.670% 06/21/2028	438123AC5	115,000.00	NR	Aaa	11/1/2023	11/8/2023	114,979.75	5.67	181.13	114,983.44	117,669.27
KCOT 2024-1A A3 DTD 02/21/2024 5.190% 07/17/2028	50117BAC4	195,000.00	NR	Aaa	2/14/2024	2/21/2024	194,992.38	5.19	449.80	194,993.97	198,855.15
TAOT 2023-D A3 DTD 11/14/2023 5.540% 08/15/2028	89239FAD4	130,000.00	AAA	NR	11/7/2023	11/14/2023	129,985.99	5.54	320.09	129,988.70	133,029.91
FITAT 2023-1 A3 DTD 08/23/2023 5.530% 08/15/2028	31680EAD3	475,000.00	AAA	Aaa	8/15/2023	8/23/2023	474,970.55	5.53	1,167.44	474,977.09	481,733.60
HDMOT 2023-B A3 DTD 09/27/2023 5.690% 08/15/2028	41285YAC9	465,000.00	AAA	Aaa	9/20/2023	9/27/2023	464,894.86	5.74	1,175.93	464,196.08	473,733.63
GMCAR 2023-4 A3 DTD 10/11/2023 5.780% 08/16/2028	379930AD2	215,000.00	AAA	Aaa	10/3/2023	10/11/2023	214,955.84	5.78	517.79	214,964.25	220,113.99
HART 2023-C A3 DTD 11/13/2023 5.540% 10/16/2028	44918CAD4	200,000.00	AAA	NR	11/3/2023	11/13/2023	199,973.70	5.54	492.44	199,978.32	204,398.80
KCOT 2024-2A A3 DTD 06/25/2024 5.260% 11/15/2028	50117DAC0	235,000.00	NR	Aaa	6/18/2024	6/25/2024	234,994.36	5.26	549.38	234,994.78	240,921.53
BACCT 2023-A2 A2 DTD 12/14/2023 4.980% 11/15/2028	05522RDH8	230,000.00	NR	Aaa	12/7/2023	12/14/2023	229,969.11	4.98	509.07	229,974.34	234,602.76
CHAIT 2024-A1 A DTD 01/31/2024 4.600% 01/16/2029	161571HV9	520,000.00	AAA	NR	1/24/2024	1/31/2024	519,920.80	4.60	1,063.11	519,931.27	526,554.08
WFCIT 2024-A1 A DTD 03/01/2024 4.940% 02/15/2029	92970QAA3	650,000.00	AAA	Aaa	2/21/2024	3/1/2024	649,823.59	4.95	1,337.92	649,890.49	663,526.50
AMXCA 2024-1 A DTD 04/23/2024 5.230% 04/16/2029	02582JKH2	625,000.00	AAA	NR	4/16/2024	4/23/2024	624,871.88	5.23	1,452.78	624,871.88	643,515.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
COMET 2024-A1 A DTD 09/24/2024 3.920% 09/17/2029	14041NGE5	615,000.00	AAA	NR	9/17/2024	9/24/2024	614,879.95	3.92	468.77	614,880.96	614,157.45
Security Type Sub-Total		**11,388,737.68**					**11,387,172.35**	**4.87**	**23,487.38**	**11,386,464.19**	**11,517,569.10**
Managed Account Sub Total		**72,737,295.74**					**71,835,089.49**	**4.28**	**441,682.32**	**72,158,446.76**	**72,984,301.10**
Securities Sub Total		**$72,856,403.27**					**$71,954,197.02**	**4.28%**	**$441,682.32**	**$72,277,554.29**	**$73,103,408.63**
Accrued Interest											**$441,682.32**
Total Investments											**$73,545,090.95**

Important Disclosures

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

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It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. P**ast performance is not indicative of future returns.**
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- Accrued Interest: Interest that is due on a bond or other fixed income security since the last interest payment was made.
- Agencies: Federal agency securities and/or Government-sponsored enterprises.
- Amortized Cost: The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- Asset-Backed Security: A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- Bankers' Acceptance: A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- Commercial Paper: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- Contribution to Total Return: The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- Effective Duration: A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- Effective Yield: The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- FDIC: Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- Interest Rate: Interest per year divided by principal amount and expressed as a percentage.
- Market Value: The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- Maturity: The date upon which the principal or stated value of an investment becomes due and payable.
- Negotiable Certificates of Deposit: A CD with a very large denomination, usually $1 million or more, that can be traded in secondary markets.
- Par Value: The nominal dollar face amount of a security.
- Pass-through Security: A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

ITEM # 24

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance

SUBJECT: **APPROVE PROFESSIONAL SERVICE AGREEMENTS FOR UNIFORMS AND CUSTOM LOGO APPAREL**

DATE: November 12, 2024

RECOMMENDATIONS

It is recommended that the City Council:

1) Approve an agreement with Municipal Emergency Services (MES) in the amount of $40,000 per fiscal year (total amount shall not exceed $80,000 during the initial term); and

2) Approve an agreement with Conceptual Marketing (Conceptual Marketing) in the amount of $40,000 per fiscal year (total amount shall not exceed $80,000 during the initial term); and

3) Authorize the City Manager to exercise the extension options of each agreement, if needed; and

4) Take any additional related action necessary.

FISCAL IMPACT

If approved, Staff will be authorized to purchase services as detailed in the RFP through June 30, 2026. The following table provides an annual cost breakdown of the agreements:

Vendor	Year 1 (thru June 30, 2025)	Year 2 (July 1, 2025 thru June 30, 2026)	Year 3 (Optional) (July 1, 2026 thru June 30, 2027)	Year 4 (Optional) (July 1, 2027 thru June 30, 2028)
Conceptual	**$40,000**	**$40,000**	**$40,000**	**$40,000**
MES	**$40,000**	**$40,000**	**$40,000**	**$40,000**

All agreements will have an initial term through June 30, 2026, and include two (2), one (1) year extension options, exercised at the City Manager's discretion, for a maximum term through June 30, 2028.

The adopted Fiscal Year 2024-25 budget includes funding for these services primarily within the budget allocations for Public Works. These budgets were developed in consultation with each department/division to determine a likely annual expenditure amount based on prior expenditures and future needs. Therefore, it is not anticipated that a budget adjustment would be needed for FY 2024-25 in relation to these agreements.

The RFP specifications requested alternative methods of acquisition, including rentals. Although none of the proposals submitted provided options for rentals, Staff contacted and reviewed contracts from at least two (2) vendors that provide uniform rental services. The estimated cost per employee per week was approximately $3.00 - 4.00 (or $156-208 annually per employee). This included the cost of delivery, restocking, storage receptacles, and laundry services. Along with the recurring weekly fees for services, the City would be subject to fees for damaged, lost/missing items, larger size, and re-sizing fees. In some cases, these fees were equal to the item's original value. In comparison, the cost for purchasing uniforms is $3.37 - $4.70 per employee per week (or $175 – 245 annually per employee).

Despite the potentially lower cost, initiating services would likely take several weeks/months as supervisory and management Staff would want input on the type and style of the uniforms worn. At this time, Staff believes that continuing to purchase uniforms is the best option; however, a thorough cost-benefit analysis will be conducted ahead of the following order cycle.

BACKGROUND

Pursuant to the provisions within the Memorandum of Understanding (MOU) of specific employee bargaining groups, the City must provide uniforms and personal protective equipment to particular job classifications upon hire and ongoing during their employment tenure. A Request for Proposals (RFP) was posted on September 3, 2024, to ensure these items are available when needed. In addition to uniforms, the RFP sought to obtain pricing for custom logo apparel. These are items that are typically worn by Staff who work in the office as well as officials attending various events in representation of the City. This category includes polo shirts, sweaters, jackets, and business casual wear.

The RFP was posted on PlanetBids, and notices were emailed to several prospective bidders, including those within the local area. In addition, print advertising in local media sources was used to advertise the solicitation. The bid closed on Thursday, October 3, 2024, at 2 PM Pacific Time. At the time of closing, the City received a total of seven (7) responses from the following bidders (in alphabetical order):

- 2meart.com (Rancho Cardova, CA)
- Conceptual Marketing (Whittier, CA)

- Golden Sun (Chino, CA)
- Inkovation (Santa Fe Springs, CA)
- Municipal Emergency Services (Santa Fe Springs, CA)
- Pristine Uniforms (Rancho Cucamonga, CA)
- Sinatra Uniforms (Los Angeles, CA)

After receiving the responses to the RFP, an evaluation committee was formed to review each proposal submission. The evaluation committee comprised of Staff from Public Works and Finance. The responses were evaluated based on the following criteria:

Proposed Fees (40 points)
Experience (30 points)
Reference Checks (20 points)
Responsiveness to RFP (10 points)

Five (5) points local preference was also added to encourage participation by vendors located within the City.

Upon completing the evaluation, follow-up interviews/meetings were conducted with vendors as needed to ensure their ability to perform the necessary services.

DISCUSSION

Upon completing the evaluation of the proposals and conducting interviews, Staff recommends awarding agreements to the following service providers (in alphabetical order):

- Conceptual Marketing
- MES

The proposals submitted by these vendors demonstrated their ability to provide the items and services described in the work scope. They also confirmed their ability to deliver all requested items or suitable alternatives that match the specifications. It should also be noted that out of the proposals submitted, the proposals selected ranked first and second lowest in total cost. As a result, Staff anticipates an opportunity for cost savings by engaging in this process.

MES has agreed to help the City streamline the uniform ordering process by incorporating new services. At least once annually, they will perform an on-site visit to process annual uniform orders for existing Staff. New employees will be able to visit their store, located in Santa Fe Springs, to place orders. This will help ensure new employees can receive their uniforms shortly after being hired rather than waiting for an extended period.

Staff recommends engaging with two (2) vendors to ensure the continuity of services. If an item is not available from the primary vendor, the secondary vendor can be contacted.

As previously mentioned, the total cost of the remaining proposals was higher than those recommended for selection. In addition, some of the vendors did not have prior experience supplying uniforms for a public agency and/or could not provide the required items or suitable alternatives. These are just a few reasons the remaining proposals were not selected. Although these vendors were not chosen, they will remain in our vendor database and be notified about future opportunities to do business with the City.

SUMMARY/NEXT STEPS

Staff recommends approving professional service agreements with Conceptual Marketing and Municipal Emergency Services for uniforms and custom logo apparel. If approved, the agreements will allow the purchase of services in accordance with the terms, conditions, and pricing identified in the associated RFP.

ATTACHMENTS

A. PSA – Conceptual Marketing
B. PSA – MES
C. Bid Results Summary

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
CONCEPTUAL MARKETING

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and Conceptual Marketing, a California Corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate.

RECITALS

WHEREAS, City requires professional consulting services for Uniforms and Custom Logo Apparel (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024, under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until June 30, 2026 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for two (2) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of

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performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written Notice to Proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall, at all times, faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed Forty Thousand Dollars ($40,000.00) (the "Not-to-Exceed Sum"), per fiscal year (July 1st – June 30th), during the Term of this Agreement, unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or his/her designee. Consultant shall be compensated for any

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additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant.

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work,

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Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates the City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates Jeff Mahlstede, Owner, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

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D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

12. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks

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to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY. The key personnel for performance of this Agreement are as follows: See Exhibit B.

14. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

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15. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

16. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

17. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

18. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

19. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth

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in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

20. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in

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the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

21. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 22, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 25, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 22, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

22. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party

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alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy,

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insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

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iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

iv. The City may exercise any other available and lawful right or remedy.

Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

23. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

24. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

25. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data

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prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

26. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

27. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

28. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a

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subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

30. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

31. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

32. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention: City Clerk's Office

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To Consultant: Conceptual Marketing
8222 Catalina Avenue
Whittier, CA 90602
Attn: Jeff Mahlstede, Owner

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

33. TIME IS OF THE ESSENCE

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

34. GOVERNING LAW

City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

35. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

36. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this

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Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

37. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

38. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

39. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

40. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

41. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties.

42. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

43. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized

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representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

44. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

45. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

46. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

47. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

DocuSigned by:
Jeff Mahlstede
1930991080604AD...

Name: Jeff Mahlstede
Title: Owner
Date: 10/27/2024

ATTEST:

_____
Fernando Munoz, Deputy City Clerk

CONSULTANT

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
_____, City Attorney

Attachments:

	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS No. 25 - 4
Uniforms and Custom Logo Apparel

Issue Date: Tuesday, September 3, 2024
Questions Due Date: Tuesday, September 17, 2024 at 2 pm PDT
Proposal Due Date: Thursday, October 3, 2024 at 2 pm PDT

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into an agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
September 3, 2024

PROJECT
Uniforms and Custom Logo Apparel

PROPOSAL OWNER
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Lana Dich, Director of Finance
Contact Phone: (562) 868 - 0511
Contact Email: lanadich@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 868 - 0511
Contact Email: micahherd@santafesprings.org

If you have any questions about this RFP, please submit them via the City's PlanetBids Portal by **Tuesday, September 17, 2024, at 2 pm PDT**.

Proposals must be submitted by **Thursday, October 3, 2024, at 2 pm PDT.** Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals.

To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/121095

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified vendors to provide uniforms and custom logo apparel following the specifications, terms, and conditions identified in Request for Proposals (RFP) No. 25 - 4. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/121095

Prospective vendors must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Tuesday, September 17, 2024, at 2 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, October 3, at 2 pm PDT. Responses to this RFP will be evaluated to determine the Vendor that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described in the RFP.

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II. Introduction

The City of Santa Fe Springs ("City") is soliciting proposals from qualified vendors capable of providing uniforms and custom logo apparel in accordance with the specifications, terms, and conditions identified in this RFP.

Vendors will supply items used primarily by employees assigned to the Department of Public Works. In addition, the City would like to schedule a date/time up to twice annually, for employees to place uniform orders on-site. Custom logo apparel will be available for general employees.

Through this solicitation process, the City hopes to establish a minimum three (3) year agreement, with up to two (2) one (1) year extension options. If deemed beneficial, the City may select multiple vendors to provide this service.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City's vision statement affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

- Release RFP — Tuesday, September 3, 2024
- Online Q&A Deadline — Tuesday, September 17, 2024, 2 pm PDT
- Deadline to Submit Responses — Thursday, October 3, 2024, at 2 pm PDT
- City Review of Submissions — Mid-October 2024

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- Notifications Sent to Vendors Mid/Late October 2024
- Award Late October 2024

V. Current Process

The City's Administrative Policies determine which employees are required to wear uniforms. Furthermore, as part of negotiations with the general employee bargaining group, guidelines are established within the Memorandum of Understanding (MOU) regarding the specific items and maximum quantities that will be purchased annually.

Specific items within the uniform package for employees required to wear uniforms are considered reportable compensation. These items include:

- Shirts
- Pants
- Belts
- Work Boots/Shoes

Attachment A is a copy of the most recent **CalPERS Circular Letter regarding Uniform Allowance – Reportable and Non-Reportable Components**. Please note that the list in the letter above includes items for public safety personnel outside this solicitation's scope. For the specific items the City requires, please refer to the line-item list associated with this solicitation.

Uniform orders for new employees are initiated shortly before or after their hire dates. Annual orders for existing employees typically occur around December but can happen anytime during the year. In both cases, employees are issued a voucher that lists the required items. An authorized representative reviews and approves the voucher, which is then taken to the uniform Vendor to redeem the listed items.

Approximately forty-five (45) Public Works employees required uniforms during Fiscal Year 2023 – 24 (July 1, 2023 – June 30, 2024). Currently, the City uses a local vendor (Conceptual Marketing, Santa Fe Springs, CA) to obtain most uniform items and any necessary embroidery.

Some employees within various departments/sections who are not required to wear uniforms can wear city-branded apparel such as polo shirts, sweaters, and light jackets. These items are not considered reportable compensation and are typically purchased by the department with their manager or director's approval. The City wishes to continue this practice as part of this solicitation and allow employees to buy items at their own expense after providing valid proof of employment with the City.

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VI. Scope of Work

The City is seeking proposals from qualified vendors to provide work uniforms and custom logo apparel on an as-needed basis. The successful Vendor will be responsible for outfitting both men and women with initial uniform items as requested and providing various sizing options. The City intends to purchase all uniform apparel for employees who are required to wear uniforms. The allotment of uniform apparel is based on the job description.

While the City is seeking a vendor that can provide all items identified in the line-item list, it will consider vendors that can provide uniforms and custom logo apparel separately if economically beneficial.

Uniform Requirements

New and existing Public Works employees are typically issued the following quantity of items once per fiscal year:

- **Six (6) Shirts**
- **Six (6) Pairs of pants or shorts**
- **One (1) Jacket (if needed)**
- **One (1) Belt**

Colors/styles vary by section. The complete list of the required items can be found in the line-item list. The City is seeking the same or similar items that match the style, color, and fabric composition. The manufacturer's name and item/model number have been listed for most items so vendors can reference what is required.

Custom Logo Apparel

Employees who are not required to wear uniforms are occasionally authorized to wear City-branded apparel if approved by their manager and/or director. These items include:

- **Polo Shirts**
- **Jackets**
- **Sweatshirts**

Non-uniform items will not be subject to any measurements and/or alterations.

Measurements/Alterations

The Vendor will be responsible for recording individual measurements and ensuring the proper uniform fit. This will be performed at the Vendor's store location or on-site if conducted in accordance with the delivery of services on date/time scheduled for employees to schedule

The selected Vendor is expected to facilitate alterations if needed. Your response should include general costs for alterations.

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Embroidery/Name Tag/Patches
If needed, the Vendor selected is expected to perform all necessary embroidery and/or furnish and affix all required name tags and patches. All uniform shirts will require embroidery and/or patches. This includes:

- **City Logo (See Attachment B)**
- **Department Name / Section (e.g., "Public Works – Traffic", "Public Works – Street Maintenance")**
- **Employee Name (e.g., Full Name or Last Name)**

Sample embroidery can be found in **Attachment C**.

In some cases, patches may also need to be added to shirts. The City will provide them if necessary.

Annual On-Site Uniform Orders (Preferred Service)
As part of this process, the City hopes to implement a program allowing uniform orders to be placed on-site. This will help ensure that employees have an opportunity to place their uniform orders and receive the items promptly. The City hopes to schedule a date/time, at least twice annually, for this to occur (ideally in November/December of each year). This will happen at:

City of Santa Fe Springs
Municipal Service Yard
12636 Emmens Way
Santa Fe Springs, CA 90670

The selected Vendor will be required to bring all personnel and materials to implement this segment of the services. The City will provide a suitable workspace.

When responding to this solicitation, the prospective vendors should provide details regarding their capability to perform this service element and any requirements regarding the workspace provided by the City.

This element of the service is preferred. Not being able to facilitate these services will not result in disqualification.

Alternative Items
While the City prefers the specific items listed, alternative items from other manufacturers are acceptable. The alternative item(s) should closely match the preferred item's color, style, fabric composition, etc. The City will also need to inspect the alternative item(s) to ensure they will meet needs.

Store Location/Operating Hours
The ideal Vendor will have a physical location where staff can visit to place orders. Preferably, the Vendor operates at least one (1) physical store within a reasonable

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radius of the City's Municipal Services Yard (i.e., within ten (10) miles of the City's Municipal Services Yard). City staff that will be using these services usually have work hours on Monday – Thursday between the hours of 5:30 am and 4:00 pm. The ideal Vendor will have store operating hours within this timeframe to allow personnel to visit and place orders during work hours if needed.

Vendors who do not have a physical store within a radius of the City and/or the preferred operating hours are still encouraged to submit a proposal. Their proposal should detail their alternative method of service delivery, the ordering process, and how it could better fulfill the City's needs compared to the preferred method.

Delivery
The City does not have a preferred method for delivering uniform orders once they have been completed. The selected Vendor may either deliver in person and/or use mail services. No matter the delivery method, the City requires that uniform orders be packaged individually listing recipient's name to avoid mixing orders and ensure the recipient receives all requested items.

Your response to this solicitation should include details regarding the delivery method options.

Please note that the Municipal Services Yard is open Monday through Thursday and closed Friday through Sunday. Deliveries must be scheduled on days the City is open and staff is on hand to receive the items.

Additional Services
If vendors provide additional services outside the scope identified by the City, they are encouraged to provide details regarding these services in their proposal. The additional services should be listed in a separate section, and details should be included about how including such services could further improve the efficiency and effectiveness of the City's delivery of uniforms to staff.

Alternative Services
The specifications detailed in the solicitation are for purchasing uniforms. If a vendor has an alternative solution for providing uniforms, such as rentals, they are encouraged to submit a proposal. The proposal should detail how the alternative option is more beneficial compared to purchasing. Vendors offering an alternative option should still provide the City with all items identified in the list. In addition, vendors offering an alternative should include their pricing on the line-item list.

VII. Qualifications and Requirements

Vendors must clearly demonstrate how they meet the minimum qualifications to be considered. The following is a list of the City's requirements:

- Minimum three (3) years of experience providing similar services to a public agency of similar size and functionality as the City of Santa Fe Springs

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- Ability to provide services on-site up to twice per year

Vendor should describe their experience and qualifications in their proposals to confirm that the above minimum requirements have been met. This should be detailed within their proposal within the section regarding Relevant Experience (**See this RFP document, *Section IX – Proposal Content and Format*** for additional details)

VIII. Proposal Submittal

Please see ***Section IX – Proposal Format and Content*** - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors should plan to submit responses to this request well before the deadline to avoid technical difficulties/errors.

IX. Proposal Content and Format

Proposal Content

Vendors shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum, the following information:

A. Letter of Interest - Please include a letter expressing your interest in being considered for the project. Include a statement regarding availability to dedicate time, personnel, and resources to this effort.

B. Project Understanding and Approach – Include a statement demonstrating your understanding of the City's needs. Describe your general approach to providing services successfully, including methodologies and technologies you would employ. Describe anything you expect the City to provide.

C. Relevant Experience – Include information describing your experience providing similar services for public agencies. Using **Attachment D – References,** please give contact details for at least three (3) public entities that the City may contact. At a minimum, the City seeks references that can provide details about recent projects (i.e., completed within the last three (3) years) of similar size, scope, and complexity.

D. Conflict of Interest Statement—The Vendor shall disclose any financial, business, or other relationship with the City that may impact the selection process. If the Vendor has no such conflicts, a statement declaring such should be included in their submission.

E. Cost Proposal ("Line Items" Tab in PlanetBids) – Please submit your pricing for the requested items and services by visiting the City's PlanetBids Portal, finding the associated RFP, and clicking the "Line Item" tab. Vendors are invited to submit

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for all or some of the items and services listed. Keep in mind, vendors proving the most comprehensive list will receive preference.

Proposal Format

To facilitate the evaluation process, all responses must adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals before submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed twenty (20) pages when printed on 8-½ -11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The twenty (20) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the Vendor's name; the name, address, email, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Proposal details following the order set forth in the "Proposal Content and Format" section of this RFP.

X. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. **Proposed fees for services (40 points)**
    - Proposed fees are reasonable

2. **Experience of Vendor and Project Personnel (30 points)**
    - Experience, resources, and qualifications of the Vendor and assigned individuals to perform tasks identified in the scope of work

3. **References Checks (20 points)**
    - Good reference checks from primary and/or secondary source

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4. **Responsiveness to RFP (10 points)**
    - Compliance with the required format
    - Offered new/innovative services, suggestions

Local Vendor Preference
The City is prioritizing local vendors for this solicitation. Eligibility for being considered a local business is based upon physical location within the city limits. To be considered, vendors must submit a copy of their current City of Santa Fe Springs business license listing an address with the city limits. **Vendors confirmed to be within the City will be given an additional five (5) points in the evaluation score.**

Vendors outside the City of Santa Fe Springs are still highly encouraged to submit a response.

Total Score - 105

Interviews
The City may require the top-rated proposers to participate in an interview if necessary. The City will email those selected for the interview to schedule a date and time.

XI. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)
A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, specific steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or email within the specified time frame. Protests can be sent to:

Mail:
City of Santa Fe Springs
Attn: Department of Finance – Lana Dich
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

Email:
lanadich@santafesprings.org

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B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XII. Execution of Agreement

If required, the resulting agreement (see attached sample Attachment E) shall be signed by the successful Vendor and return with the required insurance within ten (10) business days after the City issues a notice of intent to award. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

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XIII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if Vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the Vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

***E.* Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

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obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Vendor. If not covered under Vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the Vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the Vendor's general liability policy as well as

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the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIV. Business License Requirement

Vendors that conduct business within city limits may be required to obtain a City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License Program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of

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items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XVI. Non-Commitment of City

While the City intends to select a Vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVII. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Vendor allow the use of or presence of alcohol or drugs on the premises or in the building.

C. **Non-Discrimination:** The Vendor shall not discriminate in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

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D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the job properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age:** The Vendor will only hire individuals of legal age to work.

XVIII. Records

The Vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Vendor to audit any performance aspect under this agreement.

XIX. Use of Subcontractors

The Vendor shall be responsible for all work performed under the final agreement and keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used in this work shall be under the Vendor's direct supervision and be considered their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

XX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

XXI. Disclosure of Information

A. The Vendor agrees that it will not, during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, Vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Vendor shall be used exclusively in connection with the performance of services.

B. The Vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXII. Ex-Parte Communications

Vendors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

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requirement includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit vendors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXIII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
2. The Vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
3. The Vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – CalPERS Uniform Guidelines
Attachment B – City Logo
Attachment C – Embroidery (Sample)
Attachment D – References
Attachment E – Sample PSA

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California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or **888**-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Special Compensation

Circular Letter

October 30, 2019
Circular Letter: 200-050-19
Distribution: IV, V, VI, X, XII, XVI

To: **All CalPERS Employers**
Subject: **Uniform Allowance – Reportable and Nonreportable Components**

Purpose

The purpose of this Circular Letter is to inform CalPERS contracting employers on a form of special compensation, the uniform allowance, reportable to CalPERS pursuant to Government (Gov.) Code section 20636 and 20636.1, and section 571 the California Code of Regulations (CCR) (Uniform Allowance), which pertains only to classic CalPERS members. This Circular Letter supersedes and replaces Circular Letter No. 200-045-02, dated July 9, 2002.

Definition of Uniform Allowance

Uniform allowance is defined in subdivision (a)(5) of CCR section 571 as the following:

"Uniform Allowance – Compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health and safety such as protective vests, pistols, bullets, and safety shoes."

Reportable Uniform Allowance Items

Compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain, is reportable to CalPERS as a uniform allowance, under the designation of statutory item as special compensation.

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The uniform allowance is reportable even if the required clothing is made from specially designed protective fabrics, such as arc-resistant material and antibacterial fabric, if the required clothing is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. Additionally, the uniform allowance is reportable even if the required clothing includes other specific features (such as a color) to serve a personal health and safety purpose, as long as the required clothing is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. In other words, even if required clothing serves a personal health and safety purpose, it may also be a ready substitute for personal attire under subdivision (a)(5) of CCR section 571, such that compensation paid, or the monetary value for the purchase, rental and/or maintenance of the clothing, is reportable.

Note that identifying required clothing items as "safety" items in a written labor agreement or policy is not determinative of whether the compensation paid or the monetary value for the purchase, rental and/or maintenance of the clothing item is or is not a uniform allowance that must be reported to CalPERS. In addition, failure to include reportable uniform allowance in a written labor policy or agreement is not a valid basis for excluding reporting of this compensation to CalPERS. If reportable uniform allowance should be reported, the agency should revise the written labor policy or agreement to include uniform allowance as a reportable item of compensation.

Below are examples of items employers may require employees to wear and that CalPERS generally would deem ready substitutes for personal attire the employee would otherwise have to acquire and maintain, even if they are made from specially designed protective fabrics and even if they have other features that serve a personal health and safety purpose. However, these are simply examples, and CalPERS' actual determinations are completed on a case-by-case basis.

- Common items for uniform allowance:
  - Dress shoes
  - Pants
  - Polo shirts
  - Slacks
  - Socks

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Nonreportable Items

Compensation paid, or the monetary value for the purchase, rental and/or maintenance of required clothing, that are not ready substitutes for personal attire are not reportable to CalPERS as uniform allowance.

Below are some examples of items that CalPERS generally would not deem ready substitutes for personal attire the employee would otherwise have to acquire and maintain.

- Note that these are simply examples and that CalPERS' actual determinations are completed on a case-by-case basis:
  - Ammunition
  - Aprons
  - Ballistic vests
  - Batons
  - Citation booklets
  - Coveralls
  - Duty belts
  - Fire extinguishers
  - Firearms
  - Firearm accessories
  - Flashlights
  - Foul weather apparel
  - Goggles
  - Hand axes
  - Handcuffs
  - Helmets
  - Holsters
  - Lab coats
  - Knives
  - Motor breeches
  - Narcotic kits
  - Safety harness
  - Self-contained breathing apparatus
  - Shop coats
  - Steel toe boots
  - Turnout gear
  - Window punches
  - Whistles
- Miscellaneous items, defined as permanently attached to, and/or associated with, safety uniform items:
  - Badges
  - Batteries
  - Buttons
  - Chevrons
  - Embroidery
  - Ensigns
  - Epaulets
  - Insignias: brass, collar, or rank
  - Labor for affixing patches
  - Laces
  - Metal bars
  - Patches
  - Shoe polish
  - Shoulder braids
  - Tie bars
  - Zippers

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Uniform Allowance and New Members Under the Public Employees' Pension Reform Act of 2013 (PEPRA)

Pensionable compensation is applicable to new members under PEPRA. Pursuant to subdivision (c)(7) of Gov. Code section 7522.34, all employer-provided allowances, reimbursements, or payments made for uniforms are **not** reportable for new members under PEPRA.

Reporting Standards

Compensation pertaining to uniform allowance can be reported through my|CalPERS two ways:

1. The aggregate amount for each pay period can be reported within the earned period report.

2. A Retroactive Special Compensation Adjustment can be reported which includes a payroll record start and end date that matches the effective start and end date of the uniform allowance for each fiscal year.

   Example: An annual uniform allowance item that has an effective date of the 2019 fiscal year would have a start date of July 1, 2019, and an end date of June 30, 2020.

Questions

It's the contracting employer's responsibility to comply with all terms and conditions set forth in the contract with CalPERS and to ensure their data and reportable information is compliant with the Public Employees' Retirement Law (PERL) and CCR. CalPERS employers may contact us at **888 CalPERS** (or **888**-225-7377) or via email at MOU_Review@Calpers.ca.gov with specific questions.

Renee Ostrander, Chief
Employer Account Management Division

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RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT B – City Logo



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ATTACHMENT C – Embroidery (Sample)



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RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT D – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

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dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

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due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

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in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

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right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

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19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

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The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

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_____

Date: _____

_____
Name: _____
Title: _____
Date: _____

ATTEST:

CONSULTANT

_____
Janet Martinez, City Clerk

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:

Exhibit A	City's Request for Proposals
Exhibit B	Consultant's Proposal
Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

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premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

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EXHIBIT B

CONSULTANT'S PROPOSAL

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September 28, 2024

INTEREST

We are excited to have this opportunity to bid on the upcoming apparel & promotional products RFP. Our staff has vast experience with apparel requests, requirements and the organization of group and / or individual delivery. We strive to communicate and deliver information and product in a timely fashion.

Our staff will be available to you daily and will do our best to respond to weekend and off traditional work hour requests. Availability and quick response is vital to the success of such a relationship.

Conceptual Marketing truly appreciates this opportunity and we certainly look forward to capturing this Bid and continue our work with the City of Santa Fe Springs.

Sincerely,

Jeff Mahlstede
Conceptual Marketing
(562)556-0605 cell
(562)945-6329 office
(562)945-6327 Fax
jeff@conceptualmarketing.org
Website: conceptualmarketing.org

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PROJECT UNDERSTANDING & APPROACH

Uniform requests will come in an annual and /or semi annual fashion. Uniform / Apparel requests may also also come in a periodic fashion as new hires, job transfers and promotions. There will also be the need for replacement pieces, simply new product requests and special event apparel and / or products.

Staff will be available via email, work and cell phones. We will work with your staff to keep them informed on which items are available, and those that are not, and of course those that are discontinued. The apparel business can be influx as product shipments can experience delays via port issues, material issues etc. We will do our best to keep your staff aware and informed.

Accurate order forms are the most prevalent item that causes delays. Correct sizing and the clear spelling of the individual name(s) is a must. We will work closely with your staff to provide accurate & precise forms. These forms and their details will require your staff to review and verify prior to ordering.

Uniform request should come in an email form which can be tracked to help facilitate the timeliness of it being processed. We will respond to phone request but encourage you to follow up with an email request for said timeliness reasons.

Conceptual Marketing has its own website for your review and search of products. When possible, I will also provide company names & websites which we contract with to help narrow your search of prospective items.

RELEVENT EXPERIENCE

Please see our attached references.

We have been in business for 20 years. We have worked with many agencies, including the City of SFS. If additional references are needed, please ask. We look forward to this opportunity and hope to continue in the building of a long lasting relationship.

CONFLICT OF INTEREST STATEMENT

Conceptual Marketing has had a healthy and lengthy relationship with the City of SFS and specifically the Department of Public Works. We are can see no reason for anything other than a continued healthy relationship.

COST PROPOSAL

Please see the Cost Sheet Attachment.

Not Requested with in the Bid:

1. Individualized Bagging ($4 ea)

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CITY OF
SANTA FE SPRINGS
11710 Telegraph Road · CA · 90670-3679 · (562) 868-0511 · Fax (562) 868-7112 · www.santafesprings.org
"A great place to live, work, and play"

RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT D – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Whittier Union H.S. District
Entity Address 9401 S. Painter Ave. Whittier, CA 90605
Name of Contact Karen Morales-Torres
Telephone Number of Contact (562) 698-8121
Email of Contact Karen.Torres@WUHSD.ORG
Project Title Dept. of Transportation
Date of Project Active

Entity Name City of La Habra
Entity Address 101 W. La Habra Blvd, La Habra, CA 90631
Name of Contact Kim Albarian
Telephone Number of Contact (562) 307-2129
Email of Contact KAlbarian@LAHABRACA.GOV
Project Title Community Services
Date of Project Active

Entity Name ROSSMOOR DISTRICT
Entity Address 3001 BLUME DR. ROSSMOOR, CA 90720
Name of Contact JOE MENDOZA
Telephone Number of Contact (562) 243-2132
Email of Contact jmendoza@rossmoor-csd.org
Project Title COMMUNITY SERVICES
Date of Project ACTIVE

Bid Results

Bidder Details

Vendor Name	Conceptual Marketing
Address	8222 Catalina Ave Whittier, California 90602 United States
Respondee	CONCEPTUAL MARKETING / Jeff Mahlstede
Respondee Title	Owner
Phone	562-556-0605
Email	jeff@conceptualmarketing.org
Vendor Type	NONE
License #	
CADIR	

Bid Detail

Bid Format	Electronic
Submitted	09/30/2024 2:12 PM (PDT)
Delivery Method	
Bid Responsive	
Bid Status	Submitted
Confirmation #	396556
Ranking	0

Respondee Comment

Pricing is based on 1 Location Embroidery - Front Left Chest Logo & possibly Name.

Buyer Comment

Attachments

File Title	File Name	File Type
SFS Proposal Content.pdf	SFS Proposal Content.pdf	Proposal
PROPOSAL - References.pdf	PROPOSAL - References.pdf	References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Uniform Apparel							$20,972.50		
1	Belt		Black Unisex Belt	/Unit	25	$18.50	$462.50	Alt	Unavailble, Possibly Discontinued. Recommend Substitute - AB12
2	Belt		Black Plain Belt With Scratch-less Buckle	/Unit	20	$18.50	$370.00	Alt	Unavailble, Possibly Discontinued. Recommend Substitute - AB12
3	Shirt		Orange Dri-Mesh Polo Shirt	/Unit	15	$22.00	$330.00	Yes	
4	Shirt		Navy Dri-Mesh Polo Shirt	/Unit	15	$22.00	$330.00	Yes	
5	Shirt		Blueberry Dri-Mesh Polo Shirt	/Unit	15	$22.00	$330.00	Yes	
6	Shirt		Orange Silk Touch Polo	/Unit	30	$19.00	$570.00	Yes	
7	Shirt		Carolina Blue Silk Touch Performance Polo	/Unit	15	$19.00	$285.00	Yes	
8	Shirt		Blueberry Dri-Mesh Polo Shirt (Tall)	/Unit	5	$23.00	$115.00	Yes	
9	Shirt		Black Dri-Mesh Polo Shirt (Tall)	/Unit	5	$23.00	$115.00	Yes	
10	Coveralls		Navy Action Back Twill Coverall	/Unit	10	$43.00	$430.00	Yes	Orange is $2 more = $45
11	Jacket		Yellow/Black Reflective Safety Jacket	/Unit	5	$54.00	$270.00	Alt	Out of Business - Recommend - SRJ754
12	Jacket		Navy Competitor Jacket	/Unit	10	$38.50	$385.00	Yes	
13	Jacket		Navy Perma-Lined Team Jacket	/Unit	10	$47.00	$470.00	Yes	
14	Jacket		Black Perma-Lined Team Jacket	/Unit	10	$47.00	$470.00	Yes	
15	Jacket		Premium Black Series Windbreaker Jacket	/Unit	5	$54.00	$270.00	Alt	Not Available - Recommend - SRJ754
16	Jacket		Yellow/Reflective Hi-Visibility Jacket	/Unit	15	$54.00	$810.00	Yes	
17	Jacket		Orange/Reflective Hi-Visibility Jacket	/Unit	10	$54.00	$540.00	Yes	
18	Pants		Navy 874 FLEX Work Pants	/Unit	35	$30.00	$1,050.00	Yes	
19	Pants		Brown 874 FLEX Work Pants	/Unit	60	$30.00	$1,800.00	Yes	
20	Pants		Navy Blue Dura-Kap Industrial Pants	/Unit	35	$20.00	$700.00	Yes	
21	Pants		Brown Dura-Kap Industrial Pants	/Unit	60	$20.00	$1,200.00	Yes	
22	T-Shirt		Safety Orange Performance Long Sleeve T-Shirt	/Unit	30	$19.00	$570.00	Alt	482L = No Safety Orange - Recommend CS409, also Recommend & Priced as Silk Screen
23	T-Shirt		Safety Orange Long Sleeve Core Blend Tee	/Unit	60	$8.50	$510.00	Yes	Recommend & Priced as Silk Screen
24	T-Shirt		Safety Orange Short Sleeve Core Blend Tee	/Unit	30	$7.00	$210.00	Yes	Recommend & Priced as Silk Screen
25	Shirt		Orange Long Sleeve Industrial Work Shirt	/Unit	30	$24.00	$720.00	Yes	
26	Shirt		Navy Long Sleeve Industrial Work Shirt	/Unit	20	$23.50	$470.00	Yes	
27	Shirt		Light Blue Long Sleeve Industrial Work Shirt	/Unit	15	$23.50	$352.50	Yes	
28	Shirt		Orange Long Sleeve Industrial Work Shirt	/Unit	30	$24.00	$720.00	Alt	Only Available in White - Recommend SP14
29	Shirt		Navy Long Sleeve Industrial Work Shirt	/Unit	30	$23.50	$705.00	Alt	Only Available in White - Recommend SP14
30	Shirt		Orange Short Sleeve Industrial Work Shirt	/Unit	30	$21.00	$630.00	Yes	
31	Shirt		Navy Short Sleeve Industrial Work Shirt	/Unit	25	$20.50	$512.50	Yes	
32	Shirt		Light Blue Short Sleeve Industrial Work Shirt	/Unit	25	$20.50	$512.50	Yes	
33	Shorts		Navy Loose Fit Flat Front Work Shorts, 13"	/Unit	20	$29.00	$580.00	Yes	
34	Shorts		Navy Plain Front Shorts	/Unit	20	$18.50	$370.00	Yes	
35	Shorts		Brown Plain Front Shorts	/Unit	30	$19.50	$585.00	Yes	
36	Shorts		Brown Performance Shop Shorts	/Unit	30	$19.50	$585.00	Alt	Not Available - Recommend - PT26
37	Sweatshirt		Black Lightweight Full-Zip Sweatshirt	/Unit	5	$39.00	$195.00	Yes	
38	Sweatshirt		Black Sport-Wick Stretch Reflective Heather Half-Zip Pullover	/Unit	5	$39.00	$195.00	Yes	
39	Sweatshirt		Navy Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$21.00	$210.00	Yes	
40	Sweatshirt		Black Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$21.00	$210.00	Yes	
41	Sweatshirt		Orange Core Fleece Pullover Hooded Sweatshirt	/Unit	15	$21.00	$315.00	Yes	
42	Sweatshirt		Black Ultimate Crewneck Sweatshirt	/Unit	10	$20.50	$205.00	Yes	
43	Sweatshirt		Orange Ultimate Crewneck Sweatshirt	/Unit	15	$20.50	$307.50	Yes	
Custom Logo Apparel							$2,125.00		
44	Shirt		Navy Dri-Mesh Polo Shirt (Women's)	/Unit	15	$22.00	$330.00	Yes	
45	Shirt		Black Embossed PosiCharge Tough Polo (Women's)	/Unit	15	$22.00	$330.00	Yes	
46	Shirt		Navy PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$19.50	$292.50	Yes	
47	Shirt		Black PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$19.50	$292.50	Yes	
48	Shirt		Navy Micropique Sport-WickPocket Polo	/Unit	15	$24.00	$360.00	Yes	

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
49	Sweatshirt		Navy Performance Fleece 1/4-Zip Pullover Sweatshirt	/Unit	10	$23.50	$235.00	Yes	
50	Sweatshirt		Navy 1/4-Zip Sweatshirt	/Unit	10	$28.50	$285.00	Yes	

Line Item Subtotals

Section Title	Line Total
Uniform Apparel	$20,972.50
Custom Logo Apparel	$2,125.00
Grand Total	$23,097.50

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease) which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
MUNICIPAL EMERGENCY SERVICES/LAWMEN SUPPLY COMPANY

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and Municipal Emergency Services/Lawmen Supply Company., a Connecticut Corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate.

RECITALS

WHEREAS, City requires professional consulting services for Uniforms and Custom Logo Apparel (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024, under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until June 30, 2026 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for two (2) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the

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services and tasks set forth in the Scope of Work according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written Notice to Proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall, at all times, faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed Forty Thousand Dollars ($40,000.00) (the "Not-to-Exceed Sum"), per fiscal year (July 1st – June 30th), during the Term of this Agreement, unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the

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City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant.

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this

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Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates the City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates Mark Trujillo, Sales Representative, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

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C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

12. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the

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qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY. The key personnel for performance of this Agreement are as follows: See Exhibit B.

14. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

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15. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

16. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

17. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

18. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

19. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth

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in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

20. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in

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the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

21. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 22, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 25, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 22, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

22. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party

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alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy,

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insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

ii. Upon written notice to Consultant, the City may extend the time of performance;

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iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

iv. The City may exercise any other available and lawful right or remedy.

Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

23. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

24. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

25. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data

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prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

26. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

27. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

28. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a

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subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

30. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

31. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

32. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention: City Clerk's Office

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To Consultant: Municipal Emergency Services
11821 Wakeman Street
Santa Fe Springs, CA 90670
Attention: Mark Trujillo, Sales Representative

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

33. TIME IS OF THE ESSENCE

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

34. GOVERNING LAW

City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

35. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

36. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this

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Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

37. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

38. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

39. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

40. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

41. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties.

42. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

43. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized

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representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

44. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

45. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

46. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

47. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

DocuSigned by:
Ward Petrie
32753C4283T34QE5...

Name: Ward Petrie
Title: SVP Finance
Date: 10/21/2024

ATTEST:

_____
Fernando Munoz, Deputy City Clerk

CONSULTANT

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
_____, City Attorney

Attachments:

	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS No. 25 - 4
Uniforms and Custom Logo Apparel

Issue Date: Tuesday, September 3, 2024
Questions Due Date: Tuesday, September 17, 2024 at 2 pm PDT
Proposal Due Date: Thursday, October 3, 2024 at 2 pm PDT

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into an agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
September 3, 2024

PROJECT
Uniforms and Custom Logo Apparel

PROPOSAL OWNER
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Lana Dich, Director of Finance
Contact Phone: (562) 868 - 0511
Contact Email: lanadich@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 868 - 0511
Contact Email: micahherd@santafesprings.org

If you have any questions about this RFP, please submit them via the City's PlanetBids Portal by **Tuesday, September 17, 2024, at 2 pm PDT**.

Proposals must be submitted by **Thursday, October 3, 2024, at 2 pm PDT.** Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals.

To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/121095

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified vendors to provide uniforms and custom logo apparel following the specifications, terms, and conditions identified in Request for Proposals (RFP) No. 25 - 4. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/121095

Prospective vendors must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Tuesday, September 17, 2024, at 2 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, October 3, at 2 pm PDT. Responses to this RFP will be evaluated to determine the Vendor that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described in the RFP.

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II. Introduction

The City of Santa Fe Springs ("City") is soliciting proposals from qualified vendors capable of providing uniforms and custom logo apparel in accordance with the specifications, terms, and conditions identified in this RFP.

Vendors will supply items used primarily by employees assigned to the Department of Public Works. In addition, the City would like to schedule a date/time up to twice annually, for employees to place uniform orders on-site. Custom logo apparel will be available for general employees.

Through this solicitation process, the City hopes to establish a minimum three (3) year agreement, with up to two (2) one (1) year extension options. If deemed beneficial, the City may select multiple vendors to provide this service.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City's vision statement affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

- Release RFP — Tuesday, September 3, 2024
- Online Q&A Deadline — Tuesday, September 17, 2024, 2 pm PDT
- Deadline to Submit Responses — Thursday, October 3, 2024, at 2 pm PDT
- City Review of Submissions — Mid-October 2024

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- Notifications Sent to Vendors Mid/Late October 2024
- Award Late October 2024

V. Current Process

The City's Administrative Policies determine which employees are required to wear uniforms. Furthermore, as part of negotiations with the general employee bargaining group, guidelines are established within the Memorandum of Understanding (MOU) regarding the specific items and maximum quantities that will be purchased annually.

Specific items within the uniform package for employees required to wear uniforms are considered reportable compensation. These items include:

- Shirts
- Pants
- Belts
- Work Boots/Shoes

Attachment A is a copy of the most recent **CalPERS Circular Letter regarding Uniform Allowance – Reportable and Non-Reportable Components**. Please note that the list in the letter above includes items for public safety personnel outside this solicitation's scope. For the specific items the City requires, please refer to the line-item list associated with this solicitation.

Uniform orders for new employees are initiated shortly before or after their hire dates. Annual orders for existing employees typically occur around December but can happen anytime during the year. In both cases, employees are issued a voucher that lists the required items. An authorized representative reviews and approves the voucher, which is then taken to the uniform Vendor to redeem the listed items.

Approximately forty-five (45) Public Works employees required uniforms during Fiscal Year 2023 – 24 (July 1, 2023 – June 30, 2024). Currently, the City uses a local vendor (Conceptual Marketing, Santa Fe Springs, CA) to obtain most uniform items and any necessary embroidery.

Some employees within various departments/sections who are not required to wear uniforms can wear city-branded apparel such as polo shirts, sweaters, and light jackets. These items are not considered reportable compensation and are typically purchased by the department with their manager or director's approval. The City wishes to continue this practice as part of this solicitation and allow employees to buy items at their own expense after providing valid proof of employment with the City.

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VI. Scope of Work

The City is seeking proposals from qualified vendors to provide work uniforms and custom logo apparel on an as-needed basis. The successful Vendor will be responsible for outfitting both men and women with initial uniform items as requested and providing various sizing options. The City intends to purchase all uniform apparel for employees who are required to wear uniforms. The allotment of uniform apparel is based on the job description.

While the City is seeking a vendor that can provide all items identified in the line-item list, it will consider vendors that can provide uniforms and custom logo apparel separately if economically beneficial.

Uniform Requirements

New and existing Public Works employees are typically issued the following quantity of items once per fiscal year:

- **Six (6) Shirts**
- **Six (6) Pairs of pants or shorts**
- **One (1) Jacket (if needed)**
- **One (1) Belt**

Colors/styles vary by section. The complete list of the required items can be found in the line-item list. The City is seeking the same or similar items that match the style, color, and fabric composition. The manufacturer's name and item/model number have been listed for most items so vendors can reference what is required.

Custom Logo Apparel

Employees who are not required to wear uniforms are occasionally authorized to wear City-branded apparel if approved by their manager and/or director. These items include:

- **Polo Shirts**
- **Jackets**
- **Sweatshirts**

Non-uniform items will not be subject to any measurements and/or alterations.

Measurements/Alterations

The Vendor will be responsible for recording individual measurements and ensuring the proper uniform fit. This will be performed at the Vendor's store location or on-site if conducted in accordance with the delivery of services on date/time scheduled for employees to schedule

The selected Vendor is expected to facilitate alterations if needed. Your response should include general costs for alterations.

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Embroidery/Name Tag/Patches
If needed, the Vendor selected is expected to perform all necessary embroidery and/or furnish and affix all required name tags and patches. All uniform shirts will require embroidery and/or patches. This includes:

- **City Logo (See Attachment B)**
- **Department Name / Section (e.g., "Public Works – Traffic", "Public Works – Street Maintenance")**
- **Employee Name (e.g., Full Name or Last Name)**

Sample embroidery can be found in **Attachment C**.

In some cases, patches may also need to be added to shirts. The City will provide them if necessary.

Annual On-Site Uniform Orders (Preferred Service)
As part of this process, the City hopes to implement a program allowing uniform orders to be placed on-site. This will help ensure that employees have an opportunity to place their uniform orders and receive the items promptly. The City hopes to schedule a date/time, at least twice annually, for this to occur (ideally in November/December of each year). This will happen at:

City of Santa Fe Springs
Municipal Service Yard
12636 Emmens Way
Santa Fe Springs, CA 90670

The selected Vendor will be required to bring all personnel and materials to implement this segment of the services. The City will provide a suitable workspace.

When responding to this solicitation, the prospective vendors should provide details regarding their capability to perform this service element and any requirements regarding the workspace provided by the City.

This element of the service is preferred. Not being able to facilitate these services will not result in disqualification.

Alternative Items
While the City prefers the specific items listed, alternative items from other manufacturers are acceptable. The alternative item(s) should closely match the preferred item's color, style, fabric composition, etc. The City will also need to inspect the alternative item(s) to ensure they will meet needs.

Store Location/Operating Hours
The ideal Vendor will have a physical location where staff can visit to place orders. Preferably, the Vendor operates at least one (1) physical store within a reasonable

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radius of the City's Municipal Services Yard (i.e., within ten (10) miles of the City's Municipal Services Yard). City staff that will be using these services usually have work hours on Monday – Thursday between the hours of 5:30 am and 4:00 pm. The ideal Vendor will have store operating hours within this timeframe to allow personnel to visit and place orders during work hours if needed.

Vendors who do not have a physical store within a radius of the City and/or the preferred operating hours are still encouraged to submit a proposal. Their proposal should detail their alternative method of service delivery, the ordering process, and how it could better fulfill the City's needs compared to the preferred method.

Delivery
The City does not have a preferred method for delivering uniform orders once they have been completed. The selected Vendor may either deliver in person and/or use mail services. No matter the delivery method, the City requires that uniform orders be packaged individually listing recipient's name to avoid mixing orders and ensure the recipient receives all requested items.

Your response to this solicitation should include details regarding the delivery method options.

Please note that the Municipal Services Yard is open Monday through Thursday and closed Friday through Sunday. Deliveries must be scheduled on days the City is open and staff is on hand to receive the items.

Additional Services
If vendors provide additional services outside the scope identified by the City, they are encouraged to provide details regarding these services in their proposal. The additional services should be listed in a separate section, and details should be included about how including such services could further improve the efficiency and effectiveness of the City's delivery of uniforms to staff.

Alternative Services
The specifications detailed in the solicitation are for purchasing uniforms. If a vendor has an alternative solution for providing uniforms, such as rentals, they are encouraged to submit a proposal. The proposal should detail how the alternative option is more beneficial compared to purchasing. Vendors offering an alternative option should still provide the City with all items identified in the list. In addition, vendors offering an alternative should include their pricing on the line-item list.

VII. Qualifications and Requirements

Vendors must clearly demonstrate how they meet the minimum qualifications to be considered. The following is a list of the City's requirements:

- Minimum three (3) years of experience providing similar services to a public agency of similar size and functionality as the City of Santa Fe Springs

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- Ability to provide services on-site up to twice per year

Vendor should describe their experience and qualifications in their proposals to confirm that the above minimum requirements have been met. This should be detailed within their proposal within the section regarding Relevant Experience (**See this RFP document, *Section IX – Proposal Content and Format*** for additional details)

VIII. Proposal Submittal

Please see ***Section IX – Proposal Format and Content*** - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors should plan to submit responses to this request well before the deadline to avoid technical difficulties/errors.

IX. Proposal Content and Format

Proposal Content

Vendors shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum, the following information:

A. Letter of Interest - Please include a letter expressing your interest in being considered for the project. Include a statement regarding availability to dedicate time, personnel, and resources to this effort.

B. Project Understanding and Approach – Include a statement demonstrating your understanding of the City's needs. Describe your general approach to providing services successfully, including methodologies and technologies you would employ. Describe anything you expect the City to provide.

C. Relevant Experience – Include information describing your experience providing similar services for public agencies. Using **Attachment D – References,** please give contact details for at least three (3) public entities that the City may contact. At a minimum, the City seeks references that can provide details about recent projects (i.e., completed within the last three (3) years) of similar size, scope, and complexity.

D. Conflict of Interest Statement—The Vendor shall disclose any financial, business, or other relationship with the City that may impact the selection process. If the Vendor has no such conflicts, a statement declaring such should be included in their submission.

E. Cost Proposal ("Line Items" Tab in PlanetBids) – Please submit your pricing for the requested items and services by visiting the City's PlanetBids Portal, finding the associated RFP, and clicking the "Line Item" tab. Vendors are invited to submit

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for all or some of the items and services listed. Keep in mind, vendors proving the most comprehensive list will receive preference.

Proposal Format

To facilitate the evaluation process, all responses must adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals before submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed twenty (20) pages when printed on 8-½ -11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The twenty (20) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the Vendor's name; the name, address, email, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Proposal details following the order set forth in the "Proposal Content and Format" section of this RFP.

X. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. **Proposed fees for services (40 points)**
    - Proposed fees are reasonable

2. **Experience of Vendor and Project Personnel (30 points)**
    - Experience, resources, and qualifications of the Vendor and assigned individuals to perform tasks identified in the scope of work

3. **References Checks (20 points)**
    - Good reference checks from primary and/or secondary source

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4. **Responsiveness to RFP (10 points)**
    - Compliance with the required format
    - Offered new/innovative services, suggestions

Local Vendor Preference
The City is prioritizing local vendors for this solicitation. Eligibility for being considered a local business is based upon physical location within the city limits. To be considered, vendors must submit a copy of their current City of Santa Fe Springs business license listing an address with the city limits. **Vendors confirmed to be within the City will be given an additional five (5) points in the evaluation score.**

Vendors outside the City of Santa Fe Springs are still highly encouraged to submit a response.

Total Score - 105

Interviews
The City may require the top-rated proposers to participate in an interview if necessary. The City will email those selected for the interview to schedule a date and time.

XI. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)
A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, specific steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or email within the specified time frame. Protests can be sent to:

Mail:
City of Santa Fe Springs
Attn: Department of Finance – Lana Dich
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

Email:
lanadich@santafesprings.org

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B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XII. Execution of Agreement

If required, the resulting agreement (see attached sample Attachment E) shall be signed by the successful Vendor and return with the required insurance within ten (10) business days after the City issues a notice of intent to award. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

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XIII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if Vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the Vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

***E.* Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

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obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Vendor. If not covered under Vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the Vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the Vendor's general liability policy as well as

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the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIV. Business License Requirement

Vendors that conduct business within city limits may be required to obtain a City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License Program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of

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items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XVI. Non-Commitment of City

While the City intends to select a Vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVII. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Vendor allow the use of or presence of alcohol or drugs on the premises or in the building.

C. **Non-Discrimination:** The Vendor shall not discriminate in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

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D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the job properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age:** The Vendor will only hire individuals of legal age to work.

XVIII. Records

The Vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Vendor to audit any performance aspect under this agreement.

XIX. Use of Subcontractors

The Vendor shall be responsible for all work performed under the final agreement and keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used in this work shall be under the Vendor's direct supervision and be considered their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

XX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

XXI. Disclosure of Information

A. The Vendor agrees that it will not, during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, Vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Vendor shall be used exclusively in connection with the performance of services.

B. The Vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXII. Ex-Parte Communications

Vendors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

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requirement includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit vendors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXIII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
2. The Vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
3. The Vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – CalPERS Uniform Guidelines
Attachment B – City Logo
Attachment C – Embroidery (Sample)
Attachment D – References
Attachment E – Sample PSA

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California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or **888**-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Special Compensation

Circular Letter

October 30, 2019
Circular Letter: 200-050-19
Distribution: IV, V, VI, X, XII, XVI

To: **All CalPERS Employers**
Subject: **Uniform Allowance – Reportable and Nonreportable Components**

Purpose

The purpose of this Circular Letter is to inform CalPERS contracting employers on a form of special compensation, the uniform allowance, reportable to CalPERS pursuant to Government (Gov.) Code section 20636 and 20636.1, and section 571 the California Code of Regulations (CCR) (Uniform Allowance), which pertains only to classic CalPERS members. This Circular Letter supersedes and replaces Circular Letter No. 200-045-02, dated July 9, 2002.

Definition of Uniform Allowance

Uniform allowance is defined in subdivision (a)(5) of CCR section 571 as the following:

"Uniform Allowance – Compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health and safety such as protective vests, pistols, bullets, and safety shoes."

Reportable Uniform Allowance Items

Compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain, is reportable to CalPERS as a uniform allowance, under the designation of statutory item as special compensation.

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The uniform allowance is reportable even if the required clothing is made from specially designed protective fabrics, such as arc-resistant material and antibacterial fabric, if the required clothing is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. Additionally, the uniform allowance is reportable even if the required clothing includes other specific features (such as a color) to serve a personal health and safety purpose, as long as the required clothing is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. In other words, even if required clothing serves a personal health and safety purpose, it may also be a ready substitute for personal attire under subdivision (a)(5) of CCR section 571, such that compensation paid, or the monetary value for the purchase, rental and/or maintenance of the clothing, is reportable.

Note that identifying required clothing items as "safety" items in a written labor agreement or policy is not determinative of whether the compensation paid or the monetary value for the purchase, rental and/or maintenance of the clothing item is or is not a uniform allowance that must be reported to CalPERS. In addition, failure to include reportable uniform allowance in a written labor policy or agreement is not a valid basis for excluding reporting of this compensation to CalPERS. If reportable uniform allowance should be reported, the agency should revise the written labor policy or agreement to include uniform allowance as a reportable item of compensation.

Below are examples of items employers may require employees to wear and that CalPERS generally would deem ready substitutes for personal attire the employee would otherwise have to acquire and maintain, even if they are made from specially designed protective fabrics and even if they have other features that serve a personal health and safety purpose. However, these are simply examples, and CalPERS' actual determinations are completed on a case-by-case basis.

- Common items for uniform allowance:
  - Dress shoes
  - Pants
  - Polo shirts
  - Slacks
  - Socks

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Nonreportable Items

Compensation paid, or the monetary value for the purchase, rental and/or maintenance of required clothing, that are not ready substitutes for personal attire are not reportable to CalPERS as uniform allowance.

Below are some examples of items that CalPERS generally would not deem ready substitutes for personal attire the employee would otherwise have to acquire and maintain.

- Note that these are simply examples and that CalPERS' actual determinations are completed on a case-by-case basis:
  - Ammunition
  - Aprons
  - Ballistic vests
  - Batons
  - Citation booklets
  - Coveralls
  - Duty belts
  - Fire extinguishers
  - Firearms
  - Firearm accessories
  - Flashlights
  - Foul weather apparel
  - Goggles
  - Hand axes
  - Handcuffs
  - Helmets
  - Holsters
  - Lab coats
  - Knives
  - Motor breeches
  - Narcotic kits
  - Safety harness
  - Self-contained breathing apparatus
  - Shop coats
  - Steel toe boots
  - Turnout gear
  - Window punches
  - Whistles
- Miscellaneous items, defined as permanently attached to, and/or associated with, safety uniform items:
  - Badges
  - Batteries
  - Buttons
  - Chevrons
  - Embroidery
  - Ensigns
  - Epaulets
  - Insignias: brass, collar, or rank
  - Labor for affixing patches
  - Laces
  - Metal bars
  - Patches
  - Shoe polish
  - Shoulder braids
  - Tie bars
  - Zippers

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Uniform Allowance and New Members Under the Public Employees' Pension Reform Act of 2013 (PEPRA)

Pensionable compensation is applicable to new members under PEPRA. Pursuant to subdivision (c)(7) of Gov. Code section 7522.34, all employer-provided allowances, reimbursements, or payments made for uniforms are **not** reportable for new members under PEPRA.

Reporting Standards

Compensation pertaining to uniform allowance can be reported through my|CalPERS two ways:

1. The aggregate amount for each pay period can be reported within the earned period report.

2. A Retroactive Special Compensation Adjustment can be reported which includes a payroll record start and end date that matches the effective start and end date of the uniform allowance for each fiscal year.

   Example: An annual uniform allowance item that has an effective date of the 2019 fiscal year would have a start date of July 1, 2019, and an end date of June 30, 2020.

Questions

It's the contracting employer's responsibility to comply with all terms and conditions set forth in the contract with CalPERS and to ensure their data and reportable information is compliant with the Public Employees' Retirement Law (PERL) and CCR. CalPERS employers may contact us at **888 CalPERS** (or **888**-225-7377) or via email at MOU_Review@Calpers.ca.gov with specific questions.

Renee Ostrander, Chief
Employer Account Management Division

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT B – City Logo



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RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT C – Embroidery (Sample)



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CITY OF
SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT D – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

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dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

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due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

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in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

SAMPLE

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right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

SAMPLE

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19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

SAMPLE

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The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

SAMPLE

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_____

Date: _____

_____
Name: _____
Title: _____
Date: _____

ATTEST:

CONSULTANT

_____
Janet Martinez, City Clerk

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:

Exhibit A	City's Request for Proposals
Exhibit B	Consultant's Proposal
Exhibit C	Insurance Requirements

SAMPLE

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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[Type here]

EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

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premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

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EXHIBIT B

CONSULTANT'S PROPOSAL

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Request for proposal 25-4

MES/Lawmen Supply Company
Mark Trujillo
11821 Wakeman Street Santa Fe Springs, Ca 90670
Mark.trujillo@lawmensupply.com
(909) 260 6520
09/5/2024

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9/5/2024

RE: RFP 25-4
Section 1: Letter of Interest

I am writing to express my interest in being considered for the Uniform and Custom Logo Apparel RFP at The City of Santa Fe Springs. With our background in providing uniforms and custom embroidery services to municipalities across the nation, I believe we can contribute positively to the success of this RFP.

We are fully committed to dedicating the necessary time, personnel, and resources to this effort. We understand the importance of collaboration and effective project management, and I am prepared to engage with your team to ensure that we meet your objectives efficiently. You will have a dedicated sales representative assigned to the City of Santa Fe Springs, to assist you in all aspects of the uniform process.

Thank you for considering MES/Lawmen for this proposal. I look forward to the possibility of working together.

Sincerely,

Mark Trujillo

MES/Lawmen Supply
Sales Representative
Mark.trujillo@lawmensupply.com
(909) 260-6520

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9/5/2024

RE: RFP 25-4 Uniforms and Custom Logo Apparel

Section 2: Project Understanding and Approach

To The City of Santa Fe Springs:

Municipal Emergency Services/Lawmen Supply Company (MES/Lawmen) is one of the largest suppliers of equipment and apparel to the First Responder Market. Founded in 2001, MES/Lawmen has grown to approximately $300MM in annual sales with a team consisting of 180 sales representatives and over 100 mobile service technicians. Representing thousands of products from hundreds of the top industry manufacturers, MES/Lawmen carries several million dollars of inventory in warehouses and service centers located strategically across the United States.

With regards to RFP 25-4, MES/Lawmen is uniquely qualified to service the needs of the City of Santa Fe Springs. We have a 15,000 sq ft facility in Santa Fe Springs Ca with retail/showroom and warehouse space as well as customization/alteration capabilities with embroidery and tailoring on site. We employ Sales Representative assigned to the City of Santa Fe Springs as well as a Uniform Specialist dedicated to assisting the Sales Representatives with expertise in measuring, sizing, and creating specifications. In addition to our facility, MES/Lawmen utilizes a proven model of mobile sizing units where we can come to your locations as needed with sizing sets and samples for custom fittings. These units also serve as pick up and delivery vehicles for delivering orders and/or facilitating repairs or alterations. This mobile service is offered at no additional charge and greatly reduces Santa Fe Springs employees time out of service.

MES/Lawmen Supply Company utilizes several state-of-the-art technologies that set us apart form other suppliers. With a cloud based operating system for customer information as well as inventory management, all sales staff have direct access to real time inventory levels, sales order tracking, and work flow progress giving them necessary information to keep customers apprised of order status. We have an online store platform for customers that can be tailored to your needs in many ways. Only City approved items can be loaded into your store and the site can manage sales utilizing purchase orders, allowances or credit cards with reporting available to the City designated administrators. Access can be given to all individuals, or a single or group of

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administrators. Uniform orders are processed utilizing our Precision Ordering Platform ensuring every uniform regardless of city, division, or department, etc is ordered and built to the correct specification. This system has checks and balances ensuring accuracy throughout the process.

We would like to thank the City of Santa Fe Springs for considering MES/Lawmen with regards to this RFP. We are confident that our experience, systems, facility, and team can exceed the expectations set forth by The City if selected to enter into a contract.

Sincerely,

Dave Mooney
MES/Lawmen Supply
VP-Western US
dmooney@mesfire.com
360-953-7773



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9/05/2024

RE: RFP 25-4 Uniforms and Custom Logo Apparel
Section 3: Experience:

Established in 2001, MES/Lawmen Supply Company utilizes several state-of-the-art technologies that set us apart form other suppliers. With a cloud based operating system for customer information as well as inventory management, all sales staff have direct access to real time inventory levels, sales order tracking, and work flow progress giving them necessary information to keep customers apprised of order status. We have an online store platform for customers that can be tailored to your needs in many ways. Only City approved items can be loaded into your store and the site can manage sales utilizing purchase orders, allowances or credit cards with reporting available to the City designated administrators. Access can be given to all individuals, or a single or group of administrators. Uniform orders are processed utilizing our Precision Ordering Platform ensuring every uniform regardless of city, rank, department, etc is ordered and built to the correct specification. This system has checks and balances ensuring accuracy throughout the process.

With regards to RFP 25-4, MES/Lawmen is uniquely qualified to service the needs of the City of Santa Fe Springs. We have a new 15,000 sq ft facility in Santa Fe Springs with retail/showroom and warehouse space as well as customization/alteration capabilities with embroidery and tailoring on site. We employ both a Law Enforcement and Fire Sales Representative assigned to the City of Santa Fe Springs as well as a Uniform Specialist dedicated to assisting the Sales Representatives with expertise in measuring, sizing, and creating specifications. In addition to our facility, MES/Lawmen utilizes a proven model of mobile sizing units where we can come to your locations as needed with sizing sets and samples for custom fittings. These units also serve as pick up and delivery vehicles for delivering orders and/or facilitating repairs or alterations. This mobile service if offered at no additional charge and greatly reduces Santa Fe Springs employees time out of service that would otherwise be spent traveling to a facility, waiting in a queue, getting fitted, waiting for the garments to be altered, and then potentially requiring a 2nd trip to pick up the garments if not altered while they wait on site. Savings in time, money, and coverage for the City would be a significant added value for your consideration in evaluating our proposal.

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9/5/2024

RE: RFP 25-4
Section 4: Conflict of Interest Statement

To The City Of Santa Fe Springs:

MES/Lawmen Supply has no conflict of interest with the City Of Santa Fe Springs.

Sincerely,

Dave Mooney
MES/Lawmen Supply
VP-Western US
dmooney@mesfire.com
360-953-7773

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MES LAWMEN
MUNICIPAL EMERGENCY SERVICES SUPPLY COMPANY

Section 5: Additional Pricing Information

1. All sewing of patches will be $3.00 per patch.
2. Direct embroider will be at a cost of $1.50 per 1000 stitches.
3. City of Santa Fe Springs Business License #15800296

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25 – 4
UNIFORMS AND CUSTOM LOGO APPAREL
ATTACHMENT D – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name LA Department of Walefare Fraud and investigations DPSS

Entity Address 20101 Hamilton Ave Torrance, Ca 90502

Name of Contact Lula Hill

Telephone Number of Contact 310 349 4515

Email of Contact Lulahill@dpss.lacounty.gov

Project Title Dpss Academy

Date of Project 02-1-2024

Entity Name Los Angeles county Animal Care and Control

Entity Address 5898 Cherry Ave Long Beach, Ca 90805

Name of Contact Renee Shaw

Telephone Number of Contact 562 265 1375

Email of Contact rshaw@animalcare.lacounty.gov

Project Title Uniforms for department

Date of Project Ongoing

Entity Name Los Angeles County Sheriff's Department

Entity Address 14205 Telegraph Rd. Whittier, Ca 90604

Name of Contact Engelbert Perez

Telephone Number of Contact 562 347 4552

Email of Contact E4perez@lasd.org

Project Title Uniforms for department

Date of Project Ongoing

Bid Results

Bidder Details

Vendor Name	Municipal Emergency Services
Address	11821 Wakeman Street Santa Fe Springs, California 90670 United States
Respondee	mark Trujillo
Respondee Title	Sales Representative
Phone	909-260-6520
Email	mark.trujillo@lawmensupply.com
Vendor Type	NONE
License #	
CADIR	

Bid Detail

Bid Format	Electronic
Submitted	10/03/2024 10:25 AM (PDT)
Delivery Method	
Bid Responsive	
Bid Status	Submitted
Confirmation #	393441
Ranking	0

Respondee Comment

Local Vendor

Buyer Comment

Attachments

File Title	File Name	File Type
Santa Fe Springs RFP 24-4.pdf	Santa Fe Springs RFP 24-4.pdf	Proposal
RFP 25 - 4 Attachment D - References.pdf	RFP 25 - 4 Attachment D - References.pdf	References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Uniform Apparel							$15,764.35		
1	Belt		Black Unisex Belt	/Unit	25	$17.99	$449.75	Yes	
2	Belt		Black Plain Belt With Scratch-less Buckle	/Unit	20	$21.50	$430.00	Yes	
3	Shirt		Orange Dri-Mesh Polo Shirt	/Unit	15	$15.99	$239.85	Yes	SIZE XS-XL
4	Shirt		Navy Dri-Mesh Polo Shirt	/Unit	15	$15.99	$239.85	Yes	SIZE XS-XL
5	Shirt		Blueberry Dri-Mesh Polo Shirt	/Unit	15	$15.99	$239.85	Yes	SIZE XS-XL
6	Shirt		Orange Silk Touch Polo	/Unit	30	$12.49	$374.70	Yes	SIZE XS-XL
7	Shirt		Carolina Blue Silk Touch Performance Polo	/Unit	15	$12.49	$187.35	Yes	SIZE XS-XL
8	Shirt		Blueberry Dri-Mesh Polo Shirt (Tall)	/Unit	5	$17.49	$87.45	Yes	UP SIZE FROM LARGE ARE AN ADDITIONAL COST
9	Shirt		Black Dri-Mesh Polo Shirt (Tall)	/Unit	5	$17.49	$87.45	Yes	UP SIZE FROM LARGE ARE AN ADDITIONAL COST
10	Coveralls		Navy Action Back Twill Coverall	/Unit	10	$32.49	$324.90	Yes	
11	Jacket		Yellow/Black Reflective Safety Jacket	/Unit	5		$0.00	No	
12	Jacket		Navy Competitor Jacket	/Unit	10	$34.99	$349.90	Yes	
13	Jacket		Navy Perma-Lined Team Jacket	/Unit	10	$36.99	$369.90	Yes	
14	Jacket		Black Perma-Lined Team Jacket	/Unit	10	$39.99	$399.90	Yes	
15	Jacket		Premium Black Series Windbreaker Jacket	/Unit	5		$0.00	No	
16	Jacket		Yellow/Reflective Hi-Visibility Jacket	/Unit	15	$53.99	$809.85	Yes	
17	Jacket		Orange/Reflective Hi-Visibility Jacket	/Unit	10	$53.99	$539.90	Yes	
18	Pants		Navy 874 FLEX Work Pants	/Unit	35	$27.99	$979.65	Yes	
19	Pants		Brown 874 FLEX Work Pants	/Unit	60		$0.00	No	
20	Pants		Navy Blue Dura-Kap Industrial Pants	/Unit	35	$18.99	$664.65	Yes	
21	Pants		Brown Dura-Kap Industrial Pants	/Unit	60	$18.99	$1,139.40	Yes	
22	T-Shirt		Safety Orange Performance Long Sleeve T-Shirt	/Unit	30	$16.49	$494.70	Alt	SHIRT ONLY COMES IN SAFTY GREEN
23	T-Shirt		Safety Orange Long Sleeve Core Blend Tee	/Unit	60	$7.99	$479.40	Yes	
24	T-Shirt		Safety Orange Short Sleeve Core Blend Tee	/Unit	30	$4.49	$134.70	Yes	
25	Shirt		Orange Long Sleeve Industrial Work Shirt	/Unit	30	$15.99	$479.70	Yes	
26	Shirt		Navy Long Sleeve Industrial Work Shirt	/Unit	20	$15.99	$319.80	Yes	
27	Shirt		Light Blue Long Sleeve Industrial Work Shirt	/Unit	15	$15.99	$239.85	Yes	
28	Shirt		Orange Long Sleeve Industrial Work Shirt	/Unit	30	$15.99	$479.70	Yes	
29	Shirt		Navy Long Sleeve Industrial Work Shirt	/Unit	30	$15.99	$479.70	Yes	
30	Shirt		Orange Short Sleeve Industrial Work Shirt	/Unit	30	$12.99	$389.70	Yes	
31	Shirt		Navy Short Sleeve Industrial Work Shirt	/Unit	25	$12.99	$324.75	Yes	
32	Shirt		Light Blue Short Sleeve Industrial Work Shirt	/Unit	25	$12.99	$324.75	Yes	
33	Shorts		Navy Loose Fit Flat Front Work Shorts, 13"	/Unit	20	$24.99	$499.80	Yes	
34	Shorts		Navy Plain Front Shorts	/Unit	20	$18.99	$379.80	Yes	
35	Shorts		Brown Plain Front Shorts	/Unit	30	$18.99	$569.70	Yes	
36	Shorts		Brown Performance Shop Shorts	/Unit	30	$29.99	$899.70	Yes	
37	Sweatshirt		Black Lightweight Full-Zip Sweatshirt	/Unit	5	$43.99	$219.95	Yes	
38	Sweatshirt		Black Sport-Wick Stretch Reflective Heather Half-Zip Pullover	/Unit	5	$39.99	$199.95	Yes	
39	Sweatshirt		Navy Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$15.99	$159.90	Yes	
40	Sweatshirt		Black Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$15.99	$159.90	Yes	
41	Sweatshirt		Orange Core Fleece Pullover Hooded Sweatshirt	/Unit	15	$15.99	$239.85	Yes	
42	Sweatshirt		Black Ultimate Crewneck Sweatshirt	/Unit	10	$14.99	$149.90	Yes	
43	Sweatshirt		Orange Ultimate Crewneck Sweatshirt	/Unit	15	$14.99	$224.85	Yes	
Custom Logo Apparel							$1,581.55		
44	Shirt		Navy Dri-Mesh Polo Shirt (Women's)	/Unit	15	$16.49	$247.35	Yes	
45	Shirt		Black Embossed PosiCharge Tough Polo (Women's)	/Unit	15	$16.49	$247.35	Yes	
46	Shirt		Navy PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$11.99	$179.85	Yes	
47	Shirt		Black PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$11.99	$179.85	Yes	
48	Shirt		Navy Micropique Sport-WickPocket Polo	/Unit	15	$19.49	$292.35	Yes	

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
49	Sweatshirt		Navy Performance Fleece 1/4-Zip Pullover Sweatshirt	/Unit	10	$18.99	$189.90	Yes	
50	Sweatshirt		Navy 1/4-Zip Sweatshirt	/Unit	10	$24.49	$244.90	Yes	

Line Item Subtotals

Section Title	Line Total
Uniform Apparel	$15,764.35
Custom Logo Apparel	$1,581.55
Grand Total	$17,345.90

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease) which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

City of Santa Fe Springs
Bid Results for Project Uniforms and Custom Logo Apparel (RFP 25-4)
Issued on 09/03/2024
Bid Due on October 03, 2024 2:00 PM (PDT)

Line Totals (Unit Price * Quantity)

Item Num	Item Code	Description	Unit of Measure	Quantity	Municipal Emergency Services	Conceptual Marketing	Golden Sun	Inkovation, Inc.	Sinatra Uniforms, Inc.	2meart.com	Pristine Uniforms LLC
1	Belt	Black Unisex Belt	/Unit	25	$449.75	$462.50	$625.00	$681.00	$424.75	$599.75	$624.75
2	Belt	Black Plain Belt With Scratch-less Buckle	/Unit	20	$430.00	$370.00	$700.00	$584.80	$404.00	$519.80	$579.80
3	Shirt	Orange Dri-Mesh Polo Shirt	/Unit	15	$239.85	$330.00	$247.50	$281.70	$434.85	$299.85	$299.85
4	Shirt	Navy Dri-Mesh Polo Shirt	/Unit	15	$239.85	$330.00	$247.50	$281.70	$434.85	$299.85	$299.85
5	Shirt	Blueberry Dri-Mesh Polo Shirt	/Unit	15	$239.85	$330.00	$247.50	$281.70	$434.85	$299.85	$299.85
6	Shirt	Orange Silk Touch Polo	/Unit	30	$374.70	$570.00	$418.50	$459.60	$809.70	$599.70	$479.70
7	Shirt	Carolina Blue Silk Touch Performance Polo	/Unit	15	$187.35	$285.00	$209.25	$234.75	$404.85	$299.85	$239.85
8	Shirt	Blueberry Dri-Mesh Polo Shirt (Tall)	/Unit	5	$87.45	$115.00	$97.50	$113.05	$157.50	$114.95	$109.95
9	Shirt	Black Dri-Mesh Polo Shirt (Tall)	/Unit	5	$87.45	$115.00	$97.50	$113.05	$157.50	$114.95	$109.95
10	Coveralls	Navy Action Back Twill Coverall	/Unit	10	$324.90	$430.00	$380.00	$486.60	$489.90	$440.00	$589.90
11	Jacket	Yellow/Black Reflective Safety Jacket	/Unit	5	no bid	$270.00	$225.00	$259.95	$249.95	$250.00	$564.95
12	Jacket	Navy Competitor Jacket	/Unit	10	$349.90	$385.00	$350.00	$384.90	$449.90	$345.00	$439.90
13	Jacket	Navy Perma-Lined Team Jacket	/Unit	10	$369.90	$470.00	$480.00	$559.90	$535.00	$550.00	$559.90
14	Jacket	Black Perma-Lined Team Jacket	/Unit	10	$399.90	$470.00	$480.00	$615.60	$535.00	$550.00	$559.90
15	Jacket	Premium Black Series Windbreaker Jacket	/Unit	5	no bid	$270.00	$275.00	$391.15	$245.00	$400.00	$249.95
16	Jacket	Yellow/Reflective Hi-Visibility Jacket	/Unit	15	$809.85	$810.00	$735.00	$811.20	$903.00	$735.00	$989.85
17	Jacket	Orange/Reflective Hi-Visibility Jacket	/Unit	10	$539.90	$540.00	$490.00	$544.10	$602.00	$490.00	$659.90
18	Pants	Navy 874 FLEX Work Pants	/Unit	35	$979.65	$1,050.00	$1,225.00	$1,540.70	$857.50	$1,715.00	$1,189.65
19	Pants	Brown 874 FLEX Work Pants	/Unit	60	no bid	$1,800.00	$2,100.00	$2,634.00	$1,470.00	$2,940.00	$2,039.40
20	Pants	Navy Blue Dura-Kap Industrial Pants	/Unit	35	$664.65	$700.00	$910.00	$941.50	$699.65	$769.65	$979.65
21	Pants	Brown Dura-Kap Industrial Pants	/Unit	60	$1,139.40	$1,200.00	$1,560.00	$1,606.80	$1,199.40	$1,799.40	$1,679.40
22	T-Shirt	Safety Orange Performance Long Sleeve T-Shirt	/Unit	30	$494.70	$570.00	$537.00	$561.60	$669.00	$539.70	$359.70
23	T-Shirt	Safety Orange Long Sleeve Core Blend Tee	/Unit	60	$479.40	$510.00	$648.00	$573.00	$1,308.00	$659.40	$599.40
24	T-Shirt	Safety Orange Short Sleeve Core Blend Tee	/Unit	30	$134.70	$210.00	$210.00	$219.30	$564.00	$299.70	$179.70
25	Shirt	Orange Long Sleeve Industrial Work Shirt	/Unit	30	$479.70	$720.00	$536.40	$741.00	$945.00	$749.70	$719.70
26	Shirt	Navy Long Sleeve Industrial Work Shirt	/Unit	20	$319.80	$470.00	$357.60	$422.20	$630.00	$499.80	$459.80
27	Shirt	Light Blue Long Sleeve Industrial Work Shirt	/Unit	15	$239.85	$352.50	$268.20	$319.20	$472.50	$374.85	$344.85
28	Shirt	Orange Long Sleeve Industrial Work Shirt	/Unit	30	$479.70	$720.00	$750.00	$478.80	$945.00	$779.70	$719.70
29	Shirt	Navy Long Sleeve Industrial Work Shirt	/Unit	30	$479.70	$705.00	$750.00	$478.80	$945.00	$779.70	$689.70
30	Shirt	Orange Short Sleeve Industrial Work Shirt	/Unit	30	$389.70	$630.00	$465.00	$666.00	$855.00	$779.70	$599.70
31	Shirt	Navy Short Sleeve Industrial Work Shirt	/Unit	25	$324.75	$512.50	$387.50	$462.75	$712.50	$624.75	$474.75
32	Shirt	Light Blue Short Sleeve Industrial Work Shirt	/Unit	25	$324.75	$512.50	$387.50	$462.75	$712.50	$624.75	$474.75
33	Shorts	Navy Loose Fit Flat Front Work Shorts, 13"	/Unit	20	$499.80	$580.00	$580.00	$709.80	$430.00	$639.80	$619.80
34	Shorts	Navy Plain Front Shorts	/Unit	20	$379.80	$370.00	$500.00	$559.80	$370.00	$599.80	$499.80
35	Shorts	Brown Plain Front Shorts	/Unit	30	$569.70	$585.00	$750.00	$834.60	$555.00	$899.70	$749.70
36	Shorts	Brown Performance Shop Shorts	/Unit	30	$899.70	$585.00	$1,110.00	$834.60	$825.00	$1,350.00	$1,199.70
37	Sweatshirt	Black Lightweight Full-Zip Sweatshirt	/Unit	5	$219.95	$195.00	$175.00	$200.55	$229.95	$199.95	$219.95
38	Sweatshirt	Black Sport-Wick Stretch Reflective Heather Half-Zip Pullover	/Unit	5	$199.95	$195.00	$178.75	$203.70	$232.50	$179.95	$224.95
39	Sweatshirt	Navy Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$159.90	$210.00	$162.50	$197.90	$285.00	$199.90	$199.90
40	Sweatshirt	Black Core Fleece Pullover Hooded Sweatshirt	/Unit	10	$159.90	$210.00	$162.50	$197.90	$285.00	$199.90	$199.90
41	Sweatshirt	Orange Core Fleece Pullover Hooded Sweatshirt	/Unit	15	$239.85	$315.00	$243.75	$291.75	$427.50	$299.85	$299.85
42	Sweatshirt	Black Ultimate Crewneck Sweatshirt	/Unit	10	$149.90	$205.00	$117.00	$174.60	$275.00	$169.90	$179.90
43	Sweatshirt	Orange Ultimate Crewneck Sweatshirt	/Unit	15	$224.85	$307.50	$175.50	$256.95	$412.50	$254.85	$268.50
			Subtotal		$15,764.35	$20,972.50	$21,552.45	$23,655.30	$24,985.10	$25,837.95	$23,829.60
44	Shirt	Navy Dri-Mesh Polo Shirt (Women's)	/Unit	15	$247.35	$330.00	$253.50	$492.75	$322.50	$344.85	$712.35
45	Shirt	Black Embossed PosiCharge Tough Polo (Women's)	/Unit	15	$247.35	$330.00	$253.50	$492.75	$322.50	$359.85	$712.35
46	Shirt	Navy PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$179.85	$292.50	$214.50	$474.00	$277.50	$374.85	$637.35
47	Shirt	Black PosiCharge RacerMesh Long Sleeve Polo	/Unit	15	$179.85	$292.50	$214.50	$474.00	$277.50	$374.85	$637.35
48	Shirt	Navy Micropique Sport-WickPocket Polo	/Unit	15	$292.35	$360.00	$292.50	$552.75	$352.50	$419.85	$772.35
49	Sweatshirt	Navy Performance Fleece 1/4-Zip Pullover Sweatshirt	/Unit	10	$189.90	$235.00	$192.50	$369.40	$229.90	$269.90	$504.90
50	Sweatshirt	Navy 1/4-Zip Sweatshirt	/Unit	10	$244.90	$285.00	$227.50	$409.40	$275.00	$279.90	$574.90
			Subtotal		$1,581.55	$2,125.00	$1,648.50	$3,265.05	$2,057.40	$2,424.05	$4,551.55
			Total		$17,345.90	$23,097.50	$23,200.95	$26,920.35	$27,042.50	$28,262.00	$28,381.15

ITEM # 25

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Dino Torres, Director of Police Services

SUBJECT: **APPROVE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES**

DATE: November 12, 2024

RECOMMENDATIONS

It is recommended that the City Council:

1) Approve a three (3) year agreement with Mayfield Environmental Engineering (Mayfield) in the amount of $125,000 per fiscal year (total initial amount shall not exceed $375,000); and

2) Approve a three (3) year agreement with O.C. Vacuum, Inc. (O.C. Vacuum) in the amount of $125,000 per fiscal year (total initial amount shall not exceed $375,000); and

3) Approve a three (3) year agreement with Ocean Blue Environmental Services, Inc. (Ocean Blue) in the amount of $50,000 per fiscal year (total initial amount shall not exceed $150,000); and

4) Authorize the City Manager to exercise the one (1) year extension option of each agreement, if needed; and

5) Take any additional related action necessary.

FISCAL IMPACT

If approved, Staff will be authorized to purchase services as detailed in the RFP through December 31, 2027. The following table provides an annual cost breakdown of the agreements:

Consultant	Year 1 (thru June 30, 2025)	Year 2 (July 1, 2025 thru June 30, 2026)	Year 3 (July 1, 2026 thru June 30, 2027)	Year 4 (Partial) (July 1, 2027 thru December 31, 2027)
Mayfield	**$62,500**	**$125,000**	**$125,000**	**$62,500**
OC Vacuum	**$62,500**	**$125,000**	**$125,000**	**$62,500**
Ocean Blue	**$25,000**	**$50,000**	**$50,000**	**$25,000**

The annual expenditure amounts were determined by analyzing past expenditures for similar services and projected anticipated usage during future years.

The adopted Fiscal Year 2024-25 budget includes funding for these services primarily within the budget allocations for Police Services and Public Works. These budgets were developed in consultation with each department/division to determine a likely annual expenditure amount. Therefore, it is not anticipated that a budget adjustment would be needed for FY 2024-25. Future budgets will be developed utilizing the estimated amounts shown in the table above.

All agreements will have an initial term through December 31, 2027, and include one (1), one (1) year extension options for a maximum term through December 31, 2028.

Services associated with these agreements will be used as-needed. Upon receiving a request for services, the availability of funds will be verified, and a purchase order will be generated with sufficient funds encumbered for the expense. The Department of Finance will track encumbrances and expenses.

BACKGROUND

In the past, the City has used various consultants and contractors to provide services to assist with encampment abatement and general clean-up services. Qualified and licensed firms typically perform these services to address clean-up efforts that are large in scale or require special handling for collection and disposal. They are beyond the scope of on-hand Staff. This specifically includes encampments, illegal dumping sites, hazardous wastes, and overgrown vegetation locations within the City's borders. Locations where services are to be performed include but are not limited to underneath roadway overpasses, drainage channels, industrial, neighborhoods, vacant land, and open/enclosed space areas.

While these services are essential and critical to City operations, they are required to be obtained in a manner that complies with local procurement procedures. For this reason, on Tuesday, July 23, 2024, the City issued a Request for Proposals (RFP) for As-Needed Encampment Abatement and General Clean Up Services.

The RFP was posted on PlanetBids, and notices were emailed to several prospective bidders, including those within the local area. In addition, print advertising in local media sources was used to advertise the solicitation. The RFP closed on Thursday, August 29,

2024, with fourteen (14) responses. The following is a list of the bidders who responded and their locations (in alphabetical order):

- A1 Financial Services (Moreno Valley, CA)
- Ancon Marine (Los Alamitos, CA)
- Alpha Petroleum Transport (Corona, CA)
- American Integrated Services (Wilmington, CA)
- C&NF Enterprises dba Bio-One of Orange (Orange, CA)
- Clean Harbors Environmental Services (Norwell, CA)
- Hunter Consulting dba HCI Environmental & Engineering Services (Corona, CA)
- J&L Constructors (Huntington Beach, CA)
- Landscape Maintenance of America (Rocklin, CA)
- Mayfield Environmental Engineering (Long Beach, CA)
- O.C. Vacuum (Santa Fe Springs, CA)
- Ocean Blue Environmental (Long Beach, CA)
- Patriot Environmental Services (Signal Hill, CA)
- United Pumping Services (City of Industry, CA)

After receiving the responses to the RFP, an evaluation committee was formed to review each proposal submission. The evaluation committee comprised Staff from Police Services and Public Works. The responses were evaluated based on the following criteria:

Experience (40 points)
Staff and Project Organization Plan (30)
Reference Checks (15 points)
Proposed Fees (10 points)
Responsiveness to RFP (5 points)

In addition to reviewing and rating each proposal, the City interviewed the top-rated firms to discuss their project approach and obtain further information about local needs.

DISCUSSION

Upon completing the evaluation of the proposals and conducting interviews, Staff recommends awarding agreements to the following service providers (in alphabetical order):

- Mayfield Environmental Engineering (Long Beach, CA)
- O.C. Vacuum (Santa Fe Springs, CA)
- Ocean Blue Environmental (Long Beach, CA)

Staff is proposing multiple agreements through this opportunity to ensure the availability of services and allow Department staff to choose service providers based on their specific

service needs. By approving these agreements, the City ensures that it can achieve responsibility to maintain public health and safety. This includes making sure publicly accessible areas are clear of trash, debris, and other items that could negatively impact beautification and create hazards.

The proposals submitted by the service providers mentioned above were the most comprehensive and demonstrated an ability to provide the services required by the City. It should also be noted that Mayfield and O.C. Vacuum have previously provided services for the City. Each of the previously used service providers has continually offered satisfactory services.

The service providers selected have been vetted to ensure they have all necessary personnel, equipment, supplies, and licenses/certifications required to complete tasks associated with the scope of work. This also includes understanding the legal compliance requirements for providing necessary notices to inhabitants before completing any work. Each service provider will coordinate with the Police Services, Public Works, and Whittier PD, to ensure adherence to the proper procedures. When needed, representatives from these departments will be on hand to ensure compliance with protocols and serve as liaisons to refer any remaining inhabitants to resources that can provide assistance.

The proposals that were not selected did not fully meet the City's requirements. In addition, some needed more experience in providing services in the public sector. Although the proposals were not selected, contact information will be retained in the vendor management database to ensure they receive other solicitations for services in the future.

SUMMARY/NEXT STEPS

Staff recommends approving professional service agreements with Mayfield, O.C. Vacuum, and Ocean Blue for as-needed encampment abatement and general clean-up services. If approved, the agreements will allow the purchase of services in accordance with the terms, conditions, and pricing identified in the associated RFP.

ATTACHMENTS

A. PSA – Mayfield
B. PSA – O.C. Vacuum
C. PSA – Ocean Blue
D. Bid Results Summary

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
MAYFIELD ENVIROMENTAL ENGINEERING
DBA MAYFIELD ENVIROMENTAL SOLUTIONS

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and Mayfield Environmental Engineering DBA Mayfield Environmental Solutions, a California Corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate

RECITALS

WHEREAS, City requires professional consulting services for As-Needed Encampment Abatement and General Clean-Up Services (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024 under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2027 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for one (1) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete

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the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written notice to proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed ("Not-to-Exceed Sum") One Hundred Twenty Five Thousand Dollars ($125,000.00) per fiscal year (July 1st – June 30th) during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

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B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant..

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

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7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates the City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates James Mayfield, President/CEO/Chief Engineer, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits

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established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

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12. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY. The key personnel for performance of this Agreement are as follows: See Exhibit B.

14. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

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15. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

16. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

17. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

18. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

19. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth

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in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

20. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in

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the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

21. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 22, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 25, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 22, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

22. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party

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alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy,

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insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

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iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

iv. The City may exercise any other available and lawful right or remedy.

Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

23. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

24. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

25. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data

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prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

26. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

27. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

28. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a

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subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

30. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

31. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

32. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention: City Clerk's Office

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To Consultant: Mayfield Environmental Engineering
6093 Avenida de Castillo
Long Beach, CA 90803
Attention: James Mayfield, CEO

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

33. TIME IS OF THE ESSENCE

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

34. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

35. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

36. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

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37. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

38. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

39. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

40. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

41. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties

42. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

43. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver

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of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

44. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

45. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

46. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

47. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

Signed by:
James Mayfield
98AB9D2FAF5540E...

Name: James Mayfield
Title: President
Date: 10/15/2024

ATTEST:

_____
Fernando Munoz, Deputy City Clerk

CONSULTANT

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Rick Olivarez, City Attorney

Attachments:

	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS
No. 25 - 1

As-Needed Encampment Abatement and General Clean-Up Services

Issue Date: **Tuesday, July 23, 2024**
Questions Due Date: **Wednesday, August 14, 2024 at 2 pm PDT**
Proposal Due Date: **Thursday, August 29, 2024 at 2 pm PDT**

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
Tuesday, July 23, 2024

PROJECT
As-Needed Encampment Abatement and General Clean-Up Services

PROPOSAL OWNER
City of Santa Fe Springs – Department of Police Services
11576 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Dino Torres, Director of Police Services
Contact Phone: (562) 858 - 0511
Contact E-Mail: dinotorres@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 858 - 0511
Contact E-Mail: micahherd@santafesprings.org

Any questions about this RFP should be submitted via the City's PlanetBids Portal by **Wednesday, August 14, 2024, at 2 pm PDT**. Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals. To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services following the specifications, terms, and conditions identified in Request for Proposals (RFP) No. 25 - 1. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

Prospective firms must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Wednesday, August 14, 2024, at 2:00 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, August 29, 2024, at 2:00 p.m. PDT. Responses to this RFP will be evaluated to determine the most qualified contractor and the most responsive to the requirements. Responses must adhere to the format and content described in the RFP.

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II. Introduction

The City of Santa Fe Springs, hereinafter referred to as "City," invites proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services. The preferred contractor will work with a designated point of contact from the Department of Police Services and Public Works to identify areas where services are needed.

Through this solicitation, the City seeks to establish a three (3) year agreement, with an option to extend for two (2) additional, one (1) year terms. The City may select multiple contractors to ensure the availability of services.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast section of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City has a vision statement that affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

• Release RFP	Tuesday, July 23, 2024
• Online Q&A Deadline	Wednesday, August 14, 2024, 2:00 pm PDT
• Deadline to Submit Responses	Thursday, August 29, 2024, at 2:00 pm PDT
• City Review of Submissions	Mid/Late September 2024
• Interviews	TBD (If Necessary)
• Notifications Sent to Contractors	Early October 2024
• Award	Mid-October 2024

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V. Scope of Work/Services

The City seeks proposals from qualified contractors to provide as-needed encampment site abatement and general clean-up services. The preferred contractor's proposal will demonstrate their ability to offer turnkey services for removing and cleaning large items, biohazardous materials, and other illegally dumped and encampment waste materials.

Work will primarily occur during daytime hours, Monday through Sunday, 7 am – 5 pm, excluding holidays. Occasionally, urgent or emergency services may be required outside this timeframe. Although services will be on an on-call basis, the City will try to schedule at least 48 hours before the service date.

The exact frequency of service requests is unknown, but the City anticipates small clean-ups (services that can be completed in less than four (4) hours) will occur one (1) to two (2) times monthly. Large/multi-day clean-ups may occur up to four (4) to six (6) times annually.

General Specifications/Details

1. As requested by the City, turnkey encampment abatement and general clean-up services should be provided by removing large items, biohazardous material, and other illegally dumped and encampment waste materials.

2. Encampment sites may contain various hazardous materials, including biohazardous materials, garbage, general debris, human waste, constructed temporary shelter, and other items associated with occupation by unhoused individuals.

3. Illegal dumping sites are considered to contain various large items, including furniture, appliances, motors, tires, construction debris, automobile parts, bicycles, mattresses, box springs, garbage, general debris, and other items.

4. Support services may include services in addition to site clean-up, such as the assembly and dismantling of temporary structures, staging, removal, relocation, and transportation of items and materials for the City.

5. Sites will be identified individually. The City will try to cluster multiple sites as part of a single work request. Sites include under structures (e.g., bridges), open areas, vegetated ground cover in Caltrans right-of-way, abandoned structures (e.g., houses, sheds, outbuildings), scrap material, and/or tent-built shelters. If the contractor is equipped to provide confined space entry, site locations may occasionally require confined space entry clean-up. Property may be public or privately owned. The City will be responsible for giving access to the site; however, the contractor will be required to coordinate all necessary permits as needed, including Caltrans permits.

6. The site supervisor and worker(s) must be trained and certified in handling and disposing of hazardous materials. If requested, the contractor must provide copies

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of any applicable training records, certifications, and licenses required to perform this work.

7. Before accessing any site, law enforcement personnel from the City of Santa Fe Springs Department of Police Services or Whittier Police Department will clear it of occupants.

8. For more extensive work requests requiring more than four (4) hours of labor, the contractor is expected to conduct a site assessment to identify the estimated number of personnel, labor hours, subcontractor costs, equipment and material costs, and disposal costs will be provided to the City. The assessment can be conducted in a manner that is mutually agreed upon by the City and contractor (e.g., in-person, remotely using video conferencing or site photos).

Duties and Responsibilities of the Contractor

1. Clean-up duties will include surveying sites, collecting debris, dismantling temporary structures, and removing trash and human waste.

2. Disposal will be at a site permitted to accept such materials. As part of the response to this request, the contractor is expected to provide proof of having access to such a facility.

3. The contractor will supply all labor, materials, tools, protective clothing and gear, and equipment required or needed to perform the work, handle, remove, dismantle, transport, and dispose of waste and materials, and leave a clean site.

4. The contractor will coordinate with the City site-by-site to determine the work order for each encampment or illegal dumping clean-up. The work order will establish the site start date, estimated work timeframe, staging areas, traffic control if required, and the name of the onsite representative.

5. The contractor will supervise and manage crews and subcontractors and ensure all necessary safety procedures are followed. This individual will serve as the City's point of contact.

6. The contractor will photograph the illegal dumping, encampment, or City site before and after cleaning and provide the City with an electronic copy of each photograph.

7. The contractor shall notify the City when the work is complete and provide a clean-up report for each site.

8. The contractor shall notify the City's designated representative if an adjacent homeless encampment is discovered in the general area during a project to obtain authorization before proceeding with any additional work that was not identified in the work scope.

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9. The contractor will follow best practices and work procedures to safely manage any hazardous materials found on the job site, including urine, feces, solid personal hygiene items, syringes, and other materials that could pose a health threat.

10. The contractor will trim shrubs and vegetation, as requested by the City, to deter future encampments.

11. If any weapons or evidence of a crime are found, the contractor will immediately contact the Whittier Police Department and the City's point of contact.

12. The contractor will always perform work in a timely and efficient manner, as well as in a courteous and business-like manner.

13. The contractor will properly handle and dispose of solid and hazardous waste by all applicable laws.

City Responsibilities

1. The City will contact the contractor by phone or e-mail to initiate a work request with a minimum 48-hour notification of the start time of a clean-up project.

2. Identify the site address(es) or parcel(s).

3. Provide services to ensure security during clean-up upon request.

4. Identify a City representative as a point of contact for reviewing work requests, authorizing work, and addressing issues and questions.

Safety and Training Requirements

1. Safety and appropriate training/licensing are critical requirements for the selected contractor. The contractor is not expected to interact with any individuals dwelling at the site or put their employees at risk at any time.

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2. The contractor will comply with all safety rules, protocols, and licensing requirements mandated by the State of California.

3. Work may be performed in inclement weather. Job sites can be in heavy foliage, steep embankments, next to train tracks, and other areas requiring alertness to the environment and preplanning to prevent injury or illness. The contractor will assess hazards and provide all necessary training and supplies.

4. The contractor will be OSHA-certified to operate any heavy equipment required to complete the illegal dumping or encampment clean-up work, including trash compactors, bulldozers, graders, or other ground-moving equipment.

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5. The contractor will conform to all applicable occupational safety and health standards, rules, regulations, and orders established by the State of California. The contractor will provide all safety equipment and materials and will supply training as required. The contractor will provide its employees with appropriate safety apparel and equipment, including, but not limited to, personal protective clothing, hardhats, safety glasses, safety harnesses, vests, gloves, and leather (or adequately puncture-resistant) boots.

6. The contractor will be trained annually in OSHA's Bloodborne Pathogen Standards. This training must be supplemented with precautions regarding West Nile Virus, Hantavirus, and Histoplasmosis. Employees must have work procedures to safely manage urine, feces, soiled personal hygiene items, syringes, and other materials that could pose a health threat. They must wear personal protective equipment and follow other protocols established for this situation. The contractor will coordinate the disposal of these wastes and syringes.

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7. The contractor will provide copies of any training records and licenses required by the City upon request.

Emergency/Urgent Services
On some occasions, the City may require an urgent/emergency clean that requires the contractor to respond within four (4) hours of receiving a notification. In your response, please indicate if you can respond within this timeframe and identify if there is any additional cost for such a response.

Found Property Protocol
Prior to establishing services, the City and Contractor will develop a mutually agreed-upon process for any personal property found during the performance of services. This includes but is not limited to, tents, backpacks, medication, eyeglasses, books, jewelry, stoves, audio equipment, toiletries, personal records, handbags, personal photographs, duffel bags, bedrolls, blankets, watches, currency, and clean clothing.

Contractors with measures currently in place for collecting personal property should include details regarding their standard process in their response.

VI. Qualifications

The preferred contractor will have the following minimum qualifications:

1. The contractor must be regularly and continuously engaged in providing routine and on-call trash and abandoned waste cleanup and removal services for at least three (3) years.

2. The contractor must be a certified environmental services provider for the State of California. Proof must be submitted with your proposal response.

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3. Contractor shall be licensed/certified for hazardous material transportation license and be able to provide proof upon request. Proof must be submitted with proposal response.

4. Contractor must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP.

Proposers must describe their experience and qualifications in their Proposals to confirm that the above minimum requirements have been met. This should preferably be detailed within Section C – Relevant Experience (See Section VIII – Proposal Content and Format)

VII. Proposal Submittal

Responses to this solicitation must be submitted electronically:

Section VIII – Proposal Format and Content - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Contractors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

VIII. Proposal Content and Format

Proposal Content

Contractors shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum the following information:

A. Letter of Interest—Please include a letter expressing your interest in being considered for the project. Include a statement regarding the contractor's availability to dedicate time, personnel, and resources to this effort. The letter of interest must also include a commitment to the availability of the contractor and all key project staff during the planning period and a proposed schedule designed to meet the City's needs for the project.

B. Project Understanding and Approach - Please include a statement demonstrating your understanding of the proposed project. Describe your general approach to completing the project successfully, the methodologies and technologies you would employ, and the key milestones and processes you would use. Describe what information you would expect the City to supply.

C. Relevant Experience - Please include information describing your experience providing similar services for public agencies. Provide a minimum of three (3) specific examples of relevant experience. At a minimum, the contactor should give a list of the most recent projects (i.e., completed within the last five (5) years is preferred, but samples outside of this timeframe will be accepted if relevant) for

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which the contractor has performed similar services of similar size, scope, and complexity.

Using **Attachment A – References**, please provide details regarding each reference. This should include the name, contact person, address, phone number, and e-mail address of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance. The City may contact the individual listed at its discretion. Resumes may also be included in this section for any key staff associated with project.

D. Proposed Statement of Work - Please provide a proposed Statement of Work, based on the Scope of Work contained in this RFP; and discuss any ideas for modifying, clarifying, or improving the City's proposed scope of work. Provide a realistic working schedule with key deliverables, milestones, and tasks.

This section should also identify the number of staff that will be provided to address the City's needs. In addition, the section may be used to propose any procedural or technical enhancements/innovations to the Scope of Work which do not materially deviate from the objectives or required content of this RFP.

E. Conflict of Interest Statement – The vendor shall disclose any financial, business, or other relationship with the City that may have an impact upon the selection process. If the vendor does not have any such conflicts, a statement declaring such should be included in their submission.

F. Cost Proposal – Cost proposal should include the following:

Total All-Inclusive Not-To-Exceed Maximum Price: The cost proposal should contain all pricing information relative to performing the scope of work as described in this request and identified in the Line-Item list (See "Line-Item" tab in PlanetBids)

The total all-inclusive maximum not-to-exceed price is to contain all direct and indirect costs, including all out-of-pocket expenses. Provide a budget for each significant milestone for the entire scope of services. The proposed budget should be inclusive of all meetings, conference calls, site visits and deliverables. The budget should include a list of anticipated reimbursable expenses with rates charged for each.

Component Costs: Include separate schedules of all fees and expenses for each of the work tasks and deliverables described in this RFP. These schedules should include hourly rates and number of hours anticipated for each staff level; as well as out-of-pocket expenses such as travel and transportation, meals, communications, and duplication costs. The total of these separate schedules should have a direct relationship to the total all-inclusive maximum price.

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Rates for Additional Services: If it should become necessary for the City to request the successful vendor to render additional services to either supplement services requested in this RFP or to perform any additional work as a result of the specific recommendations included in any report issued resulting from this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the Contractor. Any such additional work would be performed at the same rates submitted in the dollar cost bid unless otherwise noted in the proposal.

Proposal Format

To facilitate the evaluation process, all responses are required to adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals prior to submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed thirty (30) pages when printed on 8-½ by 11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The thirty (30) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the vendor's name; the name, address, e-mail, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Detailed proposal following the order set forth in the "Proposal Content" of this RFP.

IX. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. Experience of Firm and Project Personnel (40%)
    - Experience, resources, and qualifications of the firm and assigned individuals to perform tasks identified in the scope of work.

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2. Staff and Project Organization Plan (30%)
    - Assessment of how well the proposed solution will meet the needs of the City
    - Adequacy of the proposed labor
3. References Checks (15%)
    - Good reference checks from primary and/or secondary sources
4. Proposed fees for services (10%)
    - Proposed fees are reasonable
5. Responsiveness to RFP (5%)
    - Compliance with the required format
    - Offered new/innovative services, suggestions

Interviews

If necessary, the City may require the top-rated proposers to participate in an interview process. The City will notify proposers selected for the interview via e-mail to schedule a date and time. As part of the interview process, proposers may be required to provide sample backgrounds reports to demonstrate work quality. For any sample report(s) submitted for the City's review, the report should identify a fictitious individual.

X. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Lana Dich
City of Santa Fe Springs
Attn: Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

E-mail:
lanadich@santafesprings.org

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B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XI. Execution of Agreement

The resulting agreement (see attached sample Attachment B) shall be signed by the successful Contractor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Contractor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Contractor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

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XII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

***E.* Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

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obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Vendor. If not covered under Vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as

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the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIII. Business License Requirement

Contractors that conduct business within city limits may be required to obtain City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XIV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of

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items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XV. Non-Commitment of City

While the City intends to select a Contractor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVI. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Contractor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use of or presence of alcohol or drugs on the premises or work sites.

C. **Non-Discrimination:** The Contractor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

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D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age**: The Contractor will only hire individuals who are of legal age to work.

XVII. Records

The Contractor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Contractor to audit any performance aspect under this agreement.

XVIII. Use of Subcontractors

The Contractor shall be responsible for all work performed under the final agreement and shall keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work under the direct supervision of the Contractor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

XIX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Contractor. These changes will be processed by the City Manager.

XX. Disclosure of Information

A. The Contractor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Contractor shall be used exclusively in connection with the performance of services.

B. The Contractor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Contractor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXI. Ex-Parte Communications

Contractors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

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requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit contractors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

   1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
   2. The Contractor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
   3. The Contractor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – References
Attachment B – Sample PSA

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

_____

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

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dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

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due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

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in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

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right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

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19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

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The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

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_____

Date: _____

_____
Name: _____
Title: _____
Date: _____

ATTEST:

CONSULTANT

_____
Fernando Muñoz, Deputy City Clerk

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

SAMPLE

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EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

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premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

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Notice Inviting Proposals
City of Santa Fe Springs
Request for Proposals No. 25 - 1
As-Needed Encampment Abatement and General Clean-Up Services

The City of Santa Fe Springs invites proposals from qualified contractors to provide encampment abatement and general clean-up services as needed, in accordance with the terms and conditions of Request for Proposals (RFP) No. 25-1.

To view the complete proposal package and associated documents, visit https://pbsystem.planetbids.com/portal/65093/portal-home and click “Bid Opportunities” or https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455 to access the project directly. You can also visit the City's website and find the link mentioned above on the "Bids & Proposals" webpage.

Questions/inquiries regarding this opportunity must be submitted via the PlanetBids Portal by **Wednesday, August 14, 2024, at 2:00 pm PDT**. The City will not respond to any questions/inquiries submitted after this deadline.

Please review all related documents in their entirety before submitting a response. Responses must be submitted electronically via the City’s PlanetBids Portal by **Thursday, August 29, 2024, at 2:00 pm PDT**. Any proposals received after this deadline will be deemed non-responsive, and the City reserves the right to reject them.

Responses to this request will be evaluated to determine the most qualified and responsive contractors. Responses must adhere to the format and content described.

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EXHIBIT B

CONSULTANT'S PROPOSAL

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MAYFIELD ENVIRONMENTAL ENGINEERING

PROPOSAL FOR AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES (No.25-1) (7/26/2024)

General Engineering “A“-HAZ-C27, CDPH-Biohazard/Trauma Waste

6093 Avenida de Castillo, Long Beach, CA 90803
Disadvantaged/Minority/Tribal/Federal/Small Business-Public Works
(DBE/MBE/SB-PW/SAM/8A/GSA/SBA)

Contact: James Mayfield, President/CEO/Chief Engineer
ceo@mayfieldenv.com
http://mayfieldenv.com
(310) 880-9647

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MAYFIELD ENVIRONMENTAL ENGINEERING
(GENERAL "A"-HAZ-C27-ASB LICENSE #833333)

6093 Avenida de Castillo, Long Beach, CA 90803

July 26, 2024

A. LETTER OF INTEREST FOR AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES (No.25-1)

Mayfield Environmental Engineering, a Southern California General Engineering "A" and Hazardous Substances Removal corporation, is proud to submit the following proposal for encampment abatement services for the City of Santa Fe Springs. The Mayfield family has already been contracted with Santa Fe Springs since the 1980s for vacant lot management and site cleanups through Asst. City Manager Wayne Morrell, and thereafter for homeless encampment cleanups through inspectors Kristen Haining and Luis Collazo.

For this reason, we are both ready and prepared to serve the city for any support needed for city-wide encampment support. This includes using our licensing and resources for any HAZMAT, biohazard, trauma waste/crime scene, needles/narcotics/drug labs, corpse/decomposition, tire recycling, metal scrapping, and other issues we encounter both quickly and affordably. Given our long relationship, we offer the city our highest priority to deploy HAZWOPER-certified staff, engineers, respirator-ready HAZMAT technicians, confined space workers, trucks and 40-yd bins, and tractor equipment within as little as 48 hours or on-call for emergency cleanups. The president, chief engineer, and dedicated team will always be directly involved in the project and on-call.

We are 100% Minority-owned (MBE), Disadvantaged (DBE), Small Business-Public Works (SB-PW), Federal (8A/GSA), licensed for Biohazard/Trauma Waste through the CA Department of Public Health, and for HAZMAT transportation through DOT/DTSC. Using

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these resources and our 20+ years of homeless cleanups throughout Southern California, we are anxious to serve the City of Santa Fe Springs and are honored by your consideration.

Please see our outline of understanding and cost proposals below.

James Mayfield
CEO, QSD, QSP, QISP, CPESC, CISEC, ASB-Cert, "A"-HAZ-C27 Licenses,
Biohazard/Trauma Waste Practitioner, MoldRP, RadonMP
310-880-9647
ceo@mayfieldenv.com

B. PROJECT UNDERSTANDING AND APPROACH

We understand that Santa Fe Springs expects rapid and flexible deployment of resources on short notice to deal with homeless encampments both large and small. We know this includes both 4-hour projects as well as multi-day projects, usually with a 48-hour deployment response. We know that this may involve anything from tearing down makeshift structures to handling HAZMAT, hauling bulk material on truckbeds or in 40-yard bins to approved landfills. We are well prepared for this since the Mayfield family has tackled encampments of all sizes with all kinds of HAZMAT, biohazard, and deadly narcotics/needles for decades – including under contract with Santa Fe Springs. We also understand that SFS may call for emergency work and expect immediate deployment. We are prepared for this as we have been on emergency call 24/7 for the City of Signal Hill for homeless, graffiti, fire, and illegal dumping response for over a decade. We also do year-round emergency HAZMAT deployments for our contaminated Superfund sites with the documented chains of custody, manifests, and photographed reports that Santa Fe Springs expects before and after each work order for this bid.

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In terms of our **work process**, we know that SF Springs expects a very strict procedure from start to finish for each work order. We know this very well from our previous contracted work we've done with SFS code enforcement. We understand that SFS will demarcate encampments with 48-72 notices and call us to mobilize. For projects longer than 4 hours, we are expected to tour the site and give a cost projection before work begins. We will take "before and after" photos for the city and call the police to remove all homeless individuals *before any work begins*. We know that this often involves waiting on stand-by while the police allow homeless individuals to carry away their belongings. As discussed in the bid specs, obvious valuables that we find will be presented to code enforcement in case homeless may return to claim them.

Thereafter, our supervising HAZMAT foreman will survey the area for safety hazards, including flammables, explosives, meth labs, biohazard, needles/sharps, and hidden persons. He will coordinate proper equipment and safety protocols for the job and coordinate the vehicles and bins needed to haul the material. Then, HAZWOPER-certified and biohazard-trained staff will don proper safety gear ranging from chemical gloves for fentanyl residue to leather gloves for needles, to tyvek suits and respirators for meth vapors or biohazard. Fire extinguishers are always ready along with needle-proof biohazard containers.

Then, we break down the makeshift structures, bag up the tents and debris using shovels, skid steers/Bobcats or tractor-loaders onto either box trucks, flat-beds, or 40-yd roll-off bins. Hazardous materials such as propane tanks and gas cans are segregated for proper disposal via lab packing, drum consolidation, or direct hauling to a licensed TSDF (Hazmat landfill) under one of our engineers' authority. Biohazards and needles are segregated into DOT-safe containers and transported with our Trauma Waste/Biohazard licensing to a CDPH-approved medical waste facility. We provide a full chain of custody and manifest to SF Springs for any shipments. Finally, "after" photos are taken when the encampment is cleared, code enforcement and the police are notified, and we quickly demobilize.

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This work approach has worked for decades on encampments we've cleared, whether they had 15,000lbs of trash (see our recent Bloomington job below) or 300 uncapped needles (see our SF Springs Park job below). We are prepared to get the job done according to the process SF Springs expects for each work order.

All we need from the city is photos, a **free site tour** with us, and police to escort homeless individuals before work can begin.

C. RELEVANT EXPERIENCE

We are MBE/DBE/SB-Public Works General Contractors who have helped manage most of SoCal's worst hazardous waste environments (Superfunds) since 2021 and since 1985 as Mayfield Enterprises. This includes comprehensive HAZMAT work ranging from radioactive material to homeless encampments to crime scene/murder cleanups. Because we are 100% minority-owned (Native American) and are licensed Public Works, Caltrans, and Federal contractors, we have expanded hugely to help California cities tackle the homeless crisis. This includes contracts with Signal Hill, Cerritos, Carson, SF Springs, and more.

The Mayfield family has been contracted with Santa Fe Springs for vacant lot management at Norwalk/Telegraph, Lakeland/Laurel, Millergrove, and more since the 1980s with former Asst. City Manager Wayne Morrell. This includes regular illegal dumping and debris cleanups, homelessness, HAZMAT, and fire restoration.

1) **Public works projects**: In 2023, we cleaned up a massive encampment at Santa Fe Springs Park for code enforcement that included flammable HAZMAT, over 300 uncapped needles, deadly fentanyl residue, and fentanyl vapors that required full tyvek suits and respirators to clean up...all while homeless fires still smoldering in the background.

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2) In 2023-4, we repeatedly cleaned up massive encampments on Mersin St/Pioneer for SF Springs code enforcement that included over 10,000lbs of trash, including vehicles, motors, 100s of uncapped needles, narcotics, and over 25 buckets full of liquid feces. This required full tyvek suits and respirators to properly decontaminate before we removed the entire encampment in several 40-yd bins with tractors and trucks to proper landfills and medical waste facilities.

3) We have been on-call from the City of Signal Hill for 24/7 homeless responses at 2020 Walnut and 3201 Walnut since 2021. This has included anything from clearing out abandoned RVs with small meth labs inside, to clearing out homeless encampments with up to 12 people and 100s of uncapped needles and fentanyl residue, to huge debris cleanups and tree removal following wildfires caused by homeless campfires, to cleaning up 1000s of lbs of contaminated soil that a homeless woman carried from inside our jobsite and dumped right into the street to block traffic. We had to deploy in the middle of the night to return the illegally dumped material to environmental compliance and out of the public road. We have close experience with diffusing violence and mental illness that often follows homeless encampments as we have been attacked and almost stabbed on several jobs. We are well prepared to handle this for SF Springs.

4) We have also done private homeless encampment cleanups for decades all across SoCal. Most prominently, we cleared out a hoarded crack-house at 10426 Locust in Bloomington that required us to decontaminate a full fentanyl setup, over 500 needles, over 25,000 lbs of trash and 300 tires using our tire recycling license (CalRecycle), and finally demolish the house after abating it of mold, asbestos, and lead. During our work, the homeless attacked our men on two separate occasions while we were in full respirators and tyvek. This makes us well prepared to adjust to any difficult situation needed for Santa Fe Springs.

5) Although crime scene/death cleanup is not in the bid, this is a common problem in homeless encampment work that few of our competitors are licensed to handle. We are

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Trauma Waste/Biohazard Practitioners through California Dept of Public Health. We have cleaned up numerous murders and decompositions for years, including a famous triple-murder-suicide in Santa Ana in 2024 involving a spear. This makes us well trained to handle possible corpses, blood, or bodily fluid from ODs that are often found in encampments.

Licenses: we have more comprehensive licensing than any other Hazmat contractor in California that let us command any encampment of any size from start to finish for SF Springs:

- Registered Minority-Owned Business (MBE) #22000279.
- Registered Disadvantaged Business (DBE) #51331.
- CA Small Business (SB) & "SB for Public Works" (SB-PW) Certified, #2031938.
- California Public Works License # PW-LR-1000882471 (includes Certified Payroll).
- Registered Federal & Tribal Vendor (SAM) for Interstate Projects (UEI#C6GTE7N8SK53; CAGEID# 9Q857).
- General Engineering "A" License #833333, State of California/CSLB.
- Hazardous Substance Removal License, attached to "A" License #833333.
- ASB/Asbestos Certification, attached to "A" License #833333.
- C-27 License (Tree Trimming, Landscape Architecture, Arborist), #833333, CSLB.
- QSD (Qualified SWPPP Developer) #28219, State of California/CASQA.
- QSP (Qualified SWPPP Practitioner) #28070, State of California/CASQA.
- QISP (Industrial SWPPP Practitioner) #01304, State of California/CASQA.
- Trauma Waste/Crime Scene Cleanup Certified, #835, CA Dept of Public Health.
- Radon Measurement Professional (NORM/Naturally-Occurring Radioactive Material), #114310-RMP, NRPP-AARST and California Dept of Public Health.
- WPCPM (CALTRANS- Water Pollution Control Program Manager), State of California/CASQA through Hatch Consultants, LLC.
- CPESC (Professional in Sediment and Erosion Control), #00011558, EnviroCert.
- CISEC (Certified Inspector of Sediment and Erosion Control, #3324), CISEC, Inc.
- California DTSC/EPA HAZMAT Transporter Registration #7097, EPA #CAL000482049.
- Certified Mold Remediator (CMR), Professional Mold Inspection Institute, #CMR0000047608.
- Certified Waste Tire/Used Tire Recycler, CalRecycle, State of California.
- All Specialist Laborers 40-Hour Cal/OSHA HAZWOPER Certified.

C-1: ATTACHMENT A- REFERENCES

See below attached document.

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11710 Telegraph Road · CA · 90670-3679 · (562) 868-0511 · Fax (562) 868-7112 · www.santafesprings.org
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RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Santa Fe Springs + Code Enforcement
Entity Address 11710 E. Telegraph Rd, SF Springs, CA 90670
Name of Contact Kristen Haining / Luis Collazo / Wayne Morrell (Asst City Manager)
Telephone Number of Contact 562-870-5000
Email of Contact kristenhaining@santafesprings.org
Project Title Homeless Encampment Cleanups, Illegal Dumping, Weed Abatement
Date of Project Since 2021 at MEE, since 1980s at Mayfield Enterprises
Value: ~$50,000/year

Entity Name City of Signal Hill + Code Enforcement
Entity Address 2175 Cherry Ave, Signal Hill, CA 90755
Name of Contact Inspector Eric Kranda, Asst City Manager Grissel Chavez
Telephone Number of Contact 562-370-7723
Email of Contact ekranda@cityofsignalhill.org
Project Title Vacant Lot Maintenance, Homeless Cleanups, Illegal Dumping, Graffiti
Date of Project Since 2021 at MEE, since 1990s at Mayfield Enterprises
Value: $200-$500,000/year

Entity Name Carson Reclamation Authority
Entity Address 701 E Carson St, Carson, CA 90745
Name of Contact Asst City Manager John Raymond
Telephone Number of Contact 3108307600
Email of Contact jraymond@carsonca.gov
Project Title Brownfield Maintenance, HAZMAT cleanups, weed abatement, disaster response, emergency pumping, stormwater
Date of Project ~~Since 2021~~ at MEE, since 1990s at Mayfield Enterprises
Value: $575,000/year

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D. PROPOSED STATEMENT OF WORK

Santa Fe Springs expects us to follow a clear procedure for each new work order and to follow regular timetables ranging from 48-hour notice to emergency work on-call. This includes 4-hour cleanups and multi-day projects. Just as we have already done for many years under contract with SF Springs, we are prepared to offer the city our highest priority in personnel deployment and attentiveness. Owner/president James Mayfield will be personally on-call and directly involved in the cleanups along with dedicated HAZMAT foremen who will be selected based upon their experience with SF Springs jobs we've cleaned up in the past. This means our men know how the city wants the job done. Depending on the size of the encampments, our experience shows us that 3-8 men may be necessary and tractors are rarely needed. 40-Yard Bins are the key. All our staff are HAZWOPER-certified, biohazard trained, and OSHA/Pathogen-trained for West Nile, Histoplasmosis, and Hantavirus (as the bid requires). We can clear most small encampments, makeshift structures, and illegal dumping with manpower, hand tools, and pickup trucks with a few trips to the local landfill. Larger encampments and concrete or scrap dumping require our Bobcats/skid steers with grapple buckets, box trucks, and/or 40-yard roll-off bins to get the job done. This work plan has solved both small and multi-day cleanups for SF Springs for years. Just 5 men, one Skid Steers, and several 40-yd roll-off bins have succeeded in our SFS jobs (ex: Mersin St) to clear out up to 15 people and 10,000 lbs of trash, feces, and drugs.

<u>STANDARD TASK ORDER/DELIVERABLES/MILESTONES:</u>

Each new work order would follow a general set of tasks like follows:

- SFS will take photos, demarcate signs for 48-72 hours for eviction, and call us to mobilize. For larger jobs, Mayfield will tour the site (for FREE) for a cost estimate.
- Mayfield will deploy men and equipment. SFS will clear out homeless **before any work can begin**. Vehicles will be towed by city. Foreman will ensure site is cordoned-

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off using safety cones and tape. If we encounter valuable belongings, we notify the police. Photos are taken before work begins.

- Foreman will inspect encampment carefully for HAZMAT, biohazards, and safety issues. Foreman will ensure team wears necessary PPE at all times. At minimum, leather gloves, safety vests, long pants, and N95 masks as needed. For biohazard and fentanyl residue, tyvek suits, chemical gloves, and full-face respirators with P-100 filters are required. Narcan and Naloxone available on site; sharps containers available for needles.
- If needed, Foreman will coordinate Skid Steer tractors and stage 40-yd bins next to work area.
- Under strict HAZWOPER supervision, team will break down all structures and tents, bag all trash and debris, and segregate all HAZMAT for separate disposal. Biohazards will be segregated into double-wrapped Biohazard bags.
- Debris will be thrown into Skid Steer bucket and dumped into 40-yd bins.
- HAZMAT and BIOHAZARD bags will be stabilized in drums, sharps containers, or lab packs and prepped on our DOT trucks.
- Foreman will take “after” photos for city. Foreman will demobilize equipment and 40-yd bins. Manifests from trash landfills will be delivered to city.
- HAZMAT will be transported to licensed TSDF with proper manifest/Chain of Custody for city. Biohazards will be transported to licensed MedWaste facility.
- Report, photos, and manifests sent to city to end work order.

USE OF SUBCONTRACTORS (Section XVIII – Use of Subcontractors):

We do not intended to use subcontractors. However, if mobilization of additional resources is necessary, we intend to use partners such as Adams Services, River Roll-Off, and BeckCo Inc. **Regardless, rates and costs per item will not change.**

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PROPOSED CLARIFICATIONS/REVISIONS TO CITY WORK ORDER: it is often very difficult to predict how large or dangerous homeless encampments in Santa Fe Springs can become on a day-to-day basis. This makes it very difficult to accurately calculate how much trash must be removed and therefore how many 40-yd bins are required to dispose of an encampment. This makes it difficult to fully predict costs or man-hours ahead of time. We address this by being fully transparent with regular photos and updates to the police/code enforcement as the situation unfolds. We provide all receipts. We ask for clarification and flexibility to account for these unforeseeables that are typical of homeless encampments.

This also makes it difficult to classify homeless cleanups as “lump sum”. How much illegally-dumped concrete must be exported for each job per year? How many tires? How many camps per year? How many needles or feces buckets?

It is also hard to predict how dangerous homeless persons can be. As we are not allowed to work until cleared by SFS police, we know first-hand that homeless people can refuse to leave for several hours while our laborers are on-stand by and therefore on company payroll. We ask for clarification on how SFS accommodates this issue knowing that it is beyond our control for each work order.

It is also difficult to predict what HAZMAT might be hidden in encampments. Flammables, drug labs, biohazards, and crime scenes – by law – require changes in PPE, respirators, extra precautions/time, transportation costs, additional transport equipment, and proper DOT-licensed drivers. All of these unforeseeables require additional cost and can significantly impact the pace of work in order to protect workers' safety. We ask for clarification and flexibility from SFS on how to address this expeditiously.

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E. CONFLICT OF INTEREST STATEMENT

The Mayfield family has no personal, familial, business, or financial relationship with anyone in the city or anyone involved in the awarding process that might interfere in fair selection.

F. COST PROPOSAL

F-1. TOTAL ALL-INCLUSIVE NOT-TO-EXCEED MAXIMUM PRICE

It is impossible to accurately predict all the conditions of a homeless encampment site-unseen before it happens, as we do not know the quantity of HAZMAT, tires, biohazard, and tons of trash (and therefore disposal costs).

However, the bid specs predict "small clean-ups (services that can be completed in less than four (4) hours) will occur one (1) to two (2) times monthly. Large/multi-day clean-ups may occur up to four (4) to six (6) times annually."

Therefore, the costs below corresponding to Section F-2 (Component Costs) are examples of what a standard homeless encampment work order might cost for 4-hour cleanups (budgeted x2 times monthly ~ x24 yearly), and multi-day cleanups (budgeted x6 times yearly).

Please note, all our costs include Prevailing Wage and **rates will not change each year within this contract period**.

<u>Example of Cost of 4-hour Cleanup (x2 times monthly, x24 times per year):</u>

Hazmat/Non-Hazmat Foreman/Supervisor (as a laborer): $77.50 x 4 = $310

Hazmat/Non-Hazmat Laborer: $67.50 x 4 = $270

Hazmat/Non-Hazmat Laborer: $67.50 x 4 = $270

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Hazmat/Non-Hazmat Laborer: $67.50 x 4 = $270

DOT Box Truck/Flatbed: $150 (flat rate)

Dump Fees: Receipts + 15% Markup (average example: $100/truckload + 15% = $115)

(Site tours, meals, travel, Hazmat gear, respirators, pickup trucks, meetings included)

$1,385 (x24 times per year = $33,240)

Example of Cost of TWO-day Tractor Cleanup (x6 times per year):

Hazmat/Non-Hazmat Foreman/Supervisor (as a laborer): $77.50 x 16 hrs = $1,240

Hazmat/Non-Hazmat Laborer: $67.50 x 16 = $1080

Hazmat/Non-Hazmat Laborer: $67.50 x 16 = $1080

Hazmat/Non-Hazmat Laborer: $67.50 x 16 = $1080

Operator: $80 x 16 = $1,280

Bobcat Tractor w/ Grapple Bucket: $650

Small Tractor Mobilization/Demobilization: $600

40-Yard Roll Off-Bins: $950 x 6 bins = $5,700 (includes weight/dump fees up to 5 tons each)

Tire Disposal Example: 30 rimmed tires in separate 40-Yard Bin @$950 + tire recycling dump fees (@$3.50/tire) + 15% Markup = $1,070.75

Biohazard Disposal Fee: example – 1 container up to 65 lbs@$50 + $95 gate fee + 15% Markup) = $166.75

(Site tours, meals, travel, Hazmat gear, respirators, pickup trucks, meetings included)

$13,947.50 x 6 per year = $83,685

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→ Therefore, a Total All-Inclusive Not-To-Exceed Maximum Price could be $116,925. The actual cost MAY BE LOWER.

ASSUMPTIONS:

- Total All-Inclusive Not-to-Exceed Maximum assumes frequency of cleanup work orders expected in bid specs (4-hour small cleanups 2 times per year, large multi-day cleanups 6 times per year)
- assumes no additional disposal costs for HAZMAT, tires, biohazards – **receipts and dump slips provided to city at end of every work order for transparency**

F-2. COMPONENT COSTS

1. Site Clean-up Mobilization/Demobilization Trip Fee:

-FREE ($0) for men, pickup trucks w/ trash beds, tools, HAZMAT gear and respirators)

-$600 for small tractors (no additional cost for men, pickups w/ trash beds, tools, HAZMAT gear and respirators)

-$800 for large tractors (no additional cost for men, pickups w/ trash beds, tools, HAZMAT gear and respirator)

2. Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person): $67.50

3. Hazardous Waste Technician Labor Rate (Per Hour/Per Person): $67.50

4. Site Supervisor (Foreman Rate) (Per Hour/Per Person): $77.50

(NOTE: Supervisor is the Foreman and does LABOR. NO CHARGE for additional administrators or engineers to stand around or show up for meetings/calls.)

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5. Urgent/Emergency Site Clean-up Mobilization/Demobilization Trip Fee:

-FREE ($0) for men, pickup trucks w/ trash beds, tools, HAZMAT gear and respirators)

-$1000 for small tractors (no additional cost for men, pickups w/ trash beds, tools, HAZMAT gear and respirators)

-$1000 for large tractors (no additional cost for men, pickups w/ trash beds, tools, HAZMAT gear and respirator)

6. Urgent/Emergency Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person): $101.25

7. Urgent/Emergency Hazardous Waste Technician Labor Rate (Per Hour/Per Person): $101.25

8. Urgent/Emergency Site Supervisor (Foreman Rate)(Per Hour/Per Person): $116.25

(NOTE: Supervisor is the Foreman and does LABOR. NO CHARGE for additional administrators or engineers to stand around or show up for meetings/calls.)

9. Equipment Operator (Per Hour, Per Person): $80

10. Bobcat: $650 (flat rate per day)

11. Flatbed (Large Box Truck): $150 (flat rate per day)

12. Backhoe: $750 (flat rate per day)

13. General Garbage/Debris/Furniture Collection/Disposal: for small dumps at landfill: only Dump Fees + 15% Markup; for large dumps: example: 40-yd roll-off bin is $950 INCLUDING DUMP up to 5 tons; no markup or dump costs)

14. Heavy Metals Collection/Disposal: $950 flat rate for 40-yd bin INCLUDING DUMP up to 5 tons)

15. Tire Disposal: Dump Receipts + 15% Markup (dump averages $3 small tires w/o rims, $3.50 w/ rims; truck tires $8 w/o rims; $15 w/ rims)

16. Biohazard Material Disposal (Per 55 Gallon Container): Facility Costs + 15% Markup ($95 gate fee, $50 per container up to 44g and 65 lbs in weight + 15% Markup)

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17. Biohazard Sharps, Medical Waste (Per 5 Lbs): Facility Costs + 15% Markup ($95 gate fee, $50 per container up to 44g and 65 lbs in weight + 15% Markup)

18. 10-Yard Roll-Off Dumpster: $800 (concrete, dirt)

19. 20-Yard Roll-Off Dumpster: $850 (INCLUDES DUMP up to 5 tons)

20. 40-Yard Roll-Off Dumpster: $950 (INCLUDES DUMP up to 5 tons)

21. Dump Fees (incl tires, trash, green waste): Receipts + 15% Markup

22. Meetings/Site Tours/Conference Calls: $0 / FREE

23. Travel/Accommodations: $0 / FREE

24. Meals: $0 / FREE

F-3. RATES FOR ADDITIONAL SERVICE

Mayfield understands the bid spec verbiage that additional service and follow-ups related to these work orders would be processed **at the same rates as specified above** unless otherwise noted in the proposal or arrangement with the city. We accept this arrangement.

Please note, all our costs include Prevailing Wage and **rates will not change each year within this contract period**.

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RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Santa Fe Springs + Code Enforcement
Entity Address 11710 E. Telegraph Rd, SF Springs, CA 90670
Name of Contact Kristen Hairing / Luis Collazo / Wayne Morrell (Asst City Manager)
Telephone Number of Contact 562-670-5000
Email of Contact kristenhairing@santafesprings.org
Project Title Homeless Encampment Cleanups, Illegal Dumping, Weed Abatement
Date of Project since 2021 at MEE, since 1980s at Mayfield Enterprises
Value: ~$50,000/year

Entity Name City of Signal Hill + Code Enforcement
Entity Address 2175 Cherry Ave, Signal Hill, CA 90755
Name of Contact Inspector Eric Kranda, Asst City Manager Grissel Chavez
Telephone Number of Contact 562-370-7723
Email of Contact ekranda@cityofsignalhill.org
Project Title Vacant Lot Maintenance, Homeless Cleanups, Illegal Dumping, Graffiti
Date of Project since 2021 at MEE, since 1990s at Mayfield Enterprises
Value: $200-$500,000/year

Entity Name Carson Reclamation Authority
Entity Address 701 E Carson St, Carson, CA 90745
Name of Contact Asst City Manager John Raymond
Telephone Number of Contact 3108307600
Email of Contact jraymond@carsonca.gov
Project Title Brownfield Maintenance, HAZMAT, cleanups, weed abatement, disaster response, emergency, pumping, stormwater
Date of Project ~~Since 2021~~ at MEE, since 1990s at Mayfield Enterprises
Value: $575,000/year

Bid Results

Bidder Details

Vendor Name	Mayfield Environmental Engineering
Address	6093 Avenida de Castillo Long Beach, California 90803 United States
Respondee	James Mayfield
Respondee Title	President/CEO/Chief Engineer
Phone	310-880-9647
Email	ceo@mayfieldenv.com
Vendor Type	DBE, FSD, MBE, CADIR, SAM, CASoS, MICRO
License #	833333
CADIR	

Bid Detail

Bid Format	Electronic
Submitted	08/17/2024 11:11 AM (PDT)
Delivery Method	
Bid Responsive	
Bid Status	Submitted
Confirmation #	388787
Ranking	0

Respondee Comment

Buyer Comment

Attachments

File Title	File Name	File Type
Mayfield_SFS Encampment Proposal.pdf	Mayfield_SFS Encampment Proposal.pdf	Proposal
attachment a- sfs bid.pdf	attachment a- sfs bid.pdf	References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Standard Clean-Up Services/Biohazard							$212.5000		
1			Site Clean-up Mobilization/Demobilization Trip Fee	Fee	1	$0.0000	$0.0000	Alt	See Section F-2. $0 FREE without tractors; $600 for small tractors; $800 for large tractors
2			Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$67.5000	$67.5000	Yes	
3			Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$67.5000	$67.5000	Yes	
4			Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$77.5000	$77.5000	Yes	
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)							$318.7500		
5			Urgent/Emergency Site Clean-up Mobilization/Demobilization Trip Fee	/Fee	1	$0.0000	$0.0000	Alt	See Section F-2. $0 FREE without tractors; $1000 for small tractors; $1000 for large
6			Urgent/Emergency Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$101.2500	$101.2500	Yes	
7			Urgent/Emergency Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$101.2500	$101.2500	Yes	
8			Urgent/Emergency Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$116.2500	$116.2500	Yes	
Heavy Equipment							$2,480.0000		
9			Equipment Operator (Per Hour/Per Person)	/Hour	1	$80.0000	$80.0000	Yes	
10			Bobcat (Per Hour)	/Hour	1	$650.0000	$650.0000	Yes	($650 flat rate per day)
11			Flatbed (Per Hour)	/Hour	1	$150.0000	$150.0000	Yes	($150 flat rate for Box Truck)
12			Bulldozer (Per Hour)	/Hour	1	$850.0000	$850.0000	Yes	($850 flat rate per day)
13			Backhoe (Per Hour)	/Hour	1	$750.0000	$750.0000	Yes	($750 flat rate per day)
14			Misc./Other Equipment (Per Hour)	/Hour	1	$0.0000	$0.0000	Alt	SEE SECTION F-2 FOR COSTS; THIS TABLE DOES NOT REFLECT DISCOUNTS
15			Misc./Other Equipment (Per Hour)	/Hour	1	$0.0000	$0.0000	Yes	
16			Misc./Other Equipment (Per Hour)	/Hour	1	$0.0000	$0.0000	Yes	
Disposal/Collection							$3,250.2500		
17			General Garbage/Debris/Furniture Collection/Disposal	/Ton	1	$190.0000	$190.0000	Yes	(NOTE: 40-yd roll-off bin up to 5 tons recommended @$950 total up to 5 tons)
18			Heavy Metals Collection/Disposal	/Ton	1	$190.0000	$190.0000	Yes	(NOTE: 40-yd roll-off bin up to 5 tons recommended @$950 total up to 5 tons)
19			Tire Disposal	/Tire	1	$3.5000	$3.5000	Yes	(NOTE: see tire disposal cost breakdown + markups in F-2)
20			Biohazard Material Disposal (Per 55 Gallon Container)	/Drum	1	$166.7500	$166.7500	Yes	(NOTE: see breakdown in F-2)
21			Biohazard Sharps, Medical Waste (Per 5 Lbs)	/Collect	1	$100.0000	$100.0000	Yes	(NOTE: see breakdown in F-2)
22			10 - Yard Roll Off Dumpster	/Unit	1	$800.0000	$800.0000	Yes	(includes dumping costs up to 5 tons)
23			20 - Yard Roll Off Dumpster	/Unit	1	$850.0000	$850.0000	Yes	(includes dumping costs up to 5 tons)
24			40 - Yard Roll Off Dumpster	/Unit	1	$950.0000	$950.0000	Yes	(includes dumping costs up to 5 tons)
25			Misc. Item	/Unit	1	$0.0000	$0.0000	Yes	
26			Misc. Item	/Unit	1	$0.0000	$0.0000	Yes	
27			Misc. Item	/Unit	1	$0.0000	$0.0000	Yes	

Line Item Subtotals

Section Title	Line Total
Standard Clean-Up Services/Biohazard	$212.5000
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)	$318.7500
Heavy Equipment	$2,480.0000
Disposal/Collection	$3,250.2500
Grand Total	$6,261.5000

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least One Million Dollars ($1,000,000.00) per accident for bodily injury or disease), which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
OC VACUUM ENVIRONMENTAL SERVICES

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and OC Vacuum Environmental Services, a California Corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate

RECITALS

WHEREAS, City requires professional consulting services for As-Needed Encampment Abatement and General Clean-Up Services (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024 under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2027 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for one (1) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of

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performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written notice to proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed ("Not-to-Exceed Sum") One Hundred Twenty Five Thousand Dollars ($125,000.00) per fiscal year (July 1st – June 30th) during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the

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City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant..

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this

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Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates the City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates David Carrasco, General Manager, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

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C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

12. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the

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qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY. The key personnel for performance of this Agreement are as follows: See Exhibit B.

14. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

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15. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

16. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

17. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

18. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

19. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth

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in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

20. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor

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or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

21. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 22, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 25, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 22, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

22. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default

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(hereinafter, “Event of Default”) will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a “Default Notice”) which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

i. Within ten (10) business days of City’s issuance of a Default Notice for any failure of Consultant to timely provide City or City’s employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City’s employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City’s issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant’s refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant’s failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant’s and/or its employees’ disregard or violation of any federal, state, local law, rule,

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procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

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iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

iv. The City may exercise any other available and lawful right or remedy.

Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

23. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

24. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

25. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data

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prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

26. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

27. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

28. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a

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subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

30. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

31. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

32. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention: City Clerk's Office

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To Consultant: OC Vacuum Environmental Services
9635 Santa Fe Springs Road
Santa Fe Springs, CA 90670
Attention: David Carrasco, General Manager

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

33. TIME IS OF THE ESSENCE

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

34. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

35. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

36. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

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37. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

38. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

39. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

40. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

41. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties.

42. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

43. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver

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of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

44. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

45. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

46. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

47. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

Signed by:
David Carrasco
CF5A3866ADE34D9...

Name: David Carrasco
Title: Manager
Date: 10/15/2024

ATTEST:

_____
Fernando Munoz, Deputy City Clerk

CONSULTANT

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Rick Olivarez, City Attorney

Attachments:

	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS
No. 25 - 1

As-Needed Encampment Abatement and General Clean-Up Services

Issue Date: **Tuesday, July 23, 2024**
Questions Due Date: **Wednesday, August 14, 2024 at 2 pm PDT**
Proposal Due Date: **Thursday, August 29, 2024 at 2 pm PDT**

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
Tuesday, July 23, 2024

PROJECT
As-Needed Encampment Abatement and General Clean-Up Services

PROPOSAL OWNER
City of Santa Fe Springs – Department of Police Services
11576 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Dino Torres, Director of Police Services
Contact Phone: (562) 858 - 0511
Contact E-Mail: dinotorres@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 858 - 0511
Contact E-Mail: micahherd@santafesprings.org

Any questions about this RFP should be submitted via the City's PlanetBids Portal by **Wednesday, August 14, 2024, at 2 pm PDT**. Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals. To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services following the specifications, terms, and conditions identified in Request for Proposals (RFP) No. 25 - 1. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

Prospective firms must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Wednesday, August 14, 2024, at 2:00 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, August 29, 2024, at 2:00 p.m. PDT. Responses to this RFP will be evaluated to determine the most qualified contractor and the most responsive to the requirements. Responses must adhere to the format and content described in the RFP.

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II. Introduction

The City of Santa Fe Springs, hereinafter referred to as "City," invites proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services. The preferred contractor will work with a designated point of contact from the Department of Police Services and Public Works to identify areas where services are needed.

Through this solicitation, the City seeks to establish a three (3) year agreement, with an option to extend for two (2) additional, one (1) year terms. The City may select multiple contractors to ensure the availability of services.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast section of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City has a vision statement that affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

• Release RFP	Tuesday, July 23, 2024
• Online Q&A Deadline	Wednesday, August 14, 2024, 2:00 pm PDT
• Deadline to Submit Responses	Thursday, August 29, 2024, at 2:00 pm PDT
• City Review of Submissions	Mid/Late September 2024
• Interviews	TBD (If Necessary)
• Notifications Sent to Contractors	Early October 2024
• Award	Mid-October 2024

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V. Scope of Work/Services

The City seeks proposals from qualified contractors to provide as-needed encampment site abatement and general clean-up services. The preferred contractor's proposal will demonstrate their ability to offer turnkey services for removing and cleaning large items, biohazardous materials, and other illegally dumped and encampment waste materials.

Work will primarily occur during daytime hours, Monday through Sunday, 7 am – 5 pm, excluding holidays. Occasionally, urgent or emergency services may be required outside this timeframe. Although services will be on an on-call basis, the City will try to schedule at least 48 hours before the service date.

The exact frequency of service requests is unknown, but the City anticipates small clean-ups (services that can be completed in less than four (4) hours) will occur one (1) to two (2) times monthly. Large/multi-day clean-ups may occur up to four (4) to six (6) times annually.

General Specifications/Details

1. As requested by the City, turnkey encampment abatement and general clean-up services should be provided by removing large items, biohazardous material, and other illegally dumped and encampment waste materials.

2. Encampment sites may contain various hazardous materials, including biohazardous materials, garbage, general debris, human waste, constructed temporary shelter, and other items associated with occupation by unhoused individuals.

3. Illegal dumping sites are considered to contain various large items, including furniture, appliances, motors, tires, construction debris, automobile parts, bicycles, mattresses, box springs, garbage, general debris, and other items.

4. Support services may include services in addition to site clean-up, such as the assembly and dismantling of temporary structures, staging, removal, relocation, and transportation of items and materials for the City.

5. Sites will be identified individually. The City will try to cluster multiple sites as part of a single work request. Sites include under structures (e.g., bridges), open areas, vegetated ground cover in Caltrans right-of-way, abandoned structures (e.g., houses, sheds, outbuildings), scrap material, and/or tent-built shelters. If the contractor is equipped to provide confined space entry, site locations may occasionally require confined space entry clean-up. Property may be public or privately owned. The City will be responsible for giving access to the site; however, the contractor will be required to coordinate all necessary permits as needed, including Caltrans permits.

6. The site supervisor and worker(s) must be trained and certified in handling and disposing of hazardous materials. If requested, the contractor must provide copies

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of any applicable training records, certifications, and licenses required to perform this work.

7. Before accessing any site, law enforcement personnel from the City of Santa Fe Springs Department of Police Services or Whittier Police Department will clear it of occupants.

8. For more extensive work requests requiring more than four (4) hours of labor, the contractor is expected to conduct a site assessment to identify the estimated number of personnel, labor hours, subcontractor costs, equipment and material costs, and disposal costs will be provided to the City. The assessment can be conducted in a manner that is mutually agreed upon by the City and contractor (e.g., in-person, remotely using video conferencing or site photos).

Duties and Responsibilities of the Contractor

1. Clean-up duties will include surveying sites, collecting debris, dismantling temporary structures, and removing trash and human waste.

2. Disposal will be at a site permitted to accept such materials. As part of the response to this request, the contractor is expected to provide proof of having access to such a facility.

3. The contractor will supply all labor, materials, tools, protective clothing and gear, and equipment required or needed to perform the work, handle, remove, dismantle, transport, and dispose of waste and materials, and leave a clean site.

4. The contractor will coordinate with the City site-by-site to determine the work order for each encampment or illegal dumping clean-up. The work order will establish the site start date, estimated work timeframe, staging areas, traffic control if required, and the name of the onsite representative.

5. The contractor will supervise and manage crews and subcontractors and ensure all necessary safety procedures are followed. This individual will serve as the City's point of contact.

6. The contractor will photograph the illegal dumping, encampment, or City site before and after cleaning and provide the City with an electronic copy of each photograph.

7. The contractor shall notify the City when the work is complete and provide a clean-up report for each site.

8. The contractor shall notify the City's designated representative if an adjacent homeless encampment is discovered in the general area during a project to obtain authorization before proceeding with any additional work that was not identified in the work scope.

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9. The contractor will follow best practices and work procedures to safely manage any hazardous materials found on the job site, including urine, feces, solid personal hygiene items, syringes, and other materials that could pose a health threat.

10. The contractor will trim shrubs and vegetation, as requested by the City, to deter future encampments.

11. If any weapons or evidence of a crime are found, the contractor will immediately contact the Whittier Police Department and the City's point of contact.

12. The contractor will always perform work in a timely and efficient manner, as well as in a courteous and business-like manner.

13. The contractor will properly handle and dispose of solid and hazardous waste by all applicable laws.

City Responsibilities

1. The City will contact the contractor by phone or e-mail to initiate a work request with a minimum 48-hour notification of the start time of a clean-up project.

2. Identify the site address(es) or parcel(s).

3. Provide services to ensure security during clean-up upon request.

4. Identify a City representative as a point of contact for reviewing work requests, authorizing work, and addressing issues and questions.

Safety and Training Requirements

1. Safety and appropriate training/licensing are critical requirements for the selected contractor. The contractor is not expected to interact with any individuals dwelling at the site or put their employees at risk at any time.

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2. The contractor will comply with all safety rules, protocols, and licensing requirements mandated by the State of California.

3. Work may be performed in inclement weather. Job sites can be in heavy foliage, steep embankments, next to train tracks, and other areas requiring alertness to the environment and preplanning to prevent injury or illness. The contractor will assess hazards and provide all necessary training and supplies.

4. The contractor will be OSHA-certified to operate any heavy equipment required to complete the illegal dumping or encampment clean-up work, including trash compactors, bulldozers, graders, or other ground-moving equipment.

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5. The contractor will conform to all applicable occupational safety and health standards, rules, regulations, and orders established by the State of California. The contractor will provide all safety equipment and materials and will supply training as required. The contractor will provide its employees with appropriate safety apparel and equipment, including, but not limited to, personal protective clothing, hardhats, safety glasses, safety harnesses, vests, gloves, and leather (or adequately puncture-resistant) boots.

6. The contractor will be trained annually in OSHA's Bloodborne Pathogen Standards. This training must be supplemented with precautions regarding West Nile Virus, Hantavirus, and Histoplasmosis. Employees must have work procedures to safely manage urine, feces, soiled personal hygiene items, syringes, and other materials that could pose a health threat. They must wear personal protective equipment and follow other protocols established for this situation. The contractor will coordinate the disposal of these wastes and syringes.

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7. The contractor will provide copies of any training records and licenses required by the City upon request.

Emergency/Urgent Services
On some occasions, the City may require an urgent/emergency clean that requires the contractor to respond within four (4) hours of receiving a notification. In your response, please indicate if you can respond within this timeframe and identify if there is any additional cost for such a response.

Found Property Protocol
Prior to establishing services, the City and Contractor will develop a mutually agreed-upon process for any personal property found during the performance of services. This includes but is not limited to, tents, backpacks, medication, eyeglasses, books, jewelry, stoves, audio equipment, toiletries, personal records, handbags, personal photographs, duffel bags, bedrolls, blankets, watches, currency, and clean clothing.

Contractors with measures currently in place for collecting personal property should include details regarding their standard process in their response.

VI. Qualifications

The preferred contractor will have the following minimum qualifications:

1. The contractor must be regularly and continuously engaged in providing routine and on-call trash and abandoned waste cleanup and removal services for at least three (3) years.

2. The contractor must be a certified environmental services provider for the State of California. Proof must be submitted with your proposal response.

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3. Contractor shall be licensed/certified for hazardous material transportation license and be able to provide proof upon request. Proof must be submitted with proposal response.

4. Contractor must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP.

Proposers must describe their experience and qualifications in their Proposals to confirm that the above minimum requirements have been met. This should preferably be detailed within Section C – Relevant Experience (See Section VIII – Proposal Content and Format)

VII. Proposal Submittal

Responses to this solicitation must be submitted electronically:

Section VIII – Proposal Format and Content - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Contractors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

VIII. Proposal Content and Format

Proposal Content

Contractors shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum the following information:

A. Letter of Interest—Please include a letter expressing your interest in being considered for the project. Include a statement regarding the contractor's availability to dedicate time, personnel, and resources to this effort. The letter of interest must also include a commitment to the availability of the contractor and all key project staff during the planning period and a proposed schedule designed to meet the City's needs for the project.

B. Project Understanding and Approach - Please include a statement demonstrating your understanding of the proposed project. Describe your general approach to completing the project successfully, the methodologies and technologies you would employ, and the key milestones and processes you would use. Describe what information you would expect the City to supply.

C. Relevant Experience - Please include information describing your experience providing similar services for public agencies. Provide a minimum of three (3) specific examples of relevant experience. At a minimum, the contactor should give a list of the most recent projects (i.e., completed within the last five (5) years is preferred, but samples outside of this timeframe will be accepted if relevant) for

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which the contractor has performed similar services of similar size, scope, and complexity.

Using **Attachment A – References**, please provide details regarding each reference. This should include the name, contact person, address, phone number, and e-mail address of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance. The City may contact the individual listed at its discretion. Resumes may also be included in this section for any key staff associated with project.

D. Proposed Statement of Work - Please provide a proposed Statement of Work, based on the Scope of Work contained in this RFP; and discuss any ideas for modifying, clarifying, or improving the City's proposed scope of work. Provide a realistic working schedule with key deliverables, milestones, and tasks.

This section should also identify the number of staff that will be provided to address the City's needs. In addition, the section may be used to propose any procedural or technical enhancements/innovations to the Scope of Work which do not materially deviate from the objectives or required content of this RFP.

E. Conflict of Interest Statement – The vendor shall disclose any financial, business, or other relationship with the City that may have an impact upon the selection process. If the vendor does not have any such conflicts, a statement declaring such should be included in their submission.

F. Cost Proposal – Cost proposal should include the following:

Total All-Inclusive Not-To-Exceed Maximum Price: The cost proposal should contain all pricing information relative to performing the scope of work as described in this request and identified in the Line-Item list (See "Line-Item" tab in PlanetBids)

The total all-inclusive maximum not-to-exceed price is to contain all direct and indirect costs, including all out-of-pocket expenses. Provide a budget for each significant milestone for the entire scope of services. The proposed budget should be inclusive of all meetings, conference calls, site visits and deliverables. The budget should include a list of anticipated reimbursable expenses with rates charged for each.

Component Costs: Include separate schedules of all fees and expenses for each of the work tasks and deliverables described in this RFP. These schedules should include hourly rates and number of hours anticipated for each staff level; as well as out-of-pocket expenses such as travel and transportation, meals, communications, and duplication costs. The total of these separate schedules should have a direct relationship to the total all-inclusive maximum price.

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Rates for Additional Services: If it should become necessary for the City to request the successful vendor to render additional services to either supplement services requested in this RFP or to perform any additional work as a result of the specific recommendations included in any report issued resulting from this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the Contractor. Any such additional work would be performed at the same rates submitted in the dollar cost bid unless otherwise noted in the proposal.

Proposal Format

To facilitate the evaluation process, all responses are required to adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals prior to submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed thirty (30) pages when printed on 8-½ by 11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The thirty (30) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the vendor's name; the name, address, e-mail, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Detailed proposal following the order set forth in the "Proposal Content" of this RFP.

IX. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. Experience of Firm and Project Personnel (40%)
    - Experience, resources, and qualifications of the firm and assigned individuals to perform tasks identified in the scope of work.

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2. Staff and Project Organization Plan (30%)
    - Assessment of how well the proposed solution will meet the needs of the City
    - Adequacy of the proposed labor
3. References Checks (15%)
    - Good reference checks from primary and/or secondary sources
4. Proposed fees for services (10%)
    - Proposed fees are reasonable
5. Responsiveness to RFP (5%)
    - Compliance with the required format
    - Offered new/innovative services, suggestions

Interviews

If necessary, the City may require the top-rated proposers to participate in an interview process. The City will notify proposers selected for the interview via e-mail to schedule a date and time. As part of the interview process, proposers may be required to provide sample backgrounds reports to demonstrate work quality. For any sample report(s) submitted for the City's review, the report should identify a fictitious individual.

X. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Lana Dich
City of Santa Fe Springs
Attn: Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

E-mail:
lanadich@santafesprings.org

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B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XI. Execution of Agreement

The resulting agreement (see attached sample Attachment B) shall be signed by the successful Contractor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Contractor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Contractor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

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XII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

***E.* Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

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obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Vendor. If not covered under Vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as

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the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIII. Business License Requirement

Contractors that conduct business within city limits may be required to obtain City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XIV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of

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items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XV. Non-Commitment of City

While the City intends to select a Contractor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVI. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Contractor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use of or presence of alcohol or drugs on the premises or work sites.

C. **Non-Discrimination:** The Contractor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

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D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age**: The Contractor will only hire individuals who are of legal age to work.

XVII. Records

The Contractor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Contractor to audit any performance aspect under this agreement.

XVIII. Use of Subcontractors

The Contractor shall be responsible for all work performed under the final agreement and shall keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work under the direct supervision of the Contractor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

XIX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Contractor. These changes will be processed by the City Manager.

XX. Disclosure of Information

A. The Contractor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Contractor shall be used exclusively in connection with the performance of services.

B. The Contractor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Contractor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXI. Ex-Parte Communications

Contractors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

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requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit contractors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

   1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
   2. The Contractor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
   3. The Contractor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – References
Attachment B – Sample PSA

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

_____

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

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dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

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due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

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in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

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right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

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19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

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The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

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_____

Date: _____

_____
Name: _____
Title: _____
Date: _____

ATTEST:

CONSULTANT

_____
Fernando Muñoz, Deputy City Clerk

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

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premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

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Notice Inviting Proposals
City of Santa Fe Springs
Request for Proposals No. 25 - 1
As-Needed Encampment Abatement and General Clean-Up Services

The City of Santa Fe Springs invites proposals from qualified contractors to provide encampment abatement and general clean-up services as needed, in accordance with the terms and conditions of Request for Proposals (RFP) No. 25-1.

To view the complete proposal package and associated documents, visit https://pbsystem.planetbids.com/portal/65093/portal-home and click “Bid Opportunities” or https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455 to access the project directly. You can also visit the City's website and find the link mentioned above on the "Bids & Proposals" webpage.

Questions/inquiries regarding this opportunity must be submitted via the PlanetBids Portal by **Wednesday, August 14, 2024, at 2:00 pm PDT**. The City will not respond to any questions/inquiries submitted after this deadline.

Please review all related documents in their entirety before submitting a response. Responses must be submitted electronically via the City’s PlanetBids Portal by **Thursday, August 29, 2024, at 2:00 pm PDT**. Any proposals received after this deadline will be deemed non-responsive, and the City reserves the right to reject them.

Responses to this request will be evaluated to determine the most qualified and responsive contractors. Responses must adhere to the format and content described.

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EXHIBIT B

CONSULTANT'S PROPOSAL

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CITY OF SANTA FE SPRINGS
REQUEST FOR PROPOSAL
NO. 25-1
AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES

PROPOSAL DUE DATE: THURSDAY AUGUST 29, 2024 AT 2PM PST

SUBMITTIED BY:

O.C. VACUUM
Environmental Services

9635 Santa Fe Springs Rd
Santa Fe Springs, CA 90670
24-Hour: (562) 984-8178
Fax: (562) 325-8858

CONTACT: DAVID CARRASCO
OFFICE: (562) 984-8178
CELL: (562) 244-7059
EMAIL: DAVIDC@OC-VAC.COM

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O.C. VACUUM
Environmental Services

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O.C. VACUUM
Environmental Services

August 27th, 2024

City of Santa Fe Springs
Department of Police Services
11576 Telegraph Rd
Santa Fe Springs, CA 90670
Attn: Dino Torres, Director of Police Services

RE: Letter of Interest: As-Needed Encampment Abatement and General Clean-up Services

Dear Dino Torres,

On behalf of O.C. Vacuum Inc., I am writing to express strong interest in the Request For Proposals No. 25 – 1 *As-Needed Encampment Abatement and General Clean-Up Services* contract for the City of Santa Fe Springs. We are excited about the opportunity to contribute our expertise and resources to maintain the cleanliness and safety of our community.

O.C. Vacuum, Inc., a member of the City of Santa Fe Springs, has been a leader in environmental services and encampment abatement for over 20 years. Founded in 1978, our company has grown to become a trusted partner for municipalities across California, specializing in encampment abatement, waste management, and comprehensive clean-up services. Our commitment to excellence, environmental stewardship, and community well-being has been the cornerstone of our success.

Our services are precisely aligned with the needs of Santa Fe Springs. We offer:

- Specialized encampment abatement teams trained in:
  - Biohazardous materials, and various hazardous materials handling.
  - Illegal dumping sites: HAZCAT needed waste, handling various debris items (ex. appliances, construction debris, etc.)
- Rapid response capabilities for emergency/urgent clean-up needs.
- Comprehensive reporting and documentation systems (ex. profiles, manifests, and property collection logs).

We understand the unique challenges faced by communities in maintaining public spaces, and we are prepared to address these issues with sensitivity and professionalism.

Our team comprises highly qualified professionals with extensive experiences in encampment abatement services:

Robert Badar, Project Manager: Over 20 years of experience in managing large-scale municipal clean-up projects.

PO Box 91951, CA 91715 Office 562.984.8178 Fax 562.325.8858

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David Carrasco, Environmental Specialist: Certified in hazardous waste management and environmental impact assessment.

Joe Rosales, Operations Supervisor: Expert in logistics and team coordination for efficient project execution.

Oscar Carrasco, Health & Safety Supervisor: Ensuring all staff is trained, medically cleared, and knowledgeable of hazards.

Our proposed schedule is listed in detail under section D. Statement of Work. Below are our key points:

- Social Services Outreach & Posting
- Initial Encampment Abatement
- Post Encampment Abatement
- Reporting

O.C. Vacuum, Inc. is enthusiastic about the prospect of partnering with the City of Santa Fe Springs to enhance the quality of life for its residents through our services. We are confident in our ability to meet and exceed your expectations for this important project.

Thank you for considering our expression of interest. We look forward to the opportunity to propose our qualifications in the remaining proposals. Please feel free to contact me at (562) 244-7059 or davidc@oc-vac.com for any additional information.

Sincerely,

David Carrasco

David Carrasco
General Manager
O.C. Vacuum, Inc.

PO Box 91951, CA 91715 Office 562.984.8178 Fax 562.325.8858

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B. PROJECT UNDERSTANDING AND APPROACH

O.C. Vacuum, Inc. understands the significant challenges related to homeless encampments, necessitating a comprehensive approach to encampment abatement and general clean-up services. Maintaining clean and safe public spaces is crucial for the well-being of all residents and the overall health of the community. This project aims to address these issues while balancing compassion for those experiencing homelessness with the need to protect public health, safety, and the environment.

Santa Fe Springs, like many cities in California, grapples with the complex issue of homeless encampments. These encampments present several specific challenges:

- **Public Health Risks:** Encampments often lack proper sanitation facilities, leading to unsanitary conditions that can pose significant health hazards. The presence of human waste, pests, and potential disease spread are primary concerns.

- **Safety Concerns:** Encampments can increase the risk of fire hazards due to makeshift living conditions and the use of open flames for cooking or warmth. Additionally, there may be heightened potential for criminal activity in and around these areas.

- **Environmental Impact:** Improper waste disposal and accumulation of debris from encampments can lead to pollution of local waterways and damage to sensitive ecosystems. This is particularly concerning for encampments near rivers or natural preserves.

O.C. Vacuum, Inc. address these challenges with a delicate balance between maintaining public health and safety standards while recognizing the rights and humanity of those living in encampments. Our team have demonstrated a deep understanding of these complexities and has expertise in handling such sensitive situations. We will employ the following methods and processes:

Assessment and Planning:
We will conduct thorough assessments of encampment sites to determine:
- The scale and scope of each encampment
- Potential hazards present
- Materials requiring specialized disposal
- Environmental sensitivities of the area

Based on these assessments, we will develop detailed strategies that include logistics, timelines, and resource allocation, ensuring compliance with local regulations and ordinances.

Execution:
The physical abatement process will involve several stages:
1. Posting notices to inform encampment residents about the scheduled clean-up, in accordance with local laws
2. Coordinating with local social services to offer support and resources to encampment residents

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3. Removing large debris and hazardous materials
4. Carefully handling and storing personal belongings according to legal protocols
5. Thoroughly cleaning and sanitizing the area

Safety and Compliance:
Ensuring the safety of our workers and the community is paramount. We will:

- Adhere to OSHA standards and provide proper training for all workers
- Use appropriate personal protective equipment (PPE)
- Follow all local laws and ordinances, including proper notification timelines and methods for handling personal property
- Coordinate with law enforcement when necessary to ensure a safe working environment
-

Environmental Considerations:
To minimize environmental impact, we will:

- Implement waste management strategies that ensure proper recycling and disposal of collected materials
- Use environmentally friendly cleaning products when possible
- Take steps to prevent further degradation of the surrounding area, particularly in sensitive ecosystems
- Comply with all environmental protection regulations.

Communication and Coordination:
Effective communication is essential for the success of this project. We will:

- Maintain regular contact with city officials, providing updates on progress and any challenges encountered
- Coordinate with law enforcement and social services to ensure a comprehensive approach to encampment abatement
- Provide detailed reports on each abatement operation, including before and after documentation

Post-Abatement Monitoring:
To discourage the re-establishment of encampments, we will:

- Ensure site is secured with proper signs
- Conduct regular site visits to monitor cleaned areas
- Work with local services to provide ongoing support for individuals experiencing homelessness

We aim to address the immediate needs of encampment abatement while contributing to long-term solutions for homelessness in Santa Fe Springs. Our methods prioritize public health and safety, environmental protection, and compassionate treatment of those affected by homelessness, aligning with the city's goals and values.

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C. RELEVANT EXPERIENCE

This section presents a comprehensive list of relevant experience that O.C. Vacuum, Inc. (OC Vac) provided through similar agencies.

Previous Agencies / Companies:

- City of Santa Fe Springs
- California Department of Transportation, Districts 7 & 8
- Los Angeles County Metropolitan Transportation Authority
- Metropolitan Water District of Southern California
- Security Paving (Interstate 5 FWY expansion)
- Southern California Gas Company
- Southern California Edison, Generating Station
- Chevron Pipe Line (Right of ways)
- Zenith Terminals Holdings, LLC

Specific Examples of Previous Projects:

Client: City of Santa Fe Springs
Date: July 7, 2022
Location: Florence Ave & Laurel Ave, Santa Fe Springs, CA 90670 (Behind Target and AMPM).
Narrative: We performed a thorough assessment of the encampment. Identifying all possible waste streams (ex. waste tires, flammable wastes, and general debris), and coordination of resources. We provided the necessary resources to remove all waste streams. General debris was loaded into a 40yd3 bin using a skid steer, and all other waste streams were properly disposed.



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Client: Chevron Pipe Line
Date: May 18, 2022
Location: 5437 Tweedy Blvd & LA River Trail, South Gate, CA 90280
Narrative: Assessment was necessary for these encampments. One site had an infestation of bed bugs, and the second location was a joint clean-up with CalTrans, City of South Gate, and Chevron Pipe Line. Encampments were clean-up, insect exterminator was subcontracted, and all agencies were satisfied.

5437 Tweedy Blvd Encampment (Site 1)



LA River Trail (Site 2)

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Client: Los Angeles County Metropolitan Transportation Authority
Date: September 15, 2022
Location: 1633 Slauson Ave (A Line), Los Angeles, CA 9011
Narrative: We were responsible for posting as well as coordinating with local law enforcement. This encampment included many waste stream, such as, waste tires, electronic waste, appliances, and bio-hazardous waste. Encampment was successfully completed with a post clean-up report.

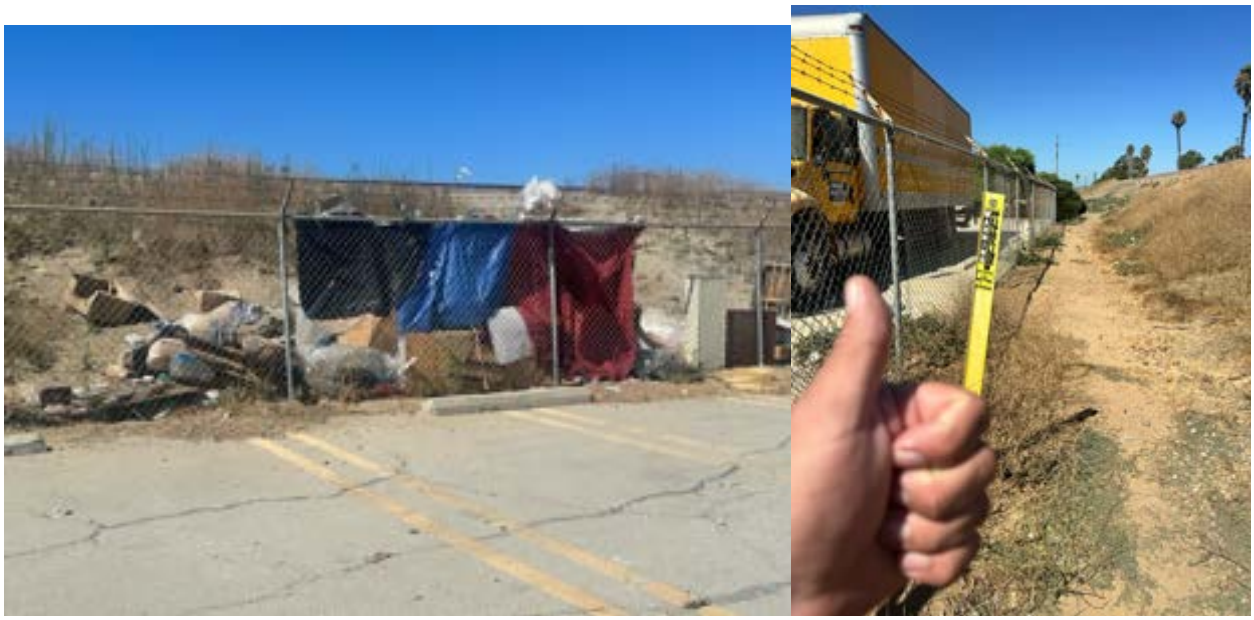


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Client: Zenith Terminals Holdings, LLC
Date: August 16th, 2024
Location: 24414 Main St, Carson, CA 90745
Narrative: Our most recent encampment clean-up was needed due to an upcoming inspection. Access was difficult due to the railroad tracks. Customer was satisfied, as shown in picture.



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D. PROPOSED STATEMENT OF WORK

This section outlines a comprehensive work plan for addressing the complex uses surrounding homeless encampments in the community of Santa Fe Springs. The purpose of this plan is to provide a structured, humane, and effective approach to managing these encampments while prioritizing the safety, health, and well-being of both the displaced individuals and the community of Santa Fe Springs.

Our work plan encompasses several key areas:

Social Services Outreach & Posting:
City of Santa Fe Springs, O.C. Vacuum, Inc. (OCV) and local law enforcement shall coordinate the actual 14-day Trespassing Notice posting.

OCV will provide laminated 11x17 Trespassing Notices signs in English with an option to add Spanish (if requested by the city of Santa Fe Springs). Each sign shall read as follows:

Date: (Fill in Time and Date Posted)

NOTICE OF TRESPASS

To all persons using these premises:

You are trespassing on the City of Santa Fe Springs property in violation of California Penal Code Sections 602(m) and 647(e).

You are hereby ordered to vacate the premises and PERMANENTLY remove all of your property. All items not removed within 14 days of the date of this notice will be removed by the City of Santa Fe Springs.

Remove all Property by:

(Fill in time and date)

Clean-up Day(s):
In consideration of displaced individuals and OCV, OCV will ask the city of Santa Fe Springs any schedule clean-up may be rescheduled due to severe weather conditions such as heavy rain and extreme temperatures. OCV will ensure all necessary parties are ready and set to perform site clean-up. OCV shall perform coordinated clean-up of homeless encampments, per the following:

- OCV will communicate job safety plan with all parties. (attachment A JSA)
- OCV asks that local law enforcement shall secure the site and handle any weapons, and controlled substances left behind, and remain on-site for support until all clean-up activities are completed.

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- Once the site is cleared by local law enforcement and ready for clean-up, OCV shall perform initial disinfection of the entire site to be ready to start the sorting process

  OCV shall leave all weapons, ammunitions, knives, and explosives in place without touching them and immediately advise local law enforcement and the city of Santa Fe Springs.

- OCV shall segregate items into three (3) categories:
  - Hazardous Waste
  - General Waste /Trash
  - Personal property, including personal prescription medicine(s).

  Any controlled substances found during the sorting will be turned over to local law enforcement for proper handling. Also, the city of Santa Fe Springs shall be notified on ALL discoveries.

- OCV shall remove, secure and properly disposal of all hazardous waste.

- OCV shall provide profile & manifest for signature. In addition, OCV shall provide all DOT approved containers and ensure all containers are properly labeled.

- OCV shall pile up general waste /trash. General waste /trash will either be loaded in stake bed or bin(s) (40, 30, 20 yd3) for immediate disposal.

- OCV shall perform inventory, separate personal properties from significant personal property item(s), and fill out our Personal Property Collection Log (see attachment B).

  Significant personal property item(s) shall include, but not be limited to the following:
  - Personal Identification documents
  - Credit /debit cards
  - Prescription medications
  - Other items deemed to have significant monetary and/or personal valve as determined by local law enforcement and the city of Placentia.

- OCV shall bad and tag the personal properties collected, separate than the significant personal property item(s) collected, take photos using a media capable of producing printed images that can be assigned photo #'s in the field for attachment within the closeout report and included within bag and tag general description (i.e. date of clean-up, site description, tent color, personal items included, printed image # etc.).

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- OCV shall perform final application of disinfectant and seek approval for area as safe for public access.

- OCV shall document post site condition with photos.

- OCV shall provide local law enforcement and the city of Santa Fe Springs with the notices regarding the recovery of personal property in English with an option to add Spanish (if requested by the city of Santa Fe Springs). Each sign shall read as follows:

  NOTICE OF REMOVAL

  A Notice of Trespass was posted at this location on (DATE) at (TIME). Occupants were given 14 days to vacate the premises and remove their personal property. After the 14 days expired on _____, remaining unattended property was removed.

  Impounded unattended property shall be held in a *location deem appropriate by the city of Santa Fe Springs.*

  Property will be located at *location deem appropriate by the city of Santa Fe Springs.*

  Impounded personal property may be discarded if not claimed within 90 days after impoundment.

  For additional information, call a *number deem appropriate by the city of Santa Fe Springs.*

Post Clean-up:
OCV will ensure proper placement of “No Trespassing” signs, repair of any damaged fencing, graffiti abatement /paint out and installation of locks as applicable.

Reporting:
OCV shall provide the initial clean-up report along with photos.

OCV shall provide final clearance and closeout report with detailed data information (i.e. lbs. of biohazard, Non-RCRA hazardous waste, number of bags to be stored, number of tents to be stored, etc.) along with photos.
OCV shall provide clean-up detailing quantity of trash removed and any other quantitative items disposed.

All reporting will be provided at the conclusion of clean-up and disposal. Any additional data can be requested.

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ATTACHMENT A

JOB SAFETY ANALYSIS (JSA)

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O.C. Vacuum, Inc.
9635 Santa Fe Springs, Santa Fe Springs, CA 90670
Office: 562.984.8178 • Fax: 562.325.8858

JOB SAFETY ANALYSIS (JSA)

Field Team: O.C. Vacuum, Inc. **Date:** _____

Site Address: _____

Job Description: Decontamination – Encampment & Vegetation Clean up

Company Names: O.C. Vacuum, Inc.

In case of an incident, the following people will be contacted:

OC Vac Rep: _____ Ph. # _____

Customer Rep: _____ Ph. # _____

Other: _____ Ph. # _____

SEQUENCE OF KEY JOB STEPS	POTENTIAL HAZARD(S)	RECOMMENDED ACTION
• Communicate job safety plan with all parties. • Establish control zones, evacuation exit, muster point. • Each person working on the job or subsequently visiting the job site must review and sign the JSA.	• Unknown hazards may lead to injury • Tripping and Overhead obstruction hazards.	• Walk around job site to verify hazards. Obtain and verify signatures on JSA.
• PPE evaluation to ensure the correct PPE worn. • Don on PPE (Review Tailgate Safety Meeting).	• Equipment failure (torn PPE, wrong size) • Heat stress • Strains, slips, trips, falls	• Wear proper PPE including hard hat, safety glasses, sturdy shoes/rubber boots, etc. • Use proper body positioning while lifting heavy or awkward objects.
• Decontamination equipment set up in Contamination Reduction Zone. • Gross Decontamination procedures will be used.	• Possible contamination if placed down wind, downhill, down stream	• Set up windsock, check wind direction. • Consult with client/owner for possible locations. • Use proper body positioning while lifting heavy or awkward objects.
• Begin cleanup operations with bags, shovels, rags, etc. to remove disinfected material from all surfaces. • Remove vegetation along perimeter of vault. Using landscaping tools.	• Contaminating personnel • Slips, trips, falls • Environmental impact • Flying Debris (rocks, sharps, etc.)	• Ensure all personnel entering contaminated zone has proper PPE. • Limit contact as much as possible.
• Once cleanup operations are completed. • Begin gross decontamination of personnel. • Don off all PPE and discard into trash bags.Trash bags are to be place in proper DOT containers.	• Contaminating personnel • Possible exposure to hazardous atmosphere	• Consult with client competent person regarding disposal of contaminated debris.

WHAT CONDITIONS, JOB CHANGES, OR DISTRACTION WILL TRIGGER THE USE OF STOP WORK AUTHORITY ON THE JOB
• Equipment failure • Change in scope of work • Unauthorized personnel enter work zone.

HAZARD ID TOOLS

GRAVITY
Falling objects, roofs to collapse, slips, trips and falls

MOTION
Movement of vehicles, vessels, water, wind or body movements

MECHANICAL
Rotating equipment, drive belts, conveyors, motors or compressed springs

ELECTRICAL
Power lines, batteries transformers, static charge, lightening, wiring

PRESSURE
In piping, compressed cylinders, pneumatic & hydraulic equipment

TEMPERATURE
Ignition sources, hot or cold surfaces, steam, friction, weather

CHEMICAL
Vapors, combustibles corrosives, welding fumes

BIOLOGICAL
Bacteria, viruses, animals, insects, contaminated food/water

RADIATION
Solar rays, microwaves, x-rays, welding arcs

SOUND
Equipment noise, vibration, high pressure releases, voice communication



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PARTICIPANTS (SIGNATURES REQUIRED BY ALL AFFECTED PERSONNEL)

Name (Print)	Signature	Name (Print)	Signature

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ATTACHMENT B

PERSONAL PROPERTY COLLECTION LOG

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HOMELESS ENCAMPMENT PERSONAL PROPERTY COLLECTION LOG

LOCATION OF ENCAMPMENT: _____

DATE OF COLLECTION: _____

ITEM DESCRIPTION	LOCATION SITE DECRIPTION WITHIN ENCAMPMENT	POLAROID PHOTO #'S	DATE ITEM DELIVERED FOR STORAGE

O.C. VACUUM NAME: (PRINT) _____ O.C. VACUUM SIGNATURE _____ DATE: _____

CUSTOMER NAME: (PRINT) _____ CUSTOMER SIGNATURE: _____ DATE: _____

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E. CONFLICT OF INTEREST STATEMENT

O.C. Vacuum, Inc. does not have any financial, business, or other relationship with the city of Santa Fe Springs that may have an impact upon the selection process.

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F. COST PROPOSAL

Proposed rates are described in the Line-Item list.

Our record shows that the majority of services performed for Encampment Abatement 4 to 5 hours on-site.

Also, attached is our cost schedule for additional items that were not listed.

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CITY OF SANTA FE SPRINGS PROPOSAL PRICING

RATE SHEET EFFECTIVE

PERSONNEL

PERSONNEL (NON-PREVAILING WAGE)	ST	OT	PT
Project Manager	$ 85.00	$ 115.00	$ 145.00
Health & Safety Manager	$ 85.00	$ 115.00	$ 145.00
Rescue Leadman	$ 70.00	$ 100.00	$ 130.00
Field Supervisor	$ 65.00	$ 95.00	$ 125.00
Leadman / Foreman	$ 60.00	$ 87.00	$ 117.00
Driver /Equipment Operator	$ 65.00	$ 92.00	$ 122.00
Rescue Technician	$ 65.00	$ 92.00	$ 122.00
Technician	$ 55.00	$ 82.00	$ 112.00
Administrative Clerk	$ 52.00	$ 79.00	$ 109.00

PERSONNEL (PREVAILING WAGE)	ST	OT	PT
Rescue Leadman	$ 134.00	$ 170.00	$ 224.00
Field Supervisor	$ 110.00	$ 160.00	$ 209.00
Leadman / Foreman	$ 124.00	$ 160.00	$ 209.00
Driver /Equipment Operator (Operating Engineers)	$ 131.00	$ 176.00	$ 231.00
Driver /Equipment Operator (Teamster)	$ 114.00	$ 146.00	$ 180.00
Rescue Technician	$ 114.00	$ 150.00	$ 199.00
Technician	$ 98.00	$ 140.00	$ 184.00

**ST = Straight Time; OT = Over Time; PT = Premium Time (Rates are PER-HOUR)*

UNOPERATED / SUPPORT / MARINE RESPONSE / EXCAVATION / RESPONSE TRAILERS / SAFETY EQUIPMENT

UNOPERATED EQUIPMENT	PRICE	UOM
Vacuum Truck, Black Iron (70-120 BBL)	$ 60.00	Per Hour
Vacuum Truck, Stainless (120 BBL)	$ 70.00	Per Hour
Roll-off Truck, Single Bin	$ 60.00	Per Hour
Roll-off Truck, Double Bin	$ 60.00	Per Hour
End Dump	$ 60.00	Per Hour
Flatbed /53' Box Van	$ 45.00	Per Hour
Super Sucker High Dump	$ 198.00	Per Hour
Sewer Jetter	$ 213.00	Per Hour
Hydro Excavator	$ 255.00	Per Hour
Mini Guzzler, Trailer Mounted with Pressure Washer	$ 95.00	Per Hour
Gear Truck, Less than 1 Ton	$ 50.00	Per Hour
Gear Truck, 3 - 5 Tons	$ 50.00	Per Hour
Utility Truck (ER)	$ 50.00	Per Hour
12-15 Passenger Personnel Support Van	$ 50.00	Per Hour

SUPPORT EQUIPMENT	PRICE	UOM
Air Compressor, 185 CFM	$ 55.00	Per Hour
Air Compressor, 375 CFM	$ 65.00	Per Hour
Copus Blower, CP-20	$ 150.00	Per Day
Horn Blower, Venturi	$ 125.00	Per Day
Pressure Washer, 3,000 PSI - Single Unit	$ 55.00	Per Hour
Pressure Washer, 3,000 - 5,000 PSI - Double Unit	$ 60.00	Per Hour
2" Pump, Petroleum (M-8)	$ 200.00	Per Day
3" Pump, Petroleum (M-15)	$ 325.00	Per Day
4" Pump, Petroleum (M-30)	$ 450.00	Per Day
2"-4" Pump Hose (Length 25')	$ 15.00	Per Day
Vactor Flex Hose, 6"	$ 4.00	Per Foot
Drum-Mount Vacuum	$ 125.00	Per Day
Chain Saw	$ 55.00	Per Day
Sawzall	$ 75.00	Per Day
Weed Wacker	$ 65.00	Per Day
Ladder, A-Frame and Extension	$ 10.00	Each/Per Day
Decontamination Pool, 10'x15'	$ 15.00	Per Day

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Forklift, 6k-10k	$	280.00	Per Day
Generator, 4 to 7.5kW	$	115.00	Per Day
Jackhammer	$	165.00	Per Day
Personnel Decon Station	$	50.00	Per Day
Roll-Off Bin Liner	$	45.00	Each
Drum Dolly	$	20.00	Each
Secondary Containment	$	45.00	Each

BINS / TEMPORARY STORAGE TANK		**PRICE**	**UOM**
Roll-Off Bin, 20 Yard	$	15.00	Each/Per Day
Roll-Off Bin, 30-40 Yard	$	15.00	Each/Per Day
Vacuum Bin	$	45.00	Each/Per Day
Temporary Storage Tank	$	55.00	Each/Per Day

MARINE RESPONSE EQUIPMENT		**PRICE**	**UOM**
Boom Anchor Set	$	25.00	Each/Per Day
Contractor Boom, up to 8" x 12"	$	2.00	Per Foot/Per Day
Hull Magnets	$	45.00	Each/Per Day
Elastec Magnum 4-Drum Skimmer w/ Power Pack	$	250.00	Per Hour
Munson Utility Vessel 21'	$	125.00	Per Hour
Punt, 12' w/ Outboard Motor	$	40.00	Per Hour
Punt, 12' w/o Outboard Motor	$	20.00	Per Hour

RESPONSE TRAILERS EQUIPMENT		**PRICE**	**UOM**
Confined Space Rescue Trailer	$	800.00	Per Day
Emergency Response Trailer	$	500.00	Per Day
Decontamination Trailer	$	1,000.00	Per Day
Over the Water Trailer	$	250.00	Per Day
Over the Water Trailer (in use)	$	150.00	Per Hour

SAFETY EQUIPMENT		**PRICE**	**UOM**
Radio, UHF or VHF	$	55.00	Each/Per Day
Radio, Explosion Proof	$	75.00	Each/Per Day
Chest Waders	$	125.00	Each
Emergency Egree Bottle/Five Minute Escape Pack	$	125.00	Per Day
Eyewash Station	$	95.00	Per Day
Harness/Lanyard	$	45.00	Each
LEL/O2/H2S/CO Meter	$	125.00	Per Day
OVA Meter	$	150.00	Per Day
SCBA	$	180.00	Per Day
Tripod and Winch	$	250.00	Per Day
Traffic Control, Reflective Signs	$	50.00	Each/Per Day
Traffic Cones	$	3.00	Each/Per Day

MATERIALS AND SUPPLIES

MATERIALS AND SUPPLIES		**PRICE**	**UOM**
Bags / Sheeting			
Plastic Bags, 20"x30", Each	$	3.25	Each
Plastic Bags, 38'x60', Each	$	5.25	Each
Roll-Off Box Liner	$	45.00	Each
Plastic Sheeting, 20'x100', 6-10 mil	$	195.00	Roll
Cleaners			
Hand Cleaner	$	10.00	Gallon
Bleach	$	4.00	Gallon
Simple Green	$	15.00	Gallon
Neutralizer (Soda Ash, Bicarbonate, Citric Acid)	$	65.00	Gallon/Bag
Carbon Canister for Purchase	$	1,200.00	Each
Carbon Canister for Rent	$	175.00	Each/Per Day
Replacement Carbon	$	1.98	LBS
Poly Drums			
5-Gallon, Poly (open top)	$	35.00	Each
30-Gallon, Poly (open top)	$	125.00	Each
55-Gallon, Poly (open top)	$	150.00	Each
30-Gallon, Poly (closed top)	$	115.00	Each
55-Gallon, Poly (closed top)	$	112.00	Each
Salvage, 95-Gallon (open top)	$	505.00	Each

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Fiber Drums			
20-Gallon, Fiber (open top)	$	75.00	Each
30-Gallon, Fiber (open top)	$	70.00	Each
55-Gallon, Fiber (open top)	$	130.00	Each
Steel Drums			
5-Gallon, Steel (open top)	$	65.00	Each
30-Gallon, Steel (open top)	$	155.00	Each
55-Gallon, Steel, Recon (open top)	$	80.00	Each
55-Gallon, Steel, New (open top)	$	100.00	Each
Salvage, 85-Gallon, Steel (open top)	$	450.00	Each
30-Gallon, Steel (closed top)	$	155.00	Each
55-Gallon, Steel (closed top)	$	130.00	Each
Tri-Wall Boxes			
DOT Cubic Yard Box (includes liner, nails, straps, pallet)	$	260.00	Each
Fluorescent Tube Boxes			
4' Boxes	$	125.00	Each
6'-8' Boxes	$	100.00	Each
Safety Materials			
Coverall, Chemical/Acid Suit, 1-Piece	$	125.00	Each
Coverall, Disposal White Tyvek	$	20.00	Each
Coverall, Poly Coated Tyvek	$	25.00	Each
Coverall, Rain Gear	$	30.00	Each
Boots, Steel Toe PVC/Nitrile	$	43.00	Pair
Boots, Neoprene w/ Steel Toe	$	60.00	Pair
Gloves, Nitrile Inner	$	1.50	Pair
Gloves, Nitrile 12"	$	12.00	Pair
Gloves, PVC 12"	$	12.00	Pair
Gloves, Leather	$	12.00	Pair
Hard Hat w/ Liner	$	30.00	Each
Safety/Traffic Vest w/ Reflective Tape	$	30.00	Each
Rain Gear	$	25.00	Each
Disposal Half-Face Respirator	$	37.00	Each
Safety Glasses	$	12.00	Each
Respirator, 3M Half-Face	$	30.00	Each
Respirator, 3M Full-Face	$	230.00	Each
Cartridges, OVAG	$	27.50	Each
Cartridges, Acid Gas	$	27.50	Each
Cartridges, Ammonia	$	29.00	Each
Cartridges, Formaldehyde	$	26.30	Each
Cartridges, HEPA Filter	$	17.25	Each
Cartridges, Mercury	$	47.00	Each
Absorbents			
Vermiculite, 6cu. FT/Bag	$	60.00	Bag
Oil Absorbent Pads, 100/Bale	$	73.00	Bale
Miscellaneous			
Caution/Danger Tape	$	30.00	Roll
Cotton Rags, 25lb	$	42.00	Box
Sandbags	$	4.00	Each
Duct Tape	$	10.00	Roll
Coliwassa Tube	$	20.00	Each
Hand Pump	$	30.00	Each
Poly Rope, 3/8"x600'	$	90.00	Spool
Hudson Sprayer	$	45.00	Each

DISPOSAL

		PRICE	UOM
Non-RCRA Liquids	$	387.40	55GAL Drum
Flammable Solids	$	707.20	55GAL Drum
Aerosols	$	578.50	55GAL Drum
Waste Tires	$	20.00	Per Tire
Biohazardous Waste	$	345.00	48GAL Drum
General Waste /Trash	$	258.00	Per Ton
Sharps Container (Mail Back) 1.4 Quart	$	75.00	Per Container

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NOTES

1. Minimum call out is 4 hours per person.
2. **Straight Time** - Monday through Friday first eight (8) hours worked, including chargeable 1/2 hour meal break.
3. **Overtime** - Any time over eight (8) hours in a workday Monday through Friday, the first twelve (12) hours on a Saturday.
4. **Premium Time** - After twelve (12) consecutive working hours Monday through Friday, all subseqent hours on Saturday and all hours on Sunday.
5. **Holiday's Observed** - New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.
6. Additional Prevailing Wage and Davis Bacon Wage Rates will be added to the hourly rates for all personnel and operated equipment.
7. Rate categories apply to personnel working during specified time of day regardless of the number of hours for the Client on that particlular day.
8. Personnel time charges begin with equipment and personnel mobilization at the time of the call out.
9. Time charges terminate at the conclusion of the operation, which includes transportation back to O.C. Vacuum, Inc., yard(s) and any necessary decontaimnation and/or repair of equipment.
10. Personnel are charged in quarter-hour increments.
11. Outside services for any incidental cost for all emergency response personnel are charged at cost plus 25%.
12. Per diem charges for meals are $35.00 per person per day. Crew lodging rates are $165.00 per person per day. For remote areas, higher rates may apply.
13. Surcharges may apply to cover unanticipated cost resulting from circumstances beyond the control of O.C. Vacuum, Inc.
14. Commerical transportation for O.C. Vacuum, Inc. employees will be reimbursed at O.C. Vacuum, Inc. cost plus twenty percent (20%).
15. 15% Operational Surcharge (Fuel and Insurance) will be applied.
16. Equipment prices do not include fuel, operator, or mobilization to job site. Minimum call out is 4 hours.
17. All charges are portal to portal beginning with equipment mobilization from O.C. Vacuum Operations centers and includes all time at the site, whether or not equipment is listed in daily reports or actively utilized.
18. Time charges terminate at the conclusion of the operation, which includes demobilization back to operators center and completion of any decontamination, re-stocking and or repair.
19. Day rates equipment operated over 24 consecutive hours will be charged 2x the day rate.
20. When a project is over 50 miles from O.C. Vacuum Operations centers, it will incur a Variable Operational Surcharge.
21. Equipment not on price list will be charged per quote. Unless otherwise quoted, equipment not on price list will be charge at cost plus twenty percent (20%).
22. Client agrees to pay O.C. Vacuum, Inc. in accordance with rates contained in this Price list, for any cleaning or repairs necessary to return equipment to the same condition as at the commencement of services.
23. Only O.C. Vacuum, Inc. shall perform any cleaning and decontamination operations on all equipment owned, rented or subcontracted by O.C. Vacuum, Inc.
24. All equipment and supplies are subjected to a replacement charge at O.C. Vacuum, Inc. cost + 20% if damaged.
25. Services shall be performed by employees of O.C. Vacuum, Inc. or its subcontractors who will be controlled and under the sole authority of O.C. Vacuum, Inc. and who will be compensated for performance of services directly by O.C. Vacuum, Inc. under the terms and conditions of their agreements with O.C. Vacuum, Inc..
26. O.C. Vacuum, Inc. will be responsible for the qualification of any subcontractor used to perform services on behalf of client.
27. Client will be billed for services by O.C. Vacuum, Inc.'s subcontractors at the greater of the rated listed in the O.C. Vacuum, Inc.
28. Fee Schedule of Services or the cost of the subcontractors, directly or indirectly (including through agents), to attempt to seek to induce the Subcontractors to violate the term of their agreements with O.C. Vacuum, Inc.
29. Materials utilized on project, whether listed in daily work reports or not, are chargeable. All materials not listed on Fee Schedule will be charge at cost plus twenty percent (20%).
30. Additional charges may apply to cover unanticipated cost increases for items resulting from circumstances beyond the control of O.C. Vacuum, Inc.

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"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Metropolitan Water District

Entity Address 700 N. Alameda St, Los Angeles, CA 90012

Name of Contact David LeDuff, Environmental Specialist

Telephone Number of Contact (626) 840-8659

Email of Contact DLeDuff@mwdh2o.com

Project Title Hazardous Waste Management Services

Date of Project On-going.

Entity Name California Department of Transportation (CalTrans)

Entity Address 100 Main St 10th Floor, Los Angeles, CA 90012

Name of Contact Antonio Garcia, Hazardous Materials Manager

Telephone Number of Contact (213) 400-7356

Email of Contact Antonio.Garcia@dot.ca.gov

Project Title On-Call Emergency Response Contractor

Date of Project On-going.

Entity Name Zenith Terminals Holdings, LLC

Entity Address 2500 E. Victoria St, Compton, CA 90220

Name of Contact Amador Lopez, Maintenance Planner

Telephone Number of Contact (562) 216-0076

Email of Contact Amador.Lopez@zenithterminals.com

Project Title Hazardous Waste Management Services

Date of Project On-going.

Bid Results

Bidder Details

Vendor Name	O.C. Vacuum, Inc.
Address	9635 Santa Fe Springs Rd. Santa Fe Springs, California 90670 United States
Respondee	David Carrasco
Respondee Title	General Manager
Phone	562-244-7059
Email	davidc@oc-vac.com
Vendor Type	DGS, MBE, CADIR, SAM, WBE
License #	706710
CADIR	

Bid Detail

Bid Format	Electronic
Submitted	08/29/2024 1:54 PM (PDT)
Delivery Method	e-bid
Bid Responsive	
Bid Status	Submitted
Confirmation #	392765
Ranking	0

Respondee Comment

Thank you for the opportunity. We hope to support our city.

Buyer Comment

Attachments

File Title	File Name	File Type
SFS ENCAMPMENT RFP.pdf	SFS ENCAMPMENT RFP.pdf	Proposal
Attachment A - References.pdf	Attachment A - References.pdf	References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Standard Clean-Up Services/Biohazard							$306.0000		
1			Site Clean-up Mobilization/Demobilization Trip Fee	Fee	1	$0.0000	$0.0000	Yes	OC VAC located in Santa Fe Springs
2			Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$98.0000	$98.0000	Yes	Straight Time Prevailing Wage Rate
3			Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$98.0000	$98.0000	Yes	Straight Time Prevailing Wage Rate
4			Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$110.0000	$110.0000	Yes	Straight Time Prevailing Wage Rate
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)							$306.0000		
5			Urgent/Emergency Site Clean-up Mobilization/Demobilization Trip Fee	/Fee	1	$0.0000	$0.0000	Yes	OC VAC located in Santa Fe Springs
6			Urgent/Emergency Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$98.0000	$98.0000	Yes	Straight Time Prevailing Wage Rate
7			Urgent/Emergency Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$98.0000	$98.0000	Yes	Straight Time Prevailing Wage Rate
8			Urgent/Emergency Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$110.0000	$110.0000	Yes	Straight Time Prevailing Wage Rate
Heavy Equipment							$629.0000		
9			Equipment Operator (Per Hour/Per Person)	/Hour	1	$114.0000	$114.0000	Yes	Straight Time Prevailing Wage Rate
10			Bobcat (Per Hour)	/Hour	1	$85.0000	$85.0000	Yes	
11			Flatbed (Per Hour)	/Hour	1	$45.0000	$45.0000	Yes	
12			Bulldozer (Per Hour)	/Hour	1	$110.0000	$110.0000	Yes	
13			Backhoe (Per Hour)	/Hour	1	$110.0000	$110.0000	Yes	
14			Misc./Other Equipment (Per Hour)	/Hour	1	$60.0000	$60.0000	Yes	Roll-off Truck, Equipment Operator is also needed.
15			Misc./Other Equipment (Per Hour)	/Hour	1	$50.0000	$50.0000	Yes	Stake Bed Truck
16			Misc./Other Equipment (Per Hour)	/Hour	1	$55.0000	$55.0000	Yes	Pressure Washer, 3000 PSI
Disposal/Collection							$838.7500		
17			General Garbage/Debris/Furniture Collection/Disposal	/Ton	1	$258.0000	$258.0000	Yes	
18			Heavy Metals Collection/Disposal	/Ton	1	$55.0000	$55.0000	Yes	
19			Tire Disposal	/Tire	1	$20.0000	$20.0000	Yes	
20			Biohazard Material Disposal (Per 55 Gallon Container)	/Drum	1	$345.0000	$345.0000	Yes	
21			Biohazard Sharps, Medical Waste (Per 5 Lbs)	/Collect	1	$75.0000	$75.0000	Yes	Sharp container (mail back)
22			10 - Yard Roll Off Dumpster	/Unit	1	$15.0000	$15.0000	Yes	Daily Rental
23			20 - Yard Roll Off Dumpster	/Unit	1	$15.0000	$15.0000	Yes	Daily Rental
24			40 - Yard Roll Off Dumpster	/Unit	1	$15.0000	$15.0000	Yes	Daily Rental
25			Misc. Item	/Unit	1	$4.0000	$4.0000	Yes	Bleach per gallon rate
26			Misc. Item	/Unit	1	$33.5000	$33.5000	Yes	PPE per person
27			Misc. Item	/Unit	1	$3.2500	$3.2500	Yes	Large Bags

Line Item Subtotals

Section Title	Line Total
Standard Clean-Up Services/Biohazard	$306.0000
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)	$306.0000
Heavy Equipment	$629.0000
Disposal/Collection	$838.7500
Grand Total	$2,079.7500

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least One Million Dollars ($1,000,000.00) per accident for bodily injury or disease), which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and Ocean Blue Environmental Services, a California Corporation ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate

RECITALS

WHEREAS, City requires professional consulting services for As-Needed Encampment Abatement and General Clean-Up Services (collectively, the "Project"); and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024 under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2027 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for one (1) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of

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performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written notice to proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed ("Not-to-Exceed Sum") Fifty Thousand Dollars ($50,000.00) per fiscal year (July 1st – June 30th) during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the

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City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant..

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this

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Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

8. CITY'S REPRESENTATIVE

City hereby designates the City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

9. CONSULTANT REPRESENTATIVE

Consultant hereby designates Justin Lee, President, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

10. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

11. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

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C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

12. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the

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qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

13. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY. The key personnel for performance of this Agreement are as follows: See Exhibit B.

14. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

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15. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

16. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

17. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

18. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

19. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth

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in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

20. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor

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or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

21. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 22, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 25, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 22, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

22. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default

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(hereinafter, “Event of Default”) will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a “Default Notice”) which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

i. Within ten (10) business days of City’s issuance of a Default Notice for any failure of Consultant to timely provide City or City’s employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City’s employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City’s issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant’s refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant’s failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant’s and/or its employees’ disregard or violation of any federal, state, local law, rule,

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procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

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iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

iv. The City may exercise any other available and lawful right or remedy.

Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

23. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

24. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

25. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data

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prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

26. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

27. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

28. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a

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subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

30. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

31. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

32. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention: City Clerk's Office

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To Consultant: Ocean Blue Environmental Services, Inc.
925 West Esther Street
Long Beach, CA 90813
Attention: Justin Lee, President

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

33. TIME IS OF THE ESSENCE

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

34. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

35. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

36. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

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37. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

38. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

39. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

40. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

41. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties.

42. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

43. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver

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of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

44. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

45. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

46. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

47. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

DocuSigned by:
JUSTIN LEE
A4A30A3CCBCA406...

Name: JUSTIN LEE
Title: PRESIDENT
Date: 10/16/2024

ATTEST:

_____
Fernando Munoz, Deputy City Clerk

CONSULTANT

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Rick Olivarez, City Attorney

Attachments:

	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS
No. 25 - 1

As-Needed Encampment Abatement and General Clean-Up Services

Issue Date: **Tuesday, July 23, 2024**
Questions Due Date: **Wednesday, August 14, 2024 at 2 pm PDT**
Proposal Due Date: **Thursday, August 29, 2024 at 2 pm PDT**

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
Tuesday, July 23, 2024

PROJECT
As-Needed Encampment Abatement and General Clean-Up Services

PROPOSAL OWNER
City of Santa Fe Springs – Department of Police Services
11576 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Dino Torres, Director of Police Services
Contact Phone: (562) 858 - 0511
Contact E-Mail: dinotorres@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 858 - 0511
Contact E-Mail: micahherd@santafesprings.org

Any questions about this RFP should be submitted via the City's PlanetBids Portal by **Wednesday, August 14, 2024, at 2 pm PDT**. Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals. To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services following the specifications, terms, and conditions identified in Request for Proposals (RFP) No. 25 - 1. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455

Prospective firms must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Wednesday, August 14, 2024, at 2:00 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, August 29, 2024, at 2:00 p.m. PDT. Responses to this RFP will be evaluated to determine the most qualified contractor and the most responsive to the requirements. Responses must adhere to the format and content described in the RFP.

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II. Introduction

The City of Santa Fe Springs, hereinafter referred to as "City," invites proposals from qualified contractors to provide as-needed encampment abatement and general clean-up services. The preferred contractor will work with a designated point of contact from the Department of Police Services and Public Works to identify areas where services are needed.

Through this solicitation, the City seeks to establish a three (3) year agreement, with an option to extend for two (2) additional, one (1) year terms. The City may select multiple contractors to ensure the availability of services.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast section of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City has a vision statement that affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

• Release RFP	Tuesday, July 23, 2024
• Online Q&A Deadline	Wednesday, August 14, 2024, 2:00 pm PDT
• Deadline to Submit Responses	Thursday, August 29, 2024, at 2:00 pm PDT
• City Review of Submissions	Mid/Late September 2024
• Interviews	TBD (If Necessary)
• Notifications Sent to Contractors	Early October 2024
• Award	Mid-October 2024

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V. Scope of Work/Services

The City seeks proposals from qualified contractors to provide as-needed encampment site abatement and general clean-up services. The preferred contractor's proposal will demonstrate their ability to offer turnkey services for removing and cleaning large items, biohazardous materials, and other illegally dumped and encampment waste materials.

Work will primarily occur during daytime hours, Monday through Sunday, 7 am – 5 pm, excluding holidays. Occasionally, urgent or emergency services may be required outside this timeframe. Although services will be on an on-call basis, the City will try to schedule at least 48 hours before the service date.

The exact frequency of service requests is unknown, but the City anticipates small clean-ups (services that can be completed in less than four (4) hours) will occur one (1) to two (2) times monthly. Large/multi-day clean-ups may occur up to four (4) to six (6) times annually.

General Specifications/Details

1. As requested by the City, turnkey encampment abatement and general clean-up services should be provided by removing large items, biohazardous material, and other illegally dumped and encampment waste materials.

2. Encampment sites may contain various hazardous materials, including biohazardous materials, garbage, general debris, human waste, constructed temporary shelter, and other items associated with occupation by unhoused individuals.

3. Illegal dumping sites are considered to contain various large items, including furniture, appliances, motors, tires, construction debris, automobile parts, bicycles, mattresses, box springs, garbage, general debris, and other items.

4. Support services may include services in addition to site clean-up, such as the assembly and dismantling of temporary structures, staging, removal, relocation, and transportation of items and materials for the City.

5. Sites will be identified individually. The City will try to cluster multiple sites as part of a single work request. Sites include under structures (e.g., bridges), open areas, vegetated ground cover in Caltrans right-of-way, abandoned structures (e.g., houses, sheds, outbuildings), scrap material, and/or tent-built shelters. If the contractor is equipped to provide confined space entry, site locations may occasionally require confined space entry clean-up. Property may be public or privately owned. The City will be responsible for giving access to the site; however, the contractor will be required to coordinate all necessary permits as needed, including Caltrans permits.

6. The site supervisor and worker(s) must be trained and certified in handling and disposing of hazardous materials. If requested, the contractor must provide copies

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of any applicable training records, certifications, and licenses required to perform this work.

7. Before accessing any site, law enforcement personnel from the City of Santa Fe Springs Department of Police Services or Whittier Police Department will clear it of occupants.

8. For more extensive work requests requiring more than four (4) hours of labor, the contractor is expected to conduct a site assessment to identify the estimated number of personnel, labor hours, subcontractor costs, equipment and material costs, and disposal costs will be provided to the City. The assessment can be conducted in a manner that is mutually agreed upon by the City and contractor (e.g., in-person, remotely using video conferencing or site photos).

Duties and Responsibilities of the Contractor

1. Clean-up duties will include surveying sites, collecting debris, dismantling temporary structures, and removing trash and human waste.

2. Disposal will be at a site permitted to accept such materials. As part of the response to this request, the contractor is expected to provide proof of having access to such a facility.

3. The contractor will supply all labor, materials, tools, protective clothing and gear, and equipment required or needed to perform the work, handle, remove, dismantle, transport, and dispose of waste and materials, and leave a clean site.

4. The contractor will coordinate with the City site-by-site to determine the work order for each encampment or illegal dumping clean-up. The work order will establish the site start date, estimated work timeframe, staging areas, traffic control if required, and the name of the onsite representative.

5. The contractor will supervise and manage crews and subcontractors and ensure all necessary safety procedures are followed. This individual will serve as the City's point of contact.

6. The contractor will photograph the illegal dumping, encampment, or City site before and after cleaning and provide the City with an electronic copy of each photograph.

7. The contractor shall notify the City when the work is complete and provide a clean-up report for each site.

8. The contractor shall notify the City's designated representative if an adjacent homeless encampment is discovered in the general area during a project to obtain authorization before proceeding with any additional work that was not identified in the work scope.

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9. The contractor will follow best practices and work procedures to safely manage any hazardous materials found on the job site, including urine, feces, solid personal hygiene items, syringes, and other materials that could pose a health threat.

10. The contractor will trim shrubs and vegetation, as requested by the City, to deter future encampments.

11. If any weapons or evidence of a crime are found, the contractor will immediately contact the Whittier Police Department and the City's point of contact.

12. The contractor will always perform work in a timely and efficient manner, as well as in a courteous and business-like manner.

13. The contractor will properly handle and dispose of solid and hazardous waste by all applicable laws.

City Responsibilities

1. The City will contact the contractor by phone or e-mail to initiate a work request with a minimum 48-hour notification of the start time of a clean-up project.

2. Identify the site address(es) or parcel(s).

3. Provide services to ensure security during clean-up upon request.

4. Identify a City representative as a point of contact for reviewing work requests, authorizing work, and addressing issues and questions.

Safety and Training Requirements

1. Safety and appropriate training/licensing are critical requirements for the selected contractor. The contractor is not expected to interact with any individuals dwelling at the site or put their employees at risk at any time.

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2. The contractor will comply with all safety rules, protocols, and licensing requirements mandated by the State of California.

3. Work may be performed in inclement weather. Job sites can be in heavy foliage, steep embankments, next to train tracks, and other areas requiring alertness to the environment and preplanning to prevent injury or illness. The contractor will assess hazards and provide all necessary training and supplies.

4. The contractor will be OSHA-certified to operate any heavy equipment required to complete the illegal dumping or encampment clean-up work, including trash compactors, bulldozers, graders, or other ground-moving equipment.

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5. The contractor will conform to all applicable occupational safety and health standards, rules, regulations, and orders established by the State of California. The contractor will provide all safety equipment and materials and will supply training as required. The contractor will provide its employees with appropriate safety apparel and equipment, including, but not limited to, personal protective clothing, hardhats, safety glasses, safety harnesses, vests, gloves, and leather (or adequately puncture-resistant) boots.

6. The contractor will be trained annually in OSHA's Bloodborne Pathogen Standards. This training must be supplemented with precautions regarding West Nile Virus, Hantavirus, and Histoplasmosis. Employees must have work procedures to safely manage urine, feces, soiled personal hygiene items, syringes, and other materials that could pose a health threat. They must wear personal protective equipment and follow other protocols established for this situation. The contractor will coordinate the disposal of these wastes and syringes.

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7. The contractor will provide copies of any training records and licenses required by the City upon request.

Emergency/Urgent Services
On some occasions, the City may require an urgent/emergency clean that requires the contractor to respond within four (4) hours of receiving a notification. In your response, please indicate if you can respond within this timeframe and identify if there is any additional cost for such a response.

Found Property Protocol
Prior to establishing services, the City and Contractor will develop a mutually agreed-upon process for any personal property found during the performance of services. This includes but is not limited to, tents, backpacks, medication, eyeglasses, books, jewelry, stoves, audio equipment, toiletries, personal records, handbags, personal photographs, duffel bags, bedrolls, blankets, watches, currency, and clean clothing.

Contractors with measures currently in place for collecting personal property should include details regarding their standard process in their response.

VI. Qualifications

The preferred contractor will have the following minimum qualifications:

1. The contractor must be regularly and continuously engaged in providing routine and on-call trash and abandoned waste cleanup and removal services for at least three (3) years.

2. The contractor must be a certified environmental services provider for the State of California. Proof must be submitted with your proposal response.

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3. Contractor shall be licensed/certified for hazardous material transportation license and be able to provide proof upon request. Proof must be submitted with proposal response.

4. Contractor must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP.

Proposers must describe their experience and qualifications in their Proposals to confirm that the above minimum requirements have been met. This should preferably be detailed within Section C – Relevant Experience (See Section VIII – Proposal Content and Format)

VII. Proposal Submittal

Responses to this solicitation must be submitted electronically:

Section VIII – Proposal Format and Content - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Contractors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

VIII. Proposal Content and Format

Proposal Content

Contractors shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum the following information:

A. Letter of Interest—Please include a letter expressing your interest in being considered for the project. Include a statement regarding the contractor's availability to dedicate time, personnel, and resources to this effort. The letter of interest must also include a commitment to the availability of the contractor and all key project staff during the planning period and a proposed schedule designed to meet the City's needs for the project.

B. Project Understanding and Approach - Please include a statement demonstrating your understanding of the proposed project. Describe your general approach to completing the project successfully, the methodologies and technologies you would employ, and the key milestones and processes you would use. Describe what information you would expect the City to supply.

C. Relevant Experience - Please include information describing your experience providing similar services for public agencies. Provide a minimum of three (3) specific examples of relevant experience. At a minimum, the contactor should give a list of the most recent projects (i.e., completed within the last five (5) years is preferred, but samples outside of this timeframe will be accepted if relevant) for

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which the contractor has performed similar services of similar size, scope, and complexity.

Using **Attachment A – References**, please provide details regarding each reference. This should include the name, contact person, address, phone number, and e-mail address of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance. The City may contact the individual listed at its discretion. Resumes may also be included in this section for any key staff associated with project.

D. Proposed Statement of Work - Please provide a proposed Statement of Work, based on the Scope of Work contained in this RFP; and discuss any ideas for modifying, clarifying, or improving the City's proposed scope of work. Provide a realistic working schedule with key deliverables, milestones, and tasks.

This section should also identify the number of staff that will be provided to address the City's needs. In addition, the section may be used to propose any procedural or technical enhancements/innovations to the Scope of Work which do not materially deviate from the objectives or required content of this RFP.

E. Conflict of Interest Statement – The vendor shall disclose any financial, business, or other relationship with the City that may have an impact upon the selection process. If the vendor does not have any such conflicts, a statement declaring such should be included in their submission.

F. Cost Proposal – Cost proposal should include the following:

Total All-Inclusive Not-To-Exceed Maximum Price: The cost proposal should contain all pricing information relative to performing the scope of work as described in this request and identified in the Line-Item list (See "Line-Item" tab in PlanetBids)

The total all-inclusive maximum not-to-exceed price is to contain all direct and indirect costs, including all out-of-pocket expenses. Provide a budget for each significant milestone for the entire scope of services. The proposed budget should be inclusive of all meetings, conference calls, site visits and deliverables. The budget should include a list of anticipated reimbursable expenses with rates charged for each.

Component Costs: Include separate schedules of all fees and expenses for each of the work tasks and deliverables described in this RFP. These schedules should include hourly rates and number of hours anticipated for each staff level; as well as out-of-pocket expenses such as travel and transportation, meals, communications, and duplication costs. The total of these separate schedules should have a direct relationship to the total all-inclusive maximum price.

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Rates for Additional Services: If it should become necessary for the City to request the successful vendor to render additional services to either supplement services requested in this RFP or to perform any additional work as a result of the specific recommendations included in any report issued resulting from this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the Contractor. Any such additional work would be performed at the same rates submitted in the dollar cost bid unless otherwise noted in the proposal.

Proposal Format

To facilitate the evaluation process, all responses are required to adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals prior to submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed thirty (30) pages when printed on 8-½ by 11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The thirty (30) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the vendor's name; the name, address, e-mail, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Detailed proposal following the order set forth in the "Proposal Content" of this RFP.

IX. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. Experience of Firm and Project Personnel (40%)
    - Experience, resources, and qualifications of the firm and assigned individuals to perform tasks identified in the scope of work.

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2. Staff and Project Organization Plan (30%)
    - Assessment of how well the proposed solution will meet the needs of the City
    - Adequacy of the proposed labor
3. References Checks (15%)
    - Good reference checks from primary and/or secondary sources
4. Proposed fees for services (10%)
    - Proposed fees are reasonable
5. Responsiveness to RFP (5%)
    - Compliance with the required format
    - Offered new/innovative services, suggestions

Interviews

If necessary, the City may require the top-rated proposers to participate in an interview process. The City will notify proposers selected for the interview via e-mail to schedule a date and time. As part of the interview process, proposers may be required to provide sample backgrounds reports to demonstrate work quality. For any sample report(s) submitted for the City's review, the report should identify a fictitious individual.

X. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Lana Dich
City of Santa Fe Springs
Attn: Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

E-mail:
lanadich@santafesprings.org

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B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XI. Execution of Agreement

The resulting agreement (see attached sample Attachment B) shall be signed by the successful Contractor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Contractor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Contractor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

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XII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

***E.* Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

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obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Vendor. If not covered under Vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as

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the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIII. Business License Requirement

Contractors that conduct business within city limits may be required to obtain City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XIV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of

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items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XV. Non-Commitment of City

While the City intends to select a Contractor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVI. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Contractor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use of or presence of alcohol or drugs on the premises or work sites.

C. **Non-Discrimination:** The Contractor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

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D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age**: The Contractor will only hire individuals who are of legal age to work.

XVII. Records

The Contractor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Contractor to audit any performance aspect under this agreement.

XVIII. Use of Subcontractors

The Contractor shall be responsible for all work performed under the final agreement and shall keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work under the direct supervision of the Contractor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

XIX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Contractor. These changes will be processed by the City Manager.

XX. Disclosure of Information

A. The Contractor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Contractor shall be used exclusively in connection with the performance of services.

B. The Contractor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Contractor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXI. Ex-Parte Communications

Contractors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

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requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit contractors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

   1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
   2. The Contractor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
   3. The Contractor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – References
Attachment B – Sample PSA

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

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CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

_____

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

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dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

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due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

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in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

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right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

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19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

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The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

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_____

Date: _____

_____
Name: _____
Title: _____
Date: _____

ATTEST:

CONSULTANT

_____
Fernando Muñoz, Deputy City Clerk

_____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

SAMPLE

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EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

SAMPLE

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premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

SAMPLE

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

SAMPLE

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Notice Inviting Proposals
City of Santa Fe Springs
Request for Proposals No. 25 - 1
As-Needed Encampment Abatement and General Clean-Up Services

The City of Santa Fe Springs invites proposals from qualified contractors to provide encampment abatement and general clean-up services as needed, in accordance with the terms and conditions of Request for Proposals (RFP) No. 25-1.

To view the complete proposal package and associated documents, visit https://pbsystem.planetbids.com/portal/65093/portal-home and click “Bid Opportunities” or https://vendors.planetbids.com/portal/65093/bo/bo-detail/119455 to access the project directly. You can also visit the City's website and find the link mentioned above on the "Bids & Proposals" webpage.

Questions/inquiries regarding this opportunity must be submitted via the PlanetBids Portal by **Wednesday, August 14, 2024, at 2:00 pm PDT**. The City will not respond to any questions/inquiries submitted after this deadline.

Please review all related documents in their entirety before submitting a response. Responses must be submitted electronically via the City’s PlanetBids Portal by **Thursday, August 29, 2024, at 2:00 pm PDT**. Any proposals received after this deadline will be deemed non-responsive, and the City reserves the right to reject them.

Responses to this request will be evaluated to determine the most qualified and responsive contractors. Responses must adhere to the format and content described.

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EXHIBIT B

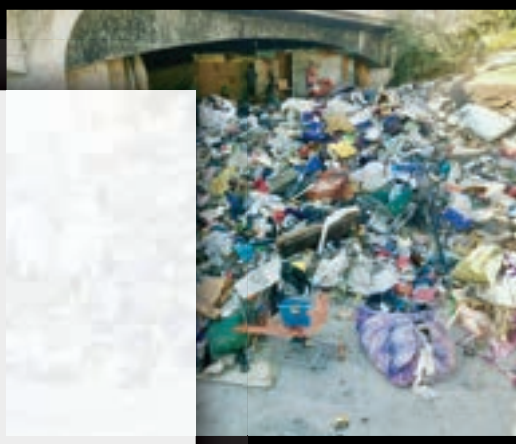
CONSULTANT'S PROPOSAL

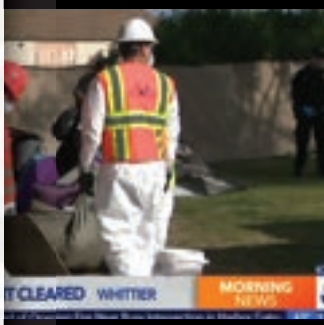
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OCEAN BLUE™
ENVIRONMENTAL SERVICES, INC.

Proposal for:

AS-NEEDED ENCAMPMENT ABATEMENT AND GENERAL CLEAN-UP SERVICES

City of Santa Fe Springs
Attn: Mr. Dino Torres, Mr. Micah Herd
11576 Telegraph Road Santa Fe Springs, CA 90670

By: Justin Lee
925 West Esther St., Long Beach CA 90813
jlee@ocean-blue.com / 310.357.7800

Due: August 29th 2024 @ 2:00pm

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

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TAB - A

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OCEAN BLUE
ENVIRONMENTAL SERVICES, INC.

August 27th, 2024

City of Santa Fe Springs
Attn: Mr. Torres, Mr. Herd
11576 Telegraph Road
Santa Fe Springs, CA 90670

Subject: On-Call Homeless Encampment Abatement and General Clean-up

Dear Mr. Torres, Mr. Herd:

Though we've never met, I bet you at least heard about Ocean Blue. We've done a lot work for the City, the City's tenants, the City's neighbors including: Whittier, Pico Rivera, Downey, Bellflower, Paramount, La Mirada, Lakewood, LA County Public Works, and more. After reading your RFP and the Q&A responses, I must say you are doing things a little differently than your neighbors. Which is fine, and I realize this is your first time soliciting this type of work. My hope is for us to grow together, and for Ocean Blue to become your valuable asset in our battle with homelessness.

Ocean Blue has the "availability to dedicate time, personnel, and resources to this effort… [and also] the city's needs for this project." Quite simply, you have called on us for emergency services for the last 5 years in a row, and we've performed every single time. Your tenants have called on us for the last 20 years, and your municipal neighbors for the last 30 years. We're very proud of our 100% track record—as you and your community relied on Ocean Blue for a dedicated fast & professional hazmat cleanup services.

In this proposal you'll see we can complete this scope of service efficiently, and have already done so for 30+ years. Please enjoy our proposal, I made it myself.

Justin Lee – President
925 West Esther St., Long Beach CA 90813
jlee@ocean-blue.com
O: 562.624.4120 | M: 310.357.7800
Ocean-blue.com

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TAB - B

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PROJECT UNDERSTANDING & APPROACH



At the time of writing, Ocean Blue has performed over 300 homeless encampment cleanups within the last year.

Introduction: Since the 2008 housing crisis, Southern California had a surge in homeless encampments. Especially in Los Angeles, we've seen increases in tents along beaches, freeways, channels and underneath bridges. "Tent cities" are now everyday sights, along with streets packed with RVs. Unfortunately, these encampments are concerns to society, public health and our environment. In Santa Monica, you must carefully walk on the beach in fear of stepping on a needle. San Diego had a severe Hepatitis A outbreak, which is spread by fecal matter and unwashed hands. Orange County had a political fiasco when attempting to relocate their infamous Santa Ana riverbed homeless community into local hotels. Foul odors, illicit RV blackwater discharges, car break-ins, the presence of disease carrying vectors have all increased. The ethics of homelessness—and its response—is debated, but these factors undeniably hurt local business. Associating trash, hazardous waste, biohazardous waste accumulates in public rights-of-way, and if not mitigated will damage our environment.

Homelessness is a symptom of a much larger problem. Until it's properly addressed, **local business**, **public health**, and our **environment** bear a growing burden.

Municipal Work: Ocean Blue currently holds **60+ southern Californian government contracts** for hazardous waste management and emergency response. Because of our specialty in handling hazardous waste—bio hazardous, oils, acids, aerosols—Ocean Blue performs homeless encampment cleanups for some of the largest government agencies in Southern California. These same agencies call on us to help with homeless encampment cleanups. Tab 5 shows a sample list of public agencies for whom we perform work for. Agencies approach homeless encampment cleanups differently. Overall strategy changes as this issue evolves. Some things to consider:



Political threshold: Local governments are under fire because of homeless issues. Businesses are exiting in mass. Citizens pay billions in taxes to tackle this problem with no avail. The homeless are filing class-action lawsuits against municipalities and winning. Because of this, all agencies' involvements & tempos vary. When a new government asks for our services, we always ask: does the agency wish to tackle this aggressively? What is the desired frequency of cleanup? One-time? Once a month? Does the agency have set areas for homeless living? Does the agency have ready access to law enforcement? These answers matter in tailoring an effective program.

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SERVICES: HOMELESS ENCAMPMENT CLEANINGS (CONTINUED)


Flea-borne typhus spreads across Los Angeles area | CNN

Flea-borne typhus has reached "epidemic levels" in Pasadena, California, and an outbreak has been reported in downtown Los Angeles. To date, there have been 57 cases across Los Angeles County, according to officials. The disease is

Known vectors: Other than standard issues associated with homelessness, is there a larger, more serious vector problem? Are we specifically addressing a hepatitis A outbreak? Are we spraying pesticides for fleas carrying typhoid? Fighting a known, active disease takes operations up a level. As required, **we maintain a Pest Control Business license with the California's Department of Pesticide regulation**, with multiple Qualified Applicators (Specialty K), with an active LA County registration.



Heavy vehicle access: What type of terrain are we cleaning? Are we tackling riverbeds lined with 10-ton rock that can only be accessed by labor to hand-pick everything? Or are we addressing open stretches of land that heavy equipment can access? Will equipment be operated in wet mud? Will we have to traverse through heavy brush? Is there a steep incline along an embankment? Can loaders, stake beds, bobcats, roll-offs enter? Or is the encampment smaller where we need to strike multiple areas with a trash truck?

Cleaning homeless encampments is not a simple task, and it requires collaboration between community organizations, local officials and outreach workers. Prior to cleaning, it's important to assess the situation to identify potential hazards and determine necessary resources. All technicians are medically cleared (with up-to-date vaccinations), are trained to identify & handle hazardous materials/wastes, and know how to don appropriate PPE (including boots with metal insoles and puncture-resistant gloves). During the initial tailgate safety meeting, supervisors discuss a site-specific job hazard analysis (JHA) to address potential hazards associated with the cleaning (i.e. fall hazards, needles, confined space entry, awareness of heavy-equipment). This analysis is constantly reviewed and re-communicated as the job proceeds.

Law Enforcement: As much as possible, local law enforcement must be present during an encampment cleaning. Law enforcement performs an initial sweep of the encampment, an determines the residents are indeed vacated. Law enforcement should remain on-scene in case the residents come back. Many times, the homeless are outraged they have to move, or have psychological conditions making them violent. We've had instances where we've been attacked by the homeless; so law enforcement is needed to mitigate/prevent such situations.



Lastly, should the agency mandate, law enforcement designates left-behind items as **"life essential"** for later storage. This often include medicines, documents, clothes, and blankets. We do not recommend storing "life essential items" in large capacities. Storage units quickly become unruly, and need to be staffed when homeless come to claim their items. These units attract homeless loitering and can be threatening to office-staff. Rather, we suggest the agencies perform diligent posting. Postings should be done weeks in advance, and again days in advance. Then let law enforcement give residents ample time to collect their most important items.

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SERVICES: HOMELESS ENCAMPMENT (EQUIPMENT)

Encampments are located in different places like underneath bridges, in marshes, in riverbeds and more. Having the right, specialized equipment makes encampment cleanups easier, safer and faster.



Trash Compactors: These are by far the most used piece of equipment. The compactor is very versatile, and offers 30 cubic yards of garbage holding capacity. It can be used in larger cleanups, but the compactor really shines when attacking smaller piles of trash scattered through out. With a smaller wheel base, a low vertical profile, the compactor fits in the tightest of spaces. The compacting mechanism is great for compacting garbage and offloading.



Stake Beds: These trucks have a 1-ton lift gate, with multiple access points (on both sides). Riverbeds and flood channels can be tight, and sometimes it is impossible to u-turn the trucks, so accessing the bed from different sides is an advantage. Stake beds are great in channels with vertical walls. While the truck sits in the channel, technicians can pile trash from above. Depedning on the application, we use stake beds with either 12 feet or 24 feet bed sizes.



Front Loaders: These large pieces of equipment make quick work on large piles of garbage. After technicians clear the hazardous waste in an encampment, loaders collect piles of trash in a single swoop. Additionally, we change the front bucket for a crushing-mechanism to break down large objects like burnt RVs. Loaders are best in open areas where multiple 40-yard bins are staged. As crews advance, loaders transport trash to the farther bins.



Roll-off trucks & Bins: Our fleet has both bobtail roll-offs for single bin carries, and roll-off rocket launchers for dual bin carries. 40-yard bins are great for holding large piles of trash. Bins walls are strong, so loaders can push down on the trash, and make more space for additional trash. While compactors struggle to crush large pieces of metal (i.e. steel bicycles & shopping carts), bins offer enough room to hold such items. And they are easy to dump.



Bobcat Skid Steers: Smaller than a front loader, bobcats are easy-to-use and more maneuverable and versatile. When used with tracks (instead of wheels), their small size allows them to work on uneven terrain, and in tight spaces like channels & tunnels. Bobcats also feature a hydraulic system that powers various attachments like buckets, forks and grapples: all necessary for the different applications homeless encampment cleanups offer.

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SERVICES: CONFINED SPACE ENTRY IN ENCAMPMENTS

PEH live in different types of confined spaces, more notably in underground storm drains and underneath bridge rafters. Both situations pose their own respective confined space entry risks. Storm drains are notorious for containing decaying foliage, which will emit H2S gases (hydrogen sulfide). H2S is a lethal gas that smells of rotten eggs. The bad news is that once you smell H2S, you quickly become odor blind and if you do not mitigate the gas, fatalities will occur. The good news is H2S is heavier (more dense) than standard breathable air, which means if you wear an H2S detector on your boot or belt, you can detect H2S before inhaling it through the nostrils or lungs. H2S is one of the leading causes of inhalation deaths, and Ocean Blue monitors this gas closely.

Bridge rafters pose different risks. Many agencies hire us for bridge rafter encampment cleanings specifically because of our fall-protection program. Boom lifts will only get you so far when cleaning a bridge, and you will eventually need a harness & tie-off. Proper protection is necessary to safely clean under any bridge. More interestingly, building an encampment under bridge rafters—versus building an encampment on level ground—requires more ingenuity. Consequentially, encampments underneath bridges are notorious for booby-traps. We've seen cleverly built pesticide-bombs and exposed electrical trip wires. Perhaps these booby-traps are left to prevent cleaning access, or rather because of PEH rivalries. Regardless, properly mitigating such traps requires competence. And when encountering such traps, not panicking is key. Lastly, anyone falling from such encampments—PEH or contractors—is a high liability. Likewise, bridge repairs from fire damage can cost an agency millions.

With years of field experience and the most current safety equipment available, we provide a safe, cost-effective confined space program. We established our confined space program in accordance with 29 CFR 1926.21, 29 CFR 1910.146 and NIOSH 80-106 for identifying and evaluating confined spaces to determine acceptable entry conditions. All personnel are trained for work in atmospheres immediately dangerous to life and health (IDLH). We perform so much confined-space entry, we create our own entry permits addressing dangers present in real time.





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SERVICES: WASTE MANAGEMENT



For the last 28 years, large Californian waste generators trusted Ocean Blue for their waste management. We understand the long-term liabilities associated with waste handling, packaging, transportation, recycling and disposal of hazardous and non-hazardous waste. This includes the removal & excavation of contaminated debris, laboratory packing of chemicals, packaging and consolidating hazardous materials, identifying and packaging unidentified materials, characterizing and profiling of waste, and transportation. Our Industry is one of the most regulated industries in the United States. Unfortunately willful violations are high in this industry, however Ocean Blue has never been in violation of DTSC, EPA, OSHA or any other regulatory agencies regulations. We encourage you to verify our status at: dtsc.ca.gov/hw-projects/enforcement-cases.

Labpacking Services: Ocean Blue is one of the largest labpacking companies in Southern California. We labpack approximately 200 drums a week. Our field chemists regularly identify, segregate and classify all types of hazardous wastes. At any time, drum inventory sheets are available for inspection. All drum labeling, marking and manifesting are done in full compliance with current EPA, DOT and State regulations.

All of our Clientele's waste is identified, separated, consolidated & packaged into proper shipping containers. Waste oil, oil filters, used & mixed fuels, light-bulbs, electronic waste, batteries and oily debris are sent to local TSDFs (preapproved by our waste router) for disposal/recycling. Once the waste area is cleaned, we replace the container's waste labels and record the new waste accumulation start dates. The proper storage & labeling of drums is vital to maintaining DTSC compliance. Additionally, Ocean Blue removes used absorbent and replaces it with new absorbent material, pressure washes the interior & exterior, and any possible remaining stains in the vicinity.





Ocean Blue is fully licensed, certified and trained to categorize hazardous wastes. Once the waste is categorized we package & transport the waste to a disposal facility. Some of the wastes we manage include:

- Asbestos
- Crude oil
- Fuel oil
- Mineral Oils
- Gasoline & Diesel
- Acids/Alkalines incl. Ammonia
- Polychlorinated Biphenyl's (PCB)
- Lead & Mercury
- Ferric Chloride & Chlorine
- Waste Tires & Treated Wood
- Biologically hazardous waste
- Sewage and other regulated wastes
- Antifreeze, Paints, Thinners
- Pesticides, Herbicides, Rodenticides
- Electronic Waste

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TAB - C

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Los Angeles County Dept. Public Works
Entity Address 900 S. Freemont, Alhambra CA 91803
Name of Contact Adriana Flores - Senior Civil Engineer
Telephone Number of Contact 626.458.7390
Email of Contact aflores@dpw.lacounty.gov
Project Title On-Call / As-Needed Removal of Hazmat
Date of Project 1995 - Present / $5M per year

Entity Name City of Covina
Entity Address 125 East College St., Covina CA 91723
Name of Contact Sharon Gallant - Environmental Svcs Mngr
Telephone Number of Contact 626.384.5484
Email of Contact sgallant@covinaca.gov
Project Title On-Call / As-Needed Removal of Hazmat
Date of Project 2017 - Present / $150K per 3-years

Entity Name City of Santa Ana
Entity Address 20 Civic Center Plaza, Santa Ana CA 92702
Name of Contact Craig Foster - Stormwater Coordinator
Telephone Number of Contact 714.647.5659
Email of Contact cfoster@santa-ana.org
Project Title Haz Waste Disposal, Crime Scene Clean-up
Date of Project 2003 - Present / $350K per year

*We maintain 40+ city contracts in Southern California, all are available for reference checks

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Long Beach, CA 90813

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RELEVANT EXPERIENCE

Since 1994, Ocean Blue has been the premier hazardous waste contractor in Southern California. Currently, over 40 southern California government agencies rely on us to tackle hazmat situations 24 hours a day, 365 days a year. While acid releases and truck fires garner the most praise & attention, people experiencing homeless (PEH) encampment cleanings are—by far—our most performed work. Last year in 2023 we performed 300+ PEH cleanings. Every agency deals with PEH differently. Even within each agency, different divisions operate differently (i.e. LACDPW flood & LACDPW road). Whether it is a large or small encampment, we tailor our service to any application. We can assemble small strike teams to tackle biohazardous & hazardous waste only. Or we can dispatch roll-off trucks with heavy equipment to move dozens of 40 yard bins a day. We are also familiar with special situations where we must conduct specialized traffic-control or perform permit-required confined space entry. Our flexibility and dedication to service sets us apart from the rest. While homelessness skyrocketed, word-of-mouth of Ocean Blue skyrocketed as well. Our offices are listed below. A list of agencies, whom we perform PEH cleanings for, follows.

Long Beach Headquarters
925 W. Esther St.
Long Beach, CA 90813
Ph: 562.624.4120

San Diego Office
3110 Hancock St.
San Diego, CA 92110
Ph: 619.294.6682



We have the most experienced PEH cleanup teams in southern California. While homelessness considerably grew after the 2008 housing market crash, we've been performing PEH cleanings consistently from 2005. While Los Angeles always had some type of PEH, we've been at the forefront of the Los Angeles PEH battle throughout the 21st century.

LOS ANGELES

L.A. Co. Department of Public Works – Waste Mgmt, Debris Collection and ER, Single Source	1995-Present
L.A. Co. Department of Beaches & Harbors– Waste Mgmt, Debris Collection and ER	2015-Present
Port of Los Angeles – Waste Mgmt, Debris Collection and ER, Single Source	1998-Present

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Port of Long Beach – Waste Mgmt, Debris Collection and ER	1998-Present
Cal Trans – Waste Mgmt & Emergency Spill Response	1995-Present
Alameda Corridor Transit Authority – Waste Mgmt, Debris Collection and ER, Single Source	2017-Present
City of Bell – Waste Mgmt, Debris Collection and ER, Single Source	2017-Present
City of Bellflower – Waste Mgmt, Debris Collection and ER, Single Source	2015-Present
City of Carson – Waste Mgmt, Debris Collection and ER, Single Source	1998-Present
City of Cerritos – Waste Mgmt, Debris Collection and ER, Single Source	2008-Present
City of Commerce – Waste Mgmt, Debris Collection and ER, Single Source	2017-Present
City of Covina – Waste Mgmt, Debris Collection and ER, Single Source	2018-Present
City of Downey – Waste Mgmt, Debris Collection and ER, Single Source	2015-Present
City of Duarte – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of El Segundo – Waste Mgmt, Debris Collection, Stormwater and ER, Single Source	2016-Present
City of Glendora – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of Industry – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of Inglewood – Waste Mgmt, Debris Collection and ER, Single Source	2007-Present
City of Lakewood – Waste Mgmt, Debris Collection and ER, Single Source	2013-Present
City of Long Beach – Waste Mgmt, Debris Collection and ER, Single Source	1998-Present
City of Montebello – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of Norwalk – Waste Mgmt, Debris Collection and ER, Single Source	2015-Present
City of Pasadena – Waste Mgmt, Debris Collection and ER, Single Source	2008-Present
City of Pico Rivera – Waste Mgmt, Debris Collection and ER, Single Source	2018-Present
City of Redondo Beach – Waste Mgmt, Debris Collection and ER, Single Source	2017-Present
City of Signal Hill – Waste Mgmt, Debris Collection and ER, Single Source	1997-Present
City of South Gate – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of Torrance – Waste Mgmt, Debris Collection and ER, Single Source	2015-Present
City of Whittier – Waste Mgmt, Debris Collection and ER, Single Source	2018-Present
City of Vernon – Waste Mgmt, Debris Collection and ER, Single Source	

ORANGE

Orange County Public Works – Waste Mgmt, Debris Collection and ER	2012-Present
Orange County Sheriff's Department – ER	2012-Present
City of Irvine – Waste Mgmt, Debris Collection and ER, Single Source	2017-Present
City of Garden Grove - Waste Mgmt, Debris Collection and ER, Single Source	2000-Present
City of La Mirada – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of La Palma – Waste Mgmt, Debris Collection and ER, Single Source	2019-Present
City of San Clemente – Waste Mgmt, Debris Collection and ER, Single Source	2016-Present
City of Santa Ana – Waste Mgmt, Debris Collection and ER	2009-Present

A full list of municipal & private clientele is available upon request

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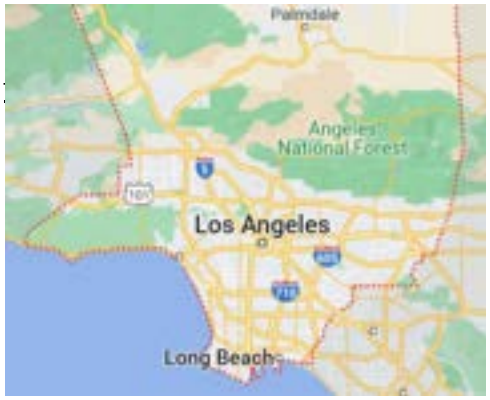
LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS

Contract No. 2017-AN014 As-Needed Emergency Removal of Hazardous Material
Contract No. BRC0000244 On-Call Non-Emergency Removal of Hazardous Material



Ocean Blue crews cleaning PEH encampments











Contract Value: $10,000,000 / Year
Date: 1995 – Present
Contact: Adriana Flores – Civil Engineer
Phone & Email: 626.458.7390 / aflores@dpw.lacounty.gov
Address: 900 S. Fremont, Alhambra, CA 91803

History: Every year the Los Angeles County Department of Public Works (LACDPW) is our most prestigious client. We have continuously renewed our various LACDPW contracts for nearly 30 years. The hazardous waste emergency response contract was originally awarded to 7 different contractors, then was eventually reduced to 3 different contractors, and then 2, and now for the last 15 years LACDPW trusted us as the single-source contractor for all of its hazardous waste needs. We have responded to every single LACDPW call-out. Whether it be a large spill, various persons experiencing homeless (PEH) encampment cleanings, clarifier pump-outs or maintaining the new Ballona Creek water-borne interceptor, the 007.

Homeless Encampments: Since the 2008 housing crisis, Southern California experienced a surge in homeless encampments. Because of our specialty in handling hazardous wastes we now perform PEH encampment cleanups nearly everyday for the County Flood & Road departments. Because of the terrain, the different departments perform PEH cleanings differently. For the flood department, we can perform confined space entries & air-monitoring to clear debris from underground drainage systems. For the Road department, we often use large equipment (i.e. trash trucks, roll-off trucks, heavy equipment) to efficiently clear debris in vast dirt applications. Our relationship with LACDPW has launched us to perform PEH cleanings to almost every neighboring city.

Emergency Response: LACDPW has the largest underground storm drain system in the world. Continuously for 28 years we intercepted spills and illegal discharges into this system. We have the fastest and most experienced hazmat crews in Southern California. Spills have included but are not limited to: factory fires, lethal H2S releases 2-miles long, milk spills and gasoline spills creating an ignitable atmosphere underneath homes and roadways.

Waste Management: Every 90 days our crews visit the County's 50+ locations to collect over 100 drums of hazardous and universal wastes.

The Ocean Cleanup: In 2022, LACDPW contracted Ocean Blue to maintain your 007 interceptor.

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CLIENT: CITY OF COVINA

Contract for Consulting Services: On-Call Hazardous Waste Disposal Services
Contract Piggybacked from the Port of Long Beach: On-Call Hazardous Waste Disposal Services



A cleanup using confined space entry gear

Contract Value: $150,000 / 3-years
Date: 2017 – Present
Contact: Sharon Gallant – Environmental Svcs & Transportation Mgr
Phone & Email: 626.384.5484 / sgallant@covinaca.gov
Address: 125 East College St., Covina CA 91723









History: In 2017 Covina solicited services for On-Call Hazardous Waste Management Services. Ocean Blue received first place and was awarded this contract. This contract initially started at $10K per year, but as the city slowly saw Ocean Blue's value, they decided to amend the contract to the current value of $50K per year. Furthermore, when this contract expired in 2022, the city decided to not resolicit these services. Instead, to lock-in Ocean Blue as a contractor and to obtain favorable terms/pricing, Covina decided to piggyback our contract with the Port of Long Beach. In effect, the city gets to keep Ocean Blue as a contractor and obtains the favorable pricing of a much large contract. A win-win for both parties.

Emergency response: Since 2017 Ocean Blue has served the city of Covina in maintaining the public rights-of-way free of any hazardous materials. This includes emergency response for any spills, releases and illegal discharges. In addition, we aid the city with homeless encampment cleanings. This usually involves coordinating with local law enforcement to remediate any hazardous (and biohazardous) materials.

Confined Space Entry: Depending on the cleanup, Ocean Blue may choose to enter the designated area using confined space entry procedures. As shown above, sometimes the homeless live in areas where confined space entry equipment is deemed necessary.

Waste Management: Every 90-days we clean the city's self-generated hazardous waste cage. Waste includes oils, filters, debris, paints, fire extinguishers, batteries and light bulbs. All waste is packaged in proper D.O.T. shipping containers and manifested accordingly. On the same day, we will haul the waste to our 10-day holding facility and later ship it to an approved TSDF.

Classes: Covina invites Ocean Blue to conduct a 2-hour class teaching the use of absorbent and preventing releases from entering the storm drain by diking weak points. We also discuss the importance of PPE. These classes are free-of-charge and a good opportunity to brainstorm ways both organizations can synergize.

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CLIENT: CITY OF SANTA ANA

Contract No. A-2021-097-01: Spill Response, Haz Waste Disposal, Storm Drain Maintenance
Contract No. 7030: Bio-hazard Crime Scene Clean-up and Jail Decontamination Services

A large building fire affected underground drains











Contract Value: $350,000 / year
Date: 2003 – Present
Contact: Craig Foster – Stormwater Coordinator
Phone & Email: 714.647.5659 / cfoster@santa-ana.org
Address: 20 Civic Center Plaza, Santa Ana CA 92702

Summary: Continuously for 20+ years, we maintained the public rights-of-way for the City of Santa Ana. Additionally, our contract with Orange County Public Works, allows us to respond to OCPW call-outs, within OCPW jurisdiction, within the City of Santa Ana. Any spills, releases and discharges are quickly addressed. In addition, we aid the City with any storm water system maintenance from cleaning catch basins, bypass jetting, open channel maintenance, and flooding.

City-wide Catch Basin Cleaning: Santa Ana has over 1,500 basins throughout the city. Twice a year, we clean these basins. Navigating city Streets – sometimes during traffic hours – requires careful planning. For additional ease, we fabricated a smaller pressure-washer/vacuum combo unit. This combo unit is a class C vehicle with a gross vehicle weight of under 26,000 pounds. Equipped with traffic control lights, this unit is perfect for smaller crews to tackle hard-to-reach areas.

Bypass Jetting: Using our utility trucks & specialized Combination Vactor Jetter, we jet about 27 bypasses and 180 culverts for debris, dirt & gravel. In order to effectively complete this scope of work, safety & traffic control are essential. Many times, bypass cleaning requires lane/shoulder closures using reflective cones & arrow boards.

Trauma Scene (Biohazardous): For the last 15 years Ocean Blue worked closely with the Santa Ana Police Department. We have responded to shootings, stabbings and fatal car accidents. We routinely visit the Santa Ana jail to decontaminate jail cells of biohazardous waste. And there has been an increase in biohazardous call-outs because of the surge in homelessness and all that it brings.

Fire: Last year we were dispatched to respond to a burned down building. We quickly responded to contain the majority of fire suppressant water that entered underground storm drains. We boomed the area, staged containment, and vacuumed the water

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LUIS VALADEZ

Supervisor

CONTACTS

562.519.2030

lvaladez@ocean-blue.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2017

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Responsible for various hazardous waste contracts. Regularly performs PEH encampment cleanings, emergency response, and hazardous waste management. Identifies unknown chemicals by using haz-cat procedures and chemical packaging techniques. Coordinates resources to meet client needs. Performs job-walks and prepare cost estimates/bids. Leads PEH encampment cleanups for the Los Angeles County Department of Internal Services, the city of Covina, the city of Southgate, and the city of San Clemente.

2016
2010

Lead Technician

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Coordinated & supervised technicians on projects for a variety of contracts. Projects included PEH encampment cleanings for the Los Angeles County Department of Public Works, emergency response, and waste management. Additional duties included packing, labeling, manifesting and transporting waste to Treatment, Storage and Disposal Facilities.

2010
2004

Technician

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Worked PEH encampments. On call1st responder for Hazardous Material responses.

NOTEWORTHY PROJECTS

Current
2017

Supervisor / City of Covina

In 2017 Covina solicited an RFP for hazardous waste management & emergency response services. Fortunately, we won first place and officially started our relationship with the city. The contract started off small, less than $10K a year. But overtime, the city witnessed our value (especially when encountering PEH cleanings) and amended the contract to $35K a year.

Current
2020

Supervisor / City of Southgate

We officially started working for the city of Southgate in 2020. We do so many PEH cleanings for LA County that Southgate staff eventually saw us conducting work near their jurisdiction. Naturally they contracted Ocean Blue to perform the same work for the city. While the amount of work is smaller, it is consistent. We love the repeat business with municipal clientele: $17K per year.

Current
2016

Supervisor / City of Hawaiian Gardens

In 2018 Mr. Valadez met the city of Hawaiian Gardens during a Caltrans PEH onramp incident. The job was close to the city jurisdiction, so the city monitored the cleanup. Simply put, they liked the way we worked. And at the time, they were unhappy with their current vendor. By next year, we became the city's hazardous waste contractor: $10K per year.

CERTIFICATIONS & TRAINING

HAZWOPER 40 – Hour Course CFR 1910.12
HAZWOPER 8 – Hour Refreshers
First Responder Training
Bloodborne Pathogens CFR 1910.1030
Medic First Aid & CPR Training Courses
Confined Space Entry Qualified Person

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ED LONG

PROJECT MANAGER/ R.E.A CHEMIST / SAFETY MANAGER

WORK EXPERIENCE

Current – 1996

Project Manager / Chemist / Safety Manager

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Long is a Project manager with 47 years of experience managing HazMat. Major responsibilities include job-walks, providing estimates and performing work for the Los Angeles County Department of Public Works Flood Division (Stormwater department). Services include emergency response, PEH encampment cleanings, catch basin cleaning, pump station & channel maintenance. Mr. Long also oversees emergency flooding and HazMat response. Mr. Long coordinates waste management, on-site remediation, and decontamination projects. Specializes in identifying unknown chemicals and chemical packaging services. As Ocean Blue's Safety Manager, he verifies that our technical personnel are current on all safety regulations.

1996 – 1995

Supervisor / HazMat Incident Commander

Allwaste, Inc. | Long Beach, CA

Coordinated & supervised oil/chemical emergency response teams, site cleanup, industrial cleaning and other field activities. Managed Superfund site at Omega Chemical Company sampling and identifying over 4,000 drums of unknown hazardous waste. Also directed Health & Safety training and compliance for the Long Beach Transportation and Remediation office.

1980 – 1994

Emergency Response Operations Manager

Pacific Environmental | Carson, CA

While responsible for developing the emergency response division, responded to over 600 incidents. Also directed field crews in industrial cleaning, clandestine drug labs, drum management, tank removals and plant closures. As the Health & Safety supervisor, developed the Injury and Illness Prevention Program in compliance with SB 198.

CONTACTS

310.629.5049

elong@ocean-blue.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

NOTEWORTHY PROJECTS

Current – 1996

Project Manager / Los Angeles County Department of Public Works

While working with Ocean Blue, Mr. Long served the Los Angeles County for the last 25 years. Valued at $5M per year, services include emergency response, PEH encampment cleanings, hazardous waste management, and abandoned waste pickups. As of recent, Mr. Long currently mitigates homeless encampment cleanups for the county's flood division, managing 10-man strike teams per day.

Current – 1996

Project Manager / City of Long Beach

Ed Long's longest running client is the City of Long Beach. Ed Long serviced the city before he joining Ocean Blue in 1996, and continued servicing the city for the next 26 years. Long Beach has one of the most strict requirements requiring boots on the ground within 30 minutes of a phone call. Because most Ocean Blue employees live within 10 minutes of our yard, and because we maintain emergency response units ready 24/7, we are able to beat the time limit.

CERTIFICATIONS & TRAINING

Registered Environmental Assessor No. 03446

Certified Hazardous Materials Manager

HAZWOPER – 40 Hour Course CFR 1910.12

HAZWOPER – 8 Hour Refresher

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JUSTIN LEE

PRESIDENT

CONTACTS

310.357.7800

jlee@ocean-blue.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2021

President

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Lee is the President & General Manager of Ocean Blue. Daily tasks include managing teams of project managers, supervisors, dispatch, commercial drivers and technicians. Mr. Lee still personally oversees contracts/proposals. He is the direct liaison with the regulatory agencies and local unions. In the field he performs underground spill cleanups, PEH encampment cleanings and regular waste management. Mr. Lee also conducts Ocean Blue's safety program and annual HAZWOPER refresher trainings. Other tasks include: commercial truck driving/instruction and public relations.

2020
2012

Contract Manager

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Responsible for various hazardous waste contracts assembly. Assisted with billing, human resources and finances. Tasks further include coordination of supervisors, technicians and subcontractors, on-site remediation, waste management, decontamination & emergency response projects. Performs job walks and prepared cost estimates.

NOTEWORTHY PROJECTS

Current
2015

Project Manager / Los Angeles County Department of Beach Harbors

Mr. Lee is Ocean Blue's direct liaison to the Los Angeles County Department of Beaches & Harbors (LACDBH). He regularly performs spill cleanups, PEH encampment cleanings along the beach waste management, storm drain cleaning, boat-fire response, and will handle numerous special projects. 2 special projects were $2M+ emergency road construction projects due to inclement weather. This contract is valued at $260K per year, but through exposure to LACDBH's private marinas, tenants and boat owners, Mr. Lee generates $500K of work annually.

EDUCATION

2011

Pitzer College, Claremont CA: Bachelor's Degree 2011

Major: Economics & Environmental Studies – Chancellor's List

CERTIFICATIONS & TRAINING

HAZWOPER 40-Hour Course CFR 1910.120
HAZWOPER 8-Hour Refreshers
Commercial Class A Driver with H/Tankers Endts
Bloodborne Pathogen Training
Incident Command Systems 100, 200, 300, 700
Trauma Scene Waste Practitioner
HAZWOPER Train the Trainer CFR 172.704
CPR / First-Aid Trained
Confined Space Entry Rescue
Hazardous Waste Generator Course (#113)
Calibration Training for M2A Gas Transmitters
Hazcat Identification Training

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925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

STATEMENT OF WORK



We've served Los Angeles consistently—and with praise—for 30+ years. Many are already familiar with Ocean Blue's high-level of service. For anyone new, the following pages contain schedules, procedures, techniques and methods that will be employed in meeting the objectives outlined in the scope of work. We will cover:

1. Homeless encampment cleaning
2. Abandoned waste pickups
3. Biohazardous cleanups

Additional work plans are available upon request.

Contact Information:	562.624.4120 / 800.990.9930. Our live dispatch is available 24/7.
Ocean Blue's location:	Strategically located on the 710 freeway, we can quickly access the 405, 91 and 105 freeways.
Prevailing Wage:	If work is determined to be prevailing wage, our technicians are paid as laborers-group 5.
Schedule:	Supervisors can be on site within 1 hour of a call out. Crews/Equipment within 1.5 hours.
TSDFs	We work with several highly qualified TSDFs and recyclers. Ocean Blue has never transported an Agency's waste to an unauthorized TSDF or recycler. If there is an issue with a TSDF, the agency will be notified right away, and waste will be routed to another facility.
Job walks	Job walks are performed free of cost.
Suggestions:	- Trash Compactor trucks make tight spots easily accessible - When possible, work with multiple cities/agencies when near jurisdiction lines - You require a 4 hr response time. That is a long time. We suggest a 1 hr response time - Justin Lee gives really fun Hazmat classes if you're interested - Most agencies do not require Prevailing Wage for this scope. Ask yourself, "does homeless encampment cleaning pertain to the regular maintenance of public infrastructure?" Or is what we're doing more janitorial (non-PW)? - You do not mention posting. Posting is great for informing the people a cleanup is scheduled for this area. 1-week, and 3-day prior postings are nice.

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

HOMELESS ENCAMPMENT CLEANING

CONFIDENTIAL

Obtain site address & size of area of encampment. Obtain approved notices (if necessary). Post notices.

Conduct job walk (with agency). Provide agency with cleanup estimate. Confirm eviction notice is posted.

Days before cleaning, coordinate with public works, law enforcement, and social outreach programs.

Morning of, crew meets at Ocean Blue yard to mobilize equipment and materials: bags, PPE, drums, biohazardous containers.

Prior to cleaning, law enforcement will ensure all homeless have vacated. Conduct safety tail gate meeting.

Don PPE & puncture-proof gloves. Using hudson sprayer, sanitize area for bacteria with scented bleach.

Photograph waste before separating hazardous/biohazardous wastes. For flat areas, use skidster to pickup debris.

Segregate personal valuables. Agency will determine if personal belongings will be saved. Bag all trash & debris.

Combine trash into staged bin(s) or 24' open stakebed truck(s), or trash compactor(s).

Supervisor will hazcat hazardous unknown chemical wastes according to local regulation. Package accordingly.

With all trash & debris loaded in bins, with all biohazardous/hazardous waste packaged, prepare shipping documentation.

Decontaminate equipment. Re-sanitize area (again). Deodorize area (again).

Have representative sign documentation Final walk around. If necessary, take after-pictures.

Take trash & debris straight to disposal site. Transport hazardous waste to Ocean Blue yard pending TSDF profiling.

Transport hazardous waste to pre-approved TSDF. Close out paperwork. Create invoice with fully completed manifests.

CONFIDENTIAL

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

ABANDONED WASTE PICKUPS

CONFIDENTIAL

Agency calls Ocean Blue's office directly for a service request.
This phone is answered by an OB dispatcher 24/7.

↓

Dispatcher asks for logistics including the site contact, quantities & types of waste, job location, condition of containers, surface type, if traffic control is needed and the available onsite resources.

↓

Supervisor (who drives a personal emergency response vehicle) is dispatched straight to the site location. The Supervisor's truck has containment materials (if needed) and Haz-catting equipment.

↓

While Supervisor is in route, technicians are dispatched. Supervisor may call technicians to bring additional materials and/or equipment. Response time must be within 1-hour.

↓

Supervisor arrives on scene. If needed, the onsite contact will brief our Supervisor. After initial brief, Supervisor contains any leakage with materials. We may begin Haz-catting.

↓

Technicians arrive on site. Don PPE. Conduct tailgate safety meeting. Supervisor then identifies/characterizes waste to begin packaging process.

↓

Technicians package identified waste into appropriate D.O.T. containers. Any "unknowns will be categorized prior to packaging. Supervisor prepares manifests, bills of lading, labels & work tickets.

↓

Crew loads wastes according to compatible hazard class. Crew assures work area is left in satisfactory condition. Supervisor obtains approval & signed paperwork.

↓

Demobilize & return to OB yard for waste consolidation and later disposal. If weight is an issue, weight per axel is assessed (with a local scale), and weight may need to be distributed.

↓

Transport waste to disposal & recycling sites. OB mails the generator copies of the manifest to DTSC.

↓

Closing remarks. Discuss possible prevention. Debrief. Bill accordingly. Close out paperwork. Create invoice with fully completed manifests.

CONFIDENTIAL

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

BIOHAZARDOUS CLEANUPS

CONFIDENTIAL

Agency calls Ocean Blue's office directly for a service request.
This line is answered by an OB dispatcher 24/7.

↓

Dispatcher asks for logistics including the site contact, quantities & types of waste, job location, condition of containers, surface type, if traffic control is needed and the available onsite resources.

↓

Supervisor (who drives a response vehicle home) is dispatched straight to the site location.
While Supervisor is in route, dispatcher calls technicians, additional materials and/or equipment

↓

While Supervisor is in route, technicians are dispatched. Supervisor may call technicians to bring additional materials and/or equipment. Response time must be within 1-hour.

↓

Response time must be within 1-hour. If needed, Supervisor performs spill containment.
Crew arrives. Don PPE. Conduct Tailgate Safety Meeting. Implement traffic control.

BLEACH / PRESSURE WASHING METHOD

↓

Set up containment with sand bags at lower end

↓

Spray Bleach Solution to contaminated areas, and wait 20 minutes for solution to work

↓

Pressure wash the area & recover with vacuum equipment

BLEACH / ABOSRBENT METHOD

↓

Spray Bleach Solution to contaminated areas, and wait 20 minutes for solution to work

↓

Pick up contaminated bleach solution using scrapper, rags or absorbent

↓

Place them (including scrapper) into bio-haz container

CONFIDENTIAL

↓

Prepare Bio-Haz form, bills of ladings labels and work tickets

→

Complete paperwork, obtain signatures and distribute copies to rep.

→

Transport bulk liquid to TSDF and solids to OB yard for later disposal to TSDF

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ORGANIZATIONAL CHART

OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

- **Maria Lee** — Chief Executive Officer
  - **Justin Lee** — General Manager
    - **Chris Anguiano** — Project Manager
      - **Ed Acosta** — Project Manager
        - **Bill Piekkola** — Supervisor
          - **Raul Sandoval** — Supervisor
    - **Luis Valadez** — Project Manager
      - **Ed Long** — Project Manager
        - **Rico Ruiz** — Supervisor
          - **Brandon Martinez** — Supervisor
    - **Don Ostrand** — San Diego Operations Manager
      - **Daniel Gaeta** — Supervisor
        - **Manny Ramirez** — Supervisor
          - **William Jones** — Supervisor
      - **Andy Cruz** — San Diego Supervisor
      - San Diego Technicians
      - San Diego Drivers
  - **Moonho Lee** — CFO & Vice President
    - Contracts Administration
    - Accounts Payable
    - Billing & Accounts Receivable

Raul Sandoval, Brandon Martinez, William Jones → Dispatch

Dispatch → Drivers; Technicians; Equipment Operators; Labs; T.S.D.F.s; Sub Contractors

Approved:

Maria C. Lee, C.E.O.

02/07/23

Date

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

TRAINING

	Years of Experience	Years with Ocean Blue	OSHA – 40 Hour	OSHA – 8 Hour	Bloodborne Pathogen	CPR / 1ST-AID	Confined Space Entry	HAZMAT Endorsement
SUPERVISORS								
Acosta Edmund	36	26	✓	✓	✓	✓	✓	✓
Long Edward	47	26	✓	✓	✓	✓	✓	✓
Ostrand Don	34	26	✓	✓	✓	✓	✓	✓
Ramirez Manny	26	4	✓	✓	✓	✓	✓	
Ruiz Rico	31	26	✓	✓	✓	✓	✓	
Valadez Luis	19	19	✓	✓	✓	✓	✓	
Gaeta Daniel	17	17	✓	✓	✓	✓	✓	
Piekkola Bill	16	16	✓	✓	✓	✓	✓	✓
Sherlock Tom	16	16	✓	✓	✓	✓	✓	
Anguiano Chris	13	7	✓	✓	✓	✓	✓	✓
Sandoval Raul	13	6	✓	✓	✓	✓	✓	
Jones Will	10	10	✓	✓	✓	✓	✓	
Martinez Brandon	10	10	✓	✓	✓	✓	✓	
DRIVERS								
Reyes Filemon	29	26	✓	✓	✓	✓	✓	✓
Raines Jeremey	17	6	✓	✓	✓	✓	✓	✓
Jose Ramirez	20	1	✓	✓	✓	✓	✓	✓
Brian Ventura	4	4	✓	✓	✓	✓	✓	✓
Justin Huddleston	4	4	✓	✓	✓	✓	✓	✓
OFFICE								
Lee Maria	31	26	✓	✓				
Lee Moonho	31	26	✓	✓	✓	✓	✓	✓
Simmons Christine	22	22	✓	✓				
Gaeta Julio	18	18	✓	✓	✓	✓	✓	
Boren Brent	15	15						
Mejia Wendy	15	21						
Rios Alexis	9	3						

	Years of Experience	Years with Ocean Blue	OSHA – 40 Hour	OSHA – 8 Hour	Bloodborne Pathogen	CPR / 1ST-AID	Confined Space Entry	HAZMAT Endorsement
TECHNICIANS								
Barba Benjamin	32	27	✓	✓	✓	✓	✓	
Borrayo Jose	32	27	✓	✓	✓	✓	✓	
Carrasco Ismael	32	27	✓	✓	✓	✓	✓	✓
Martinez Archie	32	27	✓	✓	✓	✓	✓	
Valadez Eddy	32	27	✓	✓	✓	✓	✓	
Yanez Dennis	32	26	✓	✓	✓	✓	✓	
Jimenez Miguel	13	13	✓	✓	✓	✓	✓	
Martinez Ruben	13	12	✓	✓	✓	✓	✓	
Monge Henry	12	10	✓	✓	✓	✓	✓	
Valadez Omar	11	11	✓	✓	✓	✓	✓	
Acosta Dennis	11	11	✓	✓	✓	✓	✓	
Justin Lee	10	10	✓	✓	✓	✓	✓	✓
Jackson Joseph	9	9	✓	✓	✓	✓	✓	
Hernandez Ernesto	7	7	✓	✓	✓	✓	✓	
Castellanos Jesus	6	6	✓	✓	✓	✓	✓	
Garcia Jonathan	5	5	✓	✓	✓	✓	✓	
Velazquez Eduardo	5	5	✓	✓	✓	✓	✓	
Ochoa Eduardo	4	4	✓	✓	✓	✓	✓	
Ochoa Gerardo	4	4	✓	✓	✓	✓	✓	
Martinez Archie Jr.	4	4	✓	✓	✓	✓	✓	
Rojas Victor	4	4	✓	✓	✓	✓	✓	
Valdez Ernesto	4	4	✓	✓	✓	✓	✓	
Ramirez Christofer	4	3	✓	✓	✓	✓	✓	
Serrano Vinci	3	3	✓	✓	✓	✓	✓	
Ramirez Roger	3	3	✓	✓	✓	✓	✓	
Cruz Andres	3	3	✓	✓	✓	✓	✓	
Alvarez Marco	3	3	✓	✓	✓	✓	✓	
Jimenez, Miguel Jr.	3	3	✓	✓	✓	✓	✓	
Alex Morales	1	1	✓	✓	✓	✓	✓	
Joan Meza	1	1	✓	✓	✓	✓	✓	
Will Garcia	1	1	✓	✓	✓	✓	✓	
Eduardo Marquez	1	1	✓	✓	✓	✓	✓	
Francisco Campana	1	1	✓	✓	✓	✓	✓	

Training: this page illustrates only a sample selection but all Ocean Blue employees—at a minimum—have OSHA 40 Hour, OSHA 8 Hour, Bloodborne Pathogen, CPR / 1ST-Aid, and confined space entry. Sample certifications can be found in tab 8 – *Staff Licensing*. All certifications are available upon request.

Union: we are a signatory with ILWU Local 56 and have access to an additional 50 technicians 24/7. This union carries all industry required certifications.

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TAB - E

Docusign Envelope ID: B0FB7E37-1FAF-41E0-BB63-40DF84944A95

925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

CONFLICT OF INTEREST STATEMENT (NONE)

Ocean Blue has no financial, business, or other relationship with the City that may have an impact upon the selection process.

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TAB - F

Docusign Envelope ID: B0FB7E37-1FAF-41E0-BB63-40DF84944A95

OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

COST PROPOSAL

Please use our Planet bids pricing for official submission. However, in the following pages you will see how we normally bill. We create a ticket (which is signed by the agency representative), and we bill off the ticket. Normally we bill portal to portal, and cost plus a % on disposal. Normally homeless encampment cleaning is not billed per prevailing wage (PW), but in this case I included PW pricing.

Additionally, I am including our standard rate sheet. Should you require any special projects, this rate sheet gives us the most flexibility to handle any hazmat situation.

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OCEAN BLUE
ENVIRONMENTAL SERVICES, INC.

925 West Esther Street
Long Beach, CA 90813

Ph: (562) 624-4120
www.ocean-blue.com

INVOICE

VIA EMAIL

NO. MOCK

BILL TO: CITY OF SANTA FE SPRINGS
11576 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670
ATTN: ACCOUNTS PAYABLE

INVOICE DATE: 8/29/24
PO: 001
TERMS: NET 30 DAYS

DESCRIPTION	QTY	START	STOP	BREAK	DURATION	RATE	AMOUNT
REQUESTER: MR. DINO TORRES							
JOB LOCATION: ON SITE							
JOB DESCRIPTION: HOMELESS ENCAMPMENT CLEAN UP							
NOTE: THIS IS A PREVAILING WAGE JOB.							
Monday, September 2, 2024							
SUPERVISOR - S/T PW	1	7:00	13:00	0.00	6.00	147.20	$ 883.20
UTILITY TRUCK 4X4 W/TRAFFIC & L.G.	1	7:00	13:00	0.00	6.00	56.00	336.00
TECHNICIAN - S/T PW	3	7:00	13:00	0.00	6.00	108.90	1,960.20
GEAR TRUCK W/LIFTGATE	1	7:00	13:00	0.00	6.00	56.00	336.00
TRASH COMPACTOR - S/T	1	7:00	13:00	0.00	6.00	253.20	1,519.20
LEVEL "D" PPE	4	SETS				36.40	145.60
PLASTIC BAGS	1	BOX				83.50	83.50
5-GALLON DOT DRUM, POLY	1	EACH				20.60	20.60
30-GALLON DOT DRUM, POLY	1	EACH				76.00	76.00
55-GALLON DOT DRUM, STEEL	1	EACH				67.80	67.80
Tuesday, September 3, 2024							
TRANSPORT WASTE TO TSDF AND RETURN TO YARD							
TECHNICIAN - S/T	1	8:00	12:00	0.00	4.00	63.90	255.60
GEAR TRUCK W/LIFTGATE	1	8:00	12:00	0.00	4.00	56.00	224.00
PRR, TICKET# 145800							97.20
MWS, INV# 51382							11.04
CROSBY & OVERTON, INV# 349736							169.05
HANDLING FEE 20%							55.46
						TOTAL	$ 6,240.45

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OCEAN BLUE ENVIRONMENTAL SERVICES INC

PERSONNEL WORK TICKET

No: 93468

BILL TO:
COMPANY NAME: City of Santa Fe Springs
STREET ADDRESS: 11576 Telegraph Road
CITY: Santa Fe Springs ST: CA ZIP: 90670
P.O. # 001
REQUESTER: Mr. Dino Torres

JOB NO: Mock
JOB NAME: Encampment
JOB DATE: 9/1/24
JOB DAY: (M) T W T F S S
PAGE 1 OF 1

JOB LOCATION: 11576 Telegraph Road, Santa Fe Springs
JOB DESCRIPTION: Clean up trash and debris left by transients. Sort through rubbish and remove all hazardous waste items. Label, manifest and transport waste items for disposal.

TITLE	NAME	START	STOP	DOWN
Sup	Supervisor - Luis Valadez	0700	1300	0
Trk	Utility truck #115			
Tech	Omar Valadez - Technician			
Tech	Eddy Valadez - Technician			
Tech	Ernesto Valdez - Technician			
E	Gear truck #210			
E	Trash Compactor #TT-2 (Victor Rojas)			
PPE	PPE level "D"	x04 SETS		
BAG	Plastic bags	x01 ROLL		
Dm	5-gallon Bio drum	x01		
Dm	30-gallon Poly drum	x01		
Dm	55-gallon Steel drum	x01		

COMMENTS:

DISPOSAL TO BILL? (Y) or N

FIRST DAY FOR THIS JN? (Y) or N

LAST DAY FOR THIS JN? (Y) or N

SOLID WASTE
TSDF: P.R.R. (Trash)
MANIFEST #: B.O.L.
TSDF: Medical Waste
MANIFEST #: B.O.L.
TSDF:
MANIFEST #:

LIQUID WASTE
TSDF: Crosby (Paints)
MANIFEST #: 1234
TSDF:
MANIFEST #:
TSDF:
MANIFEST #:

WHITE - OFFICE YELLOW - CUSTOMER

SYSTEM GENERATED
Ticket# 145800

Deputy YOWEL GALDAMEZ

PARAMOUNT RESOURCE RECY
7230 E PETTERSON LN
PARAMOUNT CA 90723

Date: 7/15/24
In Time: 12:58 PM
Out Time: 12:58 PM
Inbound Load

Cust# 05-0000019
OCEAN BLUE
925 W ESTHER ST
LONG BEACH CA 90813

Vehicle ID: OBTT2 OCEAN BLUE #TT2
Vehicle Lic#:
Origin: LB LONG BEACH

Comment:

Material	Gross Wgt	Tare Wgt	Net Wgt	Qty	Amount
TRASH-LOOSE	1 22240 LB	T 20080 LB	2160 LB	1.08 TN	$97.20

Total- 1.08 TN 97.20

Weighmaster Certificate

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measures Standards of the California Department of Food and Agriculture.

Driver Signature

Weighmaster Signature

Weight Codes: M=Manual, T=Stored Tare, 1/2 = Scale

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STRAIGHT BILL OF LADING

ORIGINAL — NOT NEGOTIABLE

Shipper No. Load #1

Carrier No. Mock

Page 1 of 1

Ocean Blue Environmental Services (Name of carrier) (SCAC)

Date 7-15-24

On Collect on Delivery shipments, the letters "COD" must appear before consignee's name or as otherwise provided in Item 430, Sec.1.

TO:
Consignee Paramount Recycling
Street 7230 E. Petterson
City Paramount State CA Zip Code 90723

FROM:
Shipper
Street
City State Zip Code
562-624-4120

Route

Vehicle Number

No. of Units & Container Type	HM	BASIC DESCRIPTION UN or NA Number, Proper Shipping Name, Hazard Class, Packing Group	TOTAL QUANTITY (Weight, Volume, Gallons, etc.)	WEIGHT (Subject to Correction)	RATE	CHARGES (For Carrier Use Only)
01		Trash & Debris	3000	P		

PLACARDS TENDERED: YES ☐ NO ☐

Note — (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property, as follows: "The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____."
(2) Where the applicable tariff provisions specify a limitation of the carrier's liability absent a release or a value declaration by the shipper and the shipper does not release the carrier's liability or declare a value, the carrier's liability shall be limited to the extent provided by such provisions. See NMFC Item 172.
(3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation. See Section 2(e) of Item 360, Bills of Lading, Freight Bills and Statements of Charges and Section 1(a) of the Contract Terms and Conditions for a list of such articles.

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Signature

REMIT C.O.D. TO:
ADDRESS

COD Amt: $

C.O.D. FEE: PREPAID ☐ COLLECT ☐ $

TOTAL CHARGES $

Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignor)

FREIGHT CHARGES
FREIGHT PREPAID except when box at right is checked ☐ Check box if charges are to be collect

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of, said property over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with all the lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

SHIPPER

PER

CARRIER Ocean Blue

PER Samuel Yoeta

DATE 7-15-24

1

Permanent post-office address of shipper.

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MWS
7321 Quimby Street
Paramount, CA 90723
Phone: (888) 610-1311
Fax: (562) 529-3717

CUSTOMER NO	001038
INVOICE DATE	7/20/24
INVOICE NO	0000051382
CUSTOMER PO	
DUE DATE	8/19/24

BALANCE FWD	$7,107.72
PAYMENTS	$-4,712.49
CREDITS	$0.00
CHARGES	$1,512.28
BALANCE DUE	$3,907.51

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	BALANCE DUE
$ 3,851.33	$ 56.18	$ 0.00	$ 0.00	$ 0.00	$ 3,907.51

SERVICE DATE	DESCRIPTION	COUNT	WEIGHT	UNIT PRICE	AMOUNT
New Charges					
Site 001038-0001 - Ocean Blue ENV. Services - 925 W Esther St, Long Beach					
7/15/24	**Manifest # 0000204007**				
	20 Gallon-Bio (Round) PER NET POUND	2	28.00	$0.49	13.72
	Bio Minimum Transaction Charge	1		$5.71	5.71
	Misc - BIO- PER GROSS POUND	5	75.00	$0.49	36.75
	Total for Manifest # 0000204007:				**$56.18**
7/17/24	**Manifest # 0000226639**				
	Misc - APHIS - PER NET POUND	23	1,028.00	$0.61	627.08
	Total for Manifest # 0000226639:				**$627.08**
7/18/24	**Manifest # 0000204257** 23 | 77 : 21 = 11.04				
	20 Gallon-Bio (Round) PER NET POUND	2	17.00	$0.49	8.33
	Misc - BIO- PER GROSS POUND	19	456.00	$0.49	223.44
	Total for Manifest # 0000204257:				**$231.77**
7/19/24	**Manifest # 0000204318**				
	Bio Minimum Transaction Charge	1		$33.40	33.40
	Misc - Pharmaceutical - PER GROSS POUND	1	17.00	$1.34	22.78
	Total for Manifest # 0000204318:				**$56.18**

MWS
7321 Quimby Street
Paramount, CA 90723
Phone: (888) 610-1311

CUSTOMER NO	INVOICE DATE	INVOICE NO	BALANCE DUE
001038	7/20/24	0000051382	$ 3,907.51
CHECK NO		AMOUNT ENCLOSED	
		$	

Be sure to write your customer number on your check

Ocean Blue ENV. Services
925 W Esther St
Long Beach, CA 90813-1423

Continued on Next Page

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC

BIO HAZARDOUS WASTE SHIPPING DOCUMENT

925 WEST ESTHER STREET • LONG BEACH, CA 90813

GENERATOR

Generator's Name and Mailing Address	JOB # Mock
	PHONE
Transporter 1 Company Name OCEAN BLUE ENVIRONMENTAL SERVICES, INC. 925 WEST ESTHER STREET LONG BEACH, CA 90813	DR # MWMP PERMIT # 3354 PHONE: 562-624-4120
Disposal Facility Name and Site Address MEDICAL WASTE SERVICES 7321 QUIMBY STREET PARAMOUNT, CA 90723	MWTS PERMIT # 19-6-P MWTF PERMIT # 19-115-P PHONE: 888-610-1311

WASTE DESCRIPTION	Containers No.	Containers Type	Total Quantity	Unit Wt. Vol.
a. REGULATED MEDICAL WASTE, 6.2, UN3291, PGII			50	
b.				
c.				
d.				

Additional Descriptions for Materials Listed Above & Size of Container

Special Handling Instructions and Additional Information
WHEN HANDLING
NUMBER

Site Location: Multiple Locations

GENERATOR'S CERTIFICATION: I hereby certify that the contents of this shipment are fully and accurately described and are in all respects in proper condition for transport according to the applicable regulations of the Department of Transportation.

Printed / Typed Name	Signature	Date Month	Day	Year
			15	2

TRANSPORTER

Transporter 1 Acknowledgement of Receipt of Materials		Date		
Printed / Typed Name	Signature	Month	Day	Year
[illegible]	[illegible]	0	15	4

FACILITY

DISCREPANCY INDICATION SPACE

Facility Owner or Operator: Certification of receipt of the materials covered in this document.

Printed / Typed Name	Signature	Date Month	Day	Year
Mr. Dallas				

INVOICE

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Invoice

CROSBY & OVERTON, INC.
ENVIRONMENTAL SERVICES

REMIT TO:
CROSBY & OVERTON, INC.
1610 WEST 17TH STREET
LONG BEACH, CA 90813
(562) 432-5445
FAX (562) 436-7540

01-0004504

1610 WEST 17TH STREET
LONG BEACH, CA 90813
(562) 432-5445
FAX (562) 436-7540

23285 CONNECTICUT ST
HAYWARD, CA 94545
(510) 633-0336
FAX (510) 633-0759

SOLD TO:
OCEAN BLUE ENVIRONMENTAL
ACCOUNTS PAYABLE
925 WEST ESTHER STREET
LONG BEACH, CA 90813

INVOICE NO: 0349736-IN
P.O. NO:
DATE: 5/21/2024
TERMS: Net 30
SALES REP: 0000

CONTACT: MOONHO LEE
EMAIL: moonholee@ocean-blue.com; mlaforett@crosbyoverton.com

Manifest #	Line #	Description	Ship Qty	Ship UOM	Bill Qty	Bill UOM	Price	Amount
GENERATOR:		CITY OF						
RECEIVED:		5/16/2024						
mf# 025149353JJK	1	55 GAL/DRM NON RCRA HW SOLID	1	DM	1.0	DRM	127.000	127.00
		EPA MANIFEST FEE	1		1.0	EACH	20.000	20.00
		15% Facility Surcharge	1		1.0	SUR	22.050	22.05

INVOICE TOTAL: $169.05

UNPAID INVOICES MORE THAN 30 DAYS PAST DUE WILL BE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH

For your convenience we accept VISA, MASTERCARD, and AMEX. A 4% fee will apply. Please call 1-800-827-6729 X 289

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Please print or type.

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST

1. Generator ID Number: CAS111111019
2. Page 1 of: 1
3. Emergency Response Phone: 800-990-9990
4. Manifest Tracking Number: 025149353 JK

5. Generator's Name and Mailing Address

Generator's Site Address (if different than mailing address)

Generator's Phone:

6. Transporter 1 Company Name: Ocean Blue Environmental Services INC
U.S. EPA ID Number: CAD983808258

7. Transporter 2 Company Name
U.S. EPA ID Number

8. Designated Facility Name and Site Address: CROSBY & OVERTON 1630 W 17TH STREET LONG BEACH, CA 90813
U.S. EPA ID Number: CAD028408018

Facility's Phone:

9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	10. Containers Type	11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
	1. NON RCRA hazardous waste Solid (oily Debris)	01	DM	100	P	223 352
	2.					
	3.					
	4.					

14. Special Handling Instructions and Additional Information

WEAR PROPER WHEN HANDLING
JOB# REQUESTER:
2454 D259682

15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent.
I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.

Generator's/Offeror's Printed/Typed Name | Signature | Month 05 | Day 13 | Year 24

TRANSPORTER INT'L

16. International Shipments ☐ Import to U.S. ☐ Export from U.S. Port of entry/exit:
Transporter signature (for exports only): Date leaving U.S.:

TRANSPORTER

17. Transporter Acknowledgment of Receipt of Materials

Transporter 1 Printed/Typed Name: Daniel Gaeta | Signature: Daniel Gaeta | Month 05 | Day 13 | Year 24

Transporter 2 Printed/Typed Name | Signature | Month | Day | Year

DESIGNATED FACILITY

18. Discrepancy

18a. Discrepancy Indication Space ☐ Quantity ☐ Type ☐ Residue ☐ Partial Rejection ☐ Full Rejection

Manifest Reference Number:

18b. Alternate Facility (or Generator) | U.S. EPA ID Number

Facility's Phone:

18c. Signature of Alternate Facility (or Generator) | Month | Day | Year

19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

1.	2.	3.	4.
H141			

20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a

Printed/Typed Name: Traci Polk | Signature: Traci Polk | Month 5 | Day 16 | Year 24

EPA Form 8700-22 (Rev. 12-17) Previous editions are obsolete.

DESIGNATED FACILITY TO EPA's e-MANIFEST SYSTEM

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Appendix

Docusign Envelope ID: B0FB7E37-1FAF-41E0-BB63-40DF84944A95



ED ACOSTA

PROJECT MANAGER

WORK EXPERIENCE

Current – 1996

Project Manager

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Acosta performs hazmat emergency response, PEH encampment cleanings and underground spill cleanups for various hazardous waste contracts. He coordinates resources to conduct demolition, industrial cleaning, site remediation, emergency response, waste management and transportation projects. He has done large PEH cleanings for Caltrans and the Port of Long Beach. Additionally, as Ocean Blue's Transportation Manager, he verifies that our fleet of vehicles is well maintained and ready to respond to emergencies.

1996 – 1993

Project Manager

M.P. Services, Inc. | Long Beach, CA

Started the Long Beach branch office. Was responsible for the entire L.A./Orange Counties operation, including business development and maintenance of large refinery, marketing and manufacturing clients. The operation included transportation, industrial cleaning, emergency response and demolition jobs.

1980 – 1993

Transportation Supervisor

Pacific Environmental. | Carson, CA

Responsible for refinery, marketing and marine accounts. Interfacing with clients from beginning of projects until completion, he became responsible for client development. Delegated jobs for the vacuum trucks, managed oil spill operations, drilling rig change-overs, over the water transfers, tank cleanings, supervised cleaning crews. Responsible for hauling hazardous waste to class 1 landfills.

CONTACTS

562.755.4698

fasteddie85000@aol.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

NOTEWORTHY PROJECTS

Current – 1996

Project Manager / Caltrans

Mr. Acosta is Ocean Blue's direct liaison to Caltrans. Mr. Acosta is the first responder & project manager for Caltrans spills in Los Angeles, Ventura, San Bernardino, Orange & San Diego Counties. Mr. Acosta has relationships with many oil/fuel transporters, so he is able to save Caltrans millions of dollars by billing the responsible parties directly. In addition, Caltrans often calls us to respond collisions involving vehicle vs. pedestrian casualties, most of whom are PEH.

Current – 1998

Project Manager / Port of Long Beach

Ocean Blue has been the Port of Long Beach's HAZMAT contractor for the last 22 years. While the Port keeps 3 separate contractors for this contract, we are the only ones to have been continuously chosen for the last 22 years. Mr. Acosta performs many of the spill responses and homeless encampment cleanings for the Port (whose territory overlaps with the City of Long Beach and neighboring freeways).

CERTIFICATIONS & TRAINING

HAZWOPER 40-Hour Course CFR 1910.120
HAZWOPER 8-Hour Refreshers
CPR / First-Aid Trained
Confined Space Entry Rescue

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CHRIS ANGUIANO

PROJECT MANAGER

WORK EXPERIENCE

Current
2014

Project Manager

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Anguiano oversees various hazmat and catch basin inspection/cleaning projects all over California. Mr. Anguiano is the emergency call-out for flooding & HAZMAT response. Conducts Storm drain hydrojetting to remove sediment/trash from lines. Maintains hydrodynamic separators. And concrete/earth lined channels and v-ditches. Installs/repairs CPS/ARS units. Oversees Pump station maintenance, storm water stenciling, CCTV inspections, Contech filter maintenance/media-exchange. He installed large-scale storm water filtration devices for the Port of Los Angeles. Oversees storm water projects for the Los Angeles County Department of Public Works, City of Santa Ana, City of Perris, Los Angeles World Airports (LAX), Port of Los Angeles, Port of Long Beach, City of Camarillo, and many others.

2013
2008

Supervisor

United Storm Water, Inc. | City of Industry, CA

First responder for on-site flooding & emergency HAZMAT. Operated a Jetter/Vactor & Super sucker. Also supervised projects for Huntington Beach, Dana Point, Target, Metropolitan Water District, San Francisco Estuary Partnership Program, City of Fremont, City of Perris, City of Union City, and Contra Costa County.

NOTEWORTHY PROJECTS

Current
2016

Project Manager / Los Angeles World Airport (LAX)

Mr. Anguiano currently manages 3 separate contracts for LAX totaling more than $2M in revenue over a 3-year term. The largest contract is for Stormwater Filter Inspection & Maintenance. For LAX to comply with its MS4 permit, requires extensive storm water maintenance. Ocean Blue holds the single source contract for LAX: with over 3,700 Contech filters utilized throughout the Airport, LAX has the largest stormwater filtration system Ocean Blue has ever seen. Mr. Anguiano is also the single point of contact for any Hazmat incident on the LAX tarmac.

Current
1998

Project Manager / City of Santa Ana

Mr. Anguiano serves as the single point of contact for the City of Santa Ana. Ocean Blue currently maintains the public right-of-ways for the city. Any spills, releases and discharges are quickly addressed. We have even been called to perform PEH encampment cleanings. In addition, we assist the city with any storm water system maintenance from cleaning catch basins, bypass jetting, open channel maintenance, and flooding. The city has over 1,500 catch basins throughout the city. Twice a year, Ocean Blue cleans out all of the city's catch basins. A $350K/year contract.

CERTIFICATIONS & TRAINING

- HAZWOPER 40 – Hour Course CFR 1910.12
- HAZWOPER 8 – Hour Refreshers
- Field Chemist Training
- PCB & Asbestos Handling
- Hazardous Materials Transportation Skills
- First Responder Training
- Bloodborne Pathogens CFR 1910.1030
- Preventing Disease Transmission Class (Red Cross)
- Medic First Aid & CPR Training Courses
- Supervisor Training
- Confined Space Entry Qualified
- CPR / First-Aid Trained
- Confined Space Entry Rescue
- Incident Command System 100, 200 & 700

CONTACTS

562.755.4698

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925 West Esther St.
Long Beach, CA 90813

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DANIEL GAETA

PROJECT MANAGER

CONTACTS

562.755.4698

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ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2006

Project Manager

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Joining as a technician in 2006, Mr. Gaeta was promoted through the ranks into becoming a Project Manager. Major responsibilities include job walks, providing estimates and performing work for the Los Angeles County Department of Public Works road division. He coordinates resources to perform emergency response, PEH encampment cleanings, waste management, the identifying of unknown chemicals, and conducts decontamination & demolition projects.

NOTEWORTHY PROJECTS

Current
2019

Supervisor / City of Glendora

Our relationship with Glendora started when Glendora PD called Ocean Blue for trauma scene cleanups. Then slowly the city started using us more & more, until they learned of Ocean Blue's existing contract with the neighboring city of Covina. Glendora decided to copycat Covina's contract, and now we perform $130K worth of work annually. Work is mostly PEH cleanings along the 210 freeway and nearby parks. Mr. Gaeta is the liaison for all the above referenced work.

Current
2019

Supervisor / City of Pico Rivera

Mr. Gaeta is the single point of contact for our City of Pico Rivera Contract. While Ocean Blue has done various work with the city pre-2019, the City decided to enter a formal contract with us effectively copying our larger LACDPW contract (terms & pricing). This contract is valued at $180K over three years. Such work includes emergency response, PEH encampment cleanings, hazardous waste management and abandoned waste pickups.

Current
2020

Supervisor / City of Montebello

Simply put, our relationship with Montebello came from our relationship with Pico Rivera. Pico Rivera's superintendent moved to Montebello and started using us there. We do almost $100K of work by performing hazardous waste management and emergency response.

Current
2014

Supervisor / City of Downey

Downey was one of the first cities leading a decade-long domino effect. After we contracted with the city of Downey, it seemed all the nearby cities decided to follow suit—much thanks to Daniel's high level of service. Daniel conducts over $200K work of work annually, much of which includes hazmat emergency responses and PEH encampment cleanings.

Current
1996

Supervisor / City of Lakewood

The City of Lakewood contract is valued at $35K per year. While it is a smaller contract, the City of Lakewood opened doors to neighboring cities like the City of Hawaiian Gardens, the City of Cerritos, and the City of La Palma: all of whom are now our customers for waste management services, emergency response and PEH encampment cleanings. While Ocean Blue prides itself in servicing many of Southern California's largest government agencies, we take even greater pride in catering to many of the smallest clients, oftentimes over-looked by competitors.

CERTIFICATIONS & TRAINING

- HAZWOPER 40 – Hour Course CFR 1910.12
- HAZWOPER 8 – Hour Refresher
- CPR / First-Aid Trained
- Class C CDL w/ HazMat Endorsement
- Bloodborne Pathogens CFR 1910.1030
- DOT Hazmat & Oil Transportation
- Confined Space Entry Rescue
- Incident Command System 100, 200 & 700

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BILL PIEKKOLA

SUPERVISOR, REA I

CONTACTS

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bpiekkola@ocean-blue.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2005

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Piekkola is responsible for various hazardous waste contracts. Projects include emergency response, stormwater management, on-site remediation, PEH encampment cleanings, hazardous waste management, decontamination & demolition. Other emergency response tasks include biohazardous cleanup & asbestos oversight. He identifies unknown chemicals using haz-cat procedures and chemical packaging techniques. Mr. Piekkola supervises various cleanup projects for John Wayne Airport, the city of Pasadena and the city of Cerritos.

NOTEWORTHY PROJECTS

Current
2009

Supervisor / John Wayne Airport (Orange County)

Mr. Piekkola is Ocean Blue's single point of contact for all matters with John Wayne Airport. Mr. Piekkola is the Airport specialist when it comes to emergency response, hazardous waste management, and storm drain management. Falling under Orange County's jurisdiction, the airport piggybacks our OC contract to spend $200K/year for Ocean Blue services. Additionally, Bill Piekkola is the Hazmat contractor for all the airport's environmental consultants.

Current
2009

Supervisor / City of Pasadena Department of Water & Power

Since 2008, Mr. Piekkola completed over 100 different projects for the City of Pasadena. He maintains their 90-day compliance by regularly picking up their Hazardous Waste. Mr. Piekkola will perform any environmental work for Pasadena spill cleanups and PEH encampment cleanings. Water & Power is so happy with our services they now refer us to the city's Public Works department, whom we now work for regularly. This contract valued at $312K.

Current
2009

Supervisor / City of Cerritos

Starting in 2007, Mr. Piekkola has done over $500K of work for the City of Cerritos. The city relies on Mr. Piekkola for their sewage spills, PEH encampment cleanups, 90-day waste pickups and the jetting of municipal storm drains. Rather than regularly bid out this contract, the city chooses to piggyback our larger Los Angeles County Department of Public Works hazmat contract, in effect obtaining very competitive terms & pricing.

Current
2010

Supervisor / Total Terminals Inc. (Port of Long Beach)

Year after year, Total Terminals Inc. (TTI) is Mr. Piekkola's largest customer. We were first introduced to TTI through a large ship container spill in 2010. TTI did not know which hazmat contractor to use, so they asked the U.S. Coast Guard for recommendations. The coast guard happily recommended Ocean Blue, TTI called us, and Ocean Blue remediated the situation quickly & professionally. Since then, our relationship has grown to where we perform more than $1M worth of work annually. Tasks include spill cleanup, stormwater maintenance, waste management, biohazardous remediation and miscellaneous hazmat work.

CERTIFICATIONS & TRAINING

Certified Hazardous Materials Manager
Registered Environmental Assessor
Certified HazMat Incident Commander
Trauma Scene Waste Practitioner
HAZWOPER 40 – Hour Course CFR 1910.12
Bloodborne Pathogens CFR 1910.103
CPR / First Aid Certified
Incident Command System 100, 200 & 700
Confined Space Entry Qualified Person
Hazardous Materials Transportation Skill

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MANNY RAMIREZ

PROJECT MANAGER

CONTACTS

310.892.6827

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ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2019

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Recently hired in 2019, Mr. Ramirez brings 30+ years of environmental experience. Major responsibilities include managing our relationships with the Port of LA, the city of Vernon and ACTA. For these contracts, he manages hazardous waste, emergency response and site restoration, PEH encampment cleanings and contract administration. Mr. Ramirez also performs job-walk and prepares cost estimates. Regularly gives classes on the proper handling of hazmat.

2018
1988

Environmental Specialist/Risk Manager/Safety Engineer

Port of Los Angeles | Los Angeles, CA

Mr. Ramirez oversaw all Port HAZMAT incidents. Mr. Ramirez effectively managed 5,000+ HAZMAT incidents ranging from oil spills, illegal dumpings, dead mammal pickup, 90-day waste pickups, sunken vessels, asbestos/lead removal, and battery/light-bulb recycling.

Mr. Ramirez was responsible for interacting & coordinating with local, state and federal agencies including: U.S. Coast Guard, U.S. Environmental Protection Agency (EPA), California Department of Fish and Wildlife, California Department of Toxic Substances (DTSC), Regional Water Quality Control Board, Los Angeles County & City Fire Departments and Los Angeles Police Department, and the International Local Warehouse Union (Local 13 & Local 56).

In 1999, Mr. Ramirez earned a law degree while still working full-time. This degree improved his ability to interpret many environmental regulations that must be complied with to do business in California.

NOTEWORTHY PROJECTS

Current
2019

Project Manager / City of Vernon

One of Mr. Ramirez's first big projects at Ocean Blue was a cleanup for the city of Vernon. For practically a month straight, he led a crew and hydro-jetting team to remediate a mile of sewer drains impacted with illegally dumped kitchen grease. He also services other city needs including: emergency response, hazardous waste management, PEH encampment cleanings.

Current
2019

Project Manager / Port of Los Angeles

Previously, the Port of Los Angeles administration selected multiple contractors to fulfill its hazardous waste service needs. Now, for the first time in a decade, the Port decided to use Ocean Blue as it's single source contractor to respond to spills, abandoned hazardous waste, PEH encampment cleanings, and to coordinate resources for the Port's engineering contractors.

Current
2019

Project Manager / Alameda Corridor Transit Authority

Because of his experience with the Port of Los Angeles, Mr. Ramirez is the perfect liaison for the Alameda Corridor Transit Authority (ACTA). He completes tasks for ACTA's hazmat contract, and the newly awarded "On-Call Trash Removal Services" contract (PEH encampment cleanings).

CERTIFICATIONS & TRAINING

Juris Doctorate – Western State University. College of Law
B.S. – Safety & Systems Mgmt. University Southern California
HAZWOPER 40-Hour Course CFR 1910.120
Bloodborne Pathogens CFR 1910.1030
CPR / First-Aid Trained
ICS 100, 200 & 700
HAZWOPER 8-Hour Refresher
Confined Space Entry/Rescue

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RICO RUIZ

SUPERVISOR

CONTACTS

562.755.2677

rruiz@ocean-blue.com

ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
1998

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Mr. Ruiz services a variety of hazardous waste contracts. Projects include emergency response, waste management, PEH encampment cleanings, decontamination & demolition. Throughout his career, Mr. Ruiz has focused on servicing the Port of Los Angeles, and many Port tenants. Mr. Ruiz regularly identifies unknown chemicals using haz-cat procedures and chemical packaging techniques. Performs job-walks, prepare estimates and bids, and job costing. Other tasks include clandestine drug lab cleanups.

1998
1994

Lead Technician

Laidlaw Environmental Services, Inc. | Wilmington, CA

Coordinated & supervised technicians on projects for a variety of contracts. Projects included on-site remediation, emergency response waste management, decontamination and demolition. Mr. Ruiz was a Cleanup Tech Level II for DTSC Drug Lab contracts. Duties included packing, labeling, manifesting and transporting waste to Treatment, Storage and Disposal Facilities.

NOTEWORTHY PROJECTS

Current
1996

Supervisor / City of Garden Grove

We've been with Garden Grove for a long time, much thanks to Mr. Ruiz. Like our other municipal relationships, it all started with a hazardous waste spill (through their fire department). 27 years later we now do a lot of different work for the city, including hazardous waste management, emergency response, PEH encampment cleanings, and stormwater system maintenance. Mr. Ruiz performs nearly $200k of work for the city annually.

Current
2010

Supervisor / Fenix Marine Terminal (Port of Los Angeles)

Before becoming Fenix Marine in 2017, Eagle Marine was a long-time client of ours. We met through the Port of Los Angeles, whose contract we've held for 27 years. When a Port tenant requires hazmat services, and does not know who to call, the Port will recommend Ocean Blue. Since then, Fenix has never looked back, spending almost $900K annually for hazardous waste management, emergency response and stormwater system maintenance services.

Current
2018

Supervisor / Long Beach Container Terminal (Port of Long Beach)

In 2018, a veteran mechanic left Fenix Marine to work for Long Beach Container Terminal (LBCT). At that time LBCT had a strained relationship with it's hazardous waste contractor—so the mechanic recommended trying Ocean Blue. We started small, doing little jobs here & there. But after a container containing hazardous powder ruptured and contaminated an entire ship's cargo bay, LBCT called Ocean Blue and never looked back. We do $170K annually.

CERTIFICATIONS & TRAINING

- HAZWOPER 40 – Hour Course CFR 1910.12
- HAZWOPER 8 – Hour Refreshers
- Field Chemist Training
- PCB & Asbestos Handling
- Hazardous Materials Transportation Skills
- First Responder Training
- Preventing Disease Transmission Class (Red Cross)
- Medic First Aid & CPR Training Courses
- Supervisor Training
- Confined Space Entry Qualified Person
- Excavation Safety Training
- Bloodborne Pathogens CFR 1910.1030

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BRANDON MARTINEZ

SUPERVISOR

WORK EXPERIENCE

Current 2022

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Our youngest supervisor, he is responsible for various hazardous waste contracts. Regularly performs PEH encampment cleanings, emergency response, and hazardous waste management. Identifies unknown chemicals by using haz-cat procedures and chemical packaging techniques. Coordinates resources to meet client needs. Leads PEH encampment cleanups for the City of Inglewood and other major clients.

2022 2017

Lead Technician

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Coordinated & supervised technicians on projects for a variety of contracts. Projects included PEH encampment cleanings, emergency response, and waste management. Additional duties included packing, labeling, manifesting and transporting waste to Treatment, Storage and Disposal Facilities.

2017 2010

Technician

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Worked PEH encampments. On call 1st responder for Hazardous Material responses.

NOTEWORTHY PROJECTS

Current 2022

Supervisor / City of Baldwin Park

Baldwin Park previously used another contractor, until one night the contractor failed to respond PEH encampment fire. That night County Health-Hazmat recommended Ocean Blue and thus began our relationship with the city. The city noted we were slightly more expensive than the other contractor and volleyed jobs between us two. After a 6 month side-by-side comparison, the city realized we deserved the slight premium and started calling us first. The city spends $10K/year.

Current 2022

Supervisor / City of Rancho Palos Verdes

Rancho Palos Verdes is one of our fastest growing clients. The city has 2 major issues that most southern California cities don't have. One, they're on a hill—and when there's a 100 gallon oil spill at the top, the spill grows quickly. Second, they have high-wealth citizens that demand spills to be cleaned asap. Enter Ocean Blue, where the city spends $80K+ annually for top notch service.

Current 2022

Supervisor / City of Inglewood

We have been with Inglewood for almost 20 years. The city appreciates our service as they continuously renew our contract by copying our larger contract with the Los Angeles County Department of Public Works. Our work includes cleaning PEH encampments, hazardous waste management, and emergency response. Inglewood will spend $50K-$100K annually.

CERTIFICATIONS & TRAINING

- HAZWOPER 40-Hour Course CFR 1910.120
- HAZWOPER 8-Hour Refreshers
- CPR / First-Aid Trained
- Bloodborne Pathogens CFR 1910.1030
- Confined Space Entry Rescue
- Incident Command System 100, 200 & 700

CONTACTS

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ocean-blue.com

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RAUL SANDOVAL

SUPERVISOR

CONTACTS

562.605.1895

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ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current
2015

Supervisor

Ocean Blue Environmental Services, Inc. | Long Beach, CA

Supervises the City of Perris, City of El Segundo and City of Camarillo storm water management and pumping projects. Mr. Sandoval also oversees kitchen grease pumping, catch basin cleaning, channel maintenance, hydrodynamic separator pumping. Installs/repairs CPS & ARS units. Conducts pump station maintenance, storm water stenciling, CCTV inspections, and Contech filter maintenance/media-exchange. First responder for on-site flooding, overflows and emergency hazmat situations. Operates aJetter/Vactor & Super sucker.

2015
2010

Technician

United Storm Water, Inc. | Location or Country

Was a technician for the stormwater division. Received task orders to clean catch basins, pump stations, hydrodynamic separators, storm water channels and Contech filters. Involved in the fabrication/installation of connector pipe screens. Reported to respective supervisors to meet strict project deadlines. Performed inspections of municipal storm water systems. Reported & documented data collection forms. Travelled, for months at a time, to retrofit/clean thousands of catch basins per quarter.

NOTEWORTHY PROJECTS

Current
2016

Supervisor / City of Perris

Three times a year, Mr. Sandoval leads a team to clean 900+ catch basins and to hydrojet hundreds of thousands of feet for the city. To efficiently conduct the work, we use our in-house fabricated truck. At the end of each cleaning, we submit reports/pictures for every single basin. While the actual work is important, we also understand the importance of these reports in regard to the City's permit compliance. This is a $180,000/year contract.

Current
2016

Supervisor / City of El Segundo

Mr. Sandoval leads the installation field-team for 100+ Connector Pipe Screens. Because the City has Los Angeles County storm drains within its jurisdiction, Mr. Sandoval's installation must meet all county engineering specifications. After winning the original 90 unit installation contract, the City was so pleased they asked for another 40 units to be installed, a $60,000/year contract.

Current
2016

Supervisor / City of Camarillo

Ocean Blue currently maintains two different contracts with the city of Camarillo: one for Connector Pipe Screen Installation, and another for Storm Drain Catch Basin Inspection & Maintenance. Once every quarter, we inspect 700-1500 catch basins and clean them on an as-needed basis. Upon request, we also retrofit the catch basins with state-of-the-art connector pipe screens. Every year the spends $170K on Ocean Blue.

CERTIFICATIONS & TRAINING

HAZWOPER 40-Hour Course CFR 1910.120
HAZWOPER 8-Hour Refreshers
CPR / First-Aid Trained
Class C CDL w/ HazMat
Bloodborne Pathogens CFR 1910.1030
DOT Hazmat & Oil Transportation
Confined Space Entry Rescue
Incident Command Svstem 100. 200 & 700

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DON OSTRAND

DISTRICT MANAGER

CONTACTS

619.726.1125

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ocean-blue.com

3110 Hancock St.
San Diego, CA 92110

WORK EXPERIENCE

Current – 1998

District Manager

Ocean Blue Environmental Services, Inc. | San Diego, CA

Over 21 years ago Mr. Ostrand single-handedly opened Ocean Blue's San Diego office to primarily serve the San Diego County Regional Airport Authority and the San Diego Unified Port District. Since then, the San Diego Office has successfully grown to serve various municipal & private contracts. Mr. Ostrand oversees all of Ocean Blue's San Diego Operations from equipment management, maintaining business contacts, hiring/training of personnel, and field operations including: emergency response (including flooding), PEH encampment cleaning, stormwater management, BMP implementation & control, hazardous waste management, labpacking, and underground storage tank removal.

1998 – 1998

Senior Project Manager

Philip Services Corporation | San Diego, CA

Managed San Diego area service contracts, including the $2.8 million San Diego Unified Port District contract, San Diego Gas & Electric and San Diego Community College District contracts. Duties included project estimating, project accounting, managed all phases of stormwater & environmental waste management.

1998 – 1990

Project Manager

Laidlaw Environmental Services Incorporated | San Diego, CA

Responsible for aerospace, government and private industrial accounts. Services included storm drain cleanouts, facility BMP maintenance, soil remediation, asbestos surveys & abatement, tank cleaning, and lab packing. Oversaw the stormwater & environmental program for governmental installations in 14 western states. Constructed & sampled monitoring wells and vapor extraction systems.

NOTEWORTHY PROJECTS

Current – 1999

Project Manager / San Diego County Regional Airport Authority

Consecutively for the last 22 years Mr. Ostrand has been the Project Manager & Single Point-of-Contact for San Diego's international Airport. Valued at $7M over a 3-year term, Mr. Ostrand oversees the Airport's stormwater program, hazardous waste management and emergency responses. In 2021, Mr. Ostrand's team responded to an airplane crash and subsequently remediated a large area of contaminated soil. All of his team maintain Airport security clearance and help foster a safe culture. In addition, Mr. Ostrand currently oversees the hydro-jetting of the airport's entire trench drain system, and regularly maintains all airport catch basins.

CERTIFICATIONS & TRAINING

- Certified HazMat Incident Commander
- Trauma Scene Waste Practitioner
- Incident Command System 100, 200 & 700
- Confined Space Entry Rescue
- HAZWOPER 40 – Hour Course CFR 1910.12
- HAZWOPER 8 – Hour Refresher
- CPR / First-Aid Trained
- Bloodborne Pathogens CFR 1910.1030

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WILL JONES

SUPERVISOR

CONTACTS

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willjones@ocean-blue.com

ocean-blue.com

3110 Hancock St.
San Diego, CA 92110

WORK EXPERIENCE

Current 2018

Supervisor

Ocean Blue Environmental Services, Inc. | San Diego, CA

With over 10 years working directly with Ocean Blue, Mr. Jones has been promoted from technician, to lead technician and now field supervisor. Mr. Jones now oversees field operations for Ocean Blue's San Diego office. Mr. Jones is responsible for personnel, equipment & material scheduling, stormwater management, 24/7 emergency response, site remediation, waste management and client interface. Mr. Jones is diligent in catch basin cleaning, stormwater reporting, NPDES procedures, preparing profiles, manifests & container labels for waste pickups, identifying unknown chemicals. Mr. Jones performs job-walks and prepares cost estimates. Mr. Jones has daily interface with San Diego clientele including the San Diego Unified Port District, Helix Water District, Caltrans, the City of Chula Vista and the City of El Cajon.

Current 2012

Field Technician

Ocean Blue Environmental Services, Inc. | San Diego, CA

Mr. Jones comes from a tow-trucking background. He knows what it takes to deliver reliable, 24/7 service. Whether it's making sure your equipment is always stocked with necessary items, or trouble shooting problems—on your own—in the middle of the night. His skills were seamlessly transferred for drum handling, waste liquid pumping, catch basin cleaning, and much more.

NOTEWORTHY PROJECTS

Current 2019

Supervisor / Helix Water District,

For the last 3 years, Mr. Jones performed all of the waste management & emergency spill responses for Helix's As-needed hazardous, Non-Hazardous, and Universal Waste Transportation and Disposal and 24- Hour Emergency Spill Response Services contract. In July of 2021 Helix Water District wrote a letter of accommodation to Mr. Jones for his part in a caustic solution spill cleanup. Mr. Jones and his crew recovered two poly totes of caustic solution (500 gallons) during a spill cleanup. Normally this product would have been classified as hazardous waste because the client declared it unusable (for water system re-entry). Mr. Jones arranged for a local waste water treatment plant to accept this product for system use. This strategic managing proved beneficial for both clients: Helix Water District didn't have pay for disposal and the waste water treatment plant didn't have to purchase 500 gallons of caustic product. This contract is valued at $20,000 per year.

Current 2017

Supervisor / San Diego Unified Port District

Ocean Blue has been with the San Diego Unified Port District (Port) for 22+ years, and Mr. Jones has taken supervisory lead for the last 4 years. A 3-year contract valued at $800,000+: services include stormwater illicit discharge cleanup, maintenance of clarifiers and sumps, hazardous & universal waste management, and trauma scene clean-up response. This contract is valued at $250.000 over 3-years.

CERTIFICATIONS & TRAINING

HAZWOPER 40 – Hour Course CFR 1910.120
HAZWOPER 8 – Hour Refresher
CPR / First Aid Certified
Confined Space Entry & Rescue
Bloodborne Pathogens CFR 1910.1030
DOT Hazmat & Oil Transportation
Incident Command System 100, 200 & 700
Forklift Operator Certified

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MOONHO LEE

CHIEF FINANCIAL OFFICER AND VICE PRESIDENT

CONTACTS

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ocean-blue.com

925 West Esther St.
Long Beach, CA 90813

WORK EXPERIENCE

Current – 1994

Chief Financial Officer and Vice President

Ocean Blue Environmental Services, Inc. | Long Beach, CA

As the CFO, is responsible for all aspects of finance and accounting, including long-range financing. Responsible for oversight of contracts administration, bids, invoicing and proposals. LEED Certified Green Associate

1994 – 1992

Project Manager / Chief Financial Officer

Advanced Cleanup Technologies, Inc. | Location or Country

As a project manager, coordinated and supervised large spills such as the ARCO Four-Corner spill in Newhall ($6.5M) and the Bush Oil spill in Ventura ($700K). Coordinated manpower, scheduling and purchasing for spills.

As the CFO, was responsible for all aspects of finance and accounting, including long-range financing. Worked closely with president on the company's operations, such as contracts administration, bids and proposals.

1992 – 1989

Finance Manager

Pillsbury Madison & Sutro | Location or Country

As head of the firm's Los Angeles accounting department, provided financial and accounting support to a very large (200+ attorneys and $80 million in revenue) law office. Responsible for preparation and analysis of monthly Profit & Loss, Balance Sheet, and Cash Flow statements, as well as all aspects of the accounting department. Supervised a staff of sixteen employees.

1989 – 1983

Senior Financial Analyst

TRW Inc. | Location or Country

Provided financial analysis and business management support to an 800+ employee organization. Managed allocation of the organization's resources (manpower, capital, indirect expenses, R&D, etc.). Supervised 14 business analysts.

EDUCATION

1982

University of California, San Diego; Bachelor's Degree

Major: Management Science. Minors: Mathematics and Sociology.

CERTIFICATIONS & TRAINING

- HAZWOPER 40-Hour Course CFR 1910.120
- HAZWOPER 8-Hour Refreshers
- CPR / First-Aid Trained
- LEED Certified Green Associate
- Supervisor Training
- First Responder Training
- Bloodborne Pathogens CFR 1910.1030
- DOT Hazmat & Oil Transportation
- Confined Space Entry Rescue
- Incident Command System 100, 200 & 700
- Preventing Disease Transmission Class (Red Cross)
- Forklift Operator Certification

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CITY OF LONG BEACH

Department of Health and Human Services
Bureau of Environmental Health | *Hazardous Materials Program*
2525 Grand Avenue #220 | Long Beach, CA 90815
(562) 570-4132 | Fax (562) 570-4038

January 4, 2022

To whom it may concern,

Ocean Blue (OB) has been my long-term hazardous waste contractor for nearly my entire 18 year career as a Hazardous Materials Specialist with the City of Long Beach. There was a 2-year lapse early on where I worked with one of their competitors. Ocean Blue's stock only rose in comparison to them. When we contracted again with OB I used my influence to insure another lapse would never occur again.

OB has motivated and highly trained employees and a dispatch system that always picks up and mobilizes in a very timely manner. A supervisor calls immediately and is usually on scene within 30 minutes to jointly assess spill incidents with me. Their response, procedures and documentation are always satisfactory without compromising safety. They always have adequate PPE where I have been lacking myself. And with thousands of emergency responses over the years I cannot recall a single instance where the abatement was shoddy and resulted in further complaint.

I am not sure what criteria is important to you. If it is solely cost, then maybe a competitor will edge OB out. Without them I found my bottom line was impacted by lost hours waiting on a response, unprofessional practices, improper or missing PPE, lack of needed instrumentation, improperly completed manifests and untrained and/or incompetent personnel.

You will never regret working with Ocean Blue. My cell is 562-714-3756. Please leave a message if I do not pick up.

Kurt Anhalt
Hazardous Materials Specialist I
CSST, REHS, LRCIA, Acting DOC Safety Officer



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Caring for Our Coast

Gary Jones
Director

Kerry Silverstrom
Chief Deputy

Amy M. Caves
Deputy Director

Carol Baker
Deputy Director

To Whom It May Concern:

I have been working closely with Ocean Blue for the past couple of years. Ocean Blue Environmental Inc. has been handling the hazardous waste of the Los Angeles County Beaches and Harbors for the past six years. In that time, they have been involved in everything from emergency spills, whale carcass removal, Homeless encampment clean-ups, and quarterly hazardous pick-up. Their level of service and knowledge expanse far beyond Hazardous Waste Clean-up and always performs to high customer service standards. In August 2021, Ocean Blue exceeded the level of services by reconstructing a road that washed out due to erosion in the Malibu Area.

I have worked with project manager Edmund Acosta for about three years. Mr. Acosta is very knowledgeable and is always trying to come up with the most cost-effective means for every job performed for our department. He develops a detailed plan, defines the project's scope to his team members, and far exceeds our department's expectations.

Ocean Blue is a company that believes in being prepared and looking professional. This is represented in not just the fleet of equipment they keep but also how their employees present and conduct themselves on the job site.

If you have any questions, please don't hesitate to call (310) 350-2821

Sincerely,

Krystle Diaz, District Manager
Operational Services Division
County of Los Angeles
Department of Beaches and Harbors
E-mail: kdiaz@bh.lacounty.gov

COUNTY OF LOS ANGELES
DEPARTMENT OF
BEACHES
& HARBORS
Caring for Our Coast

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Inglewood California

Public Works Department
ONE MANCHESTER BOULEVARD / INGLEWOOD, CA. 90301 / P.O. BOX 6500 / INGLEWOOD, CA. 90312
Telephone (310) 412-5333 / Fax (310) 412-5552
www.cityofinglewood.org

LOUIS A. ATWELL, P.E.
PUBLIC WORKS DIRECTOR

January, 2022

To Whom It May Concern:

This letter is provided as a letter of recommendation for Ocean Blue Environmental Services Inc. (Ocean Blue). Ocean Blue is the City of Inglewood's contractor used to provide hazardous waste removal services.

Ocean Blue provides a valuable services to the City; in that they collect, remove and dispose of hazardous waste as well as, homeless encampment remediation when called upon to do so. Additionally, they perform removal of diesel spills on roadways, removal of body fluids resulting from vehicle accidents and law enforcement incidents. Ocean Blue removes city-generated hazardous materials from City's facilities; therefore, Ocean Blue is recognized as a great business partner to the City.

Notably, during these unprecedented times dealing with the pandemic, they has shown themselves as a valuable resource that we have come to depend upon without reservation. Their ability to serve Inglewood with prompt responsiveness and professionalism is sincerely appreciated.

Ocean Blue services are essential, as they have the required specialized certification to perform these services responsibly. Their staff is always pleasant to deal with and they are very responsive to any request given.

Overall, Ocean Blues' team of professionals are equaled to no others. They provide similar services throughout Los Angeles and other counties in the greater Los Angeles areas.

I wholeheartedly recommend Ocean Blue to any entity a professional operation.

If further information is required, please feel free to contact the undersigned.

Respectfully,

Angela Williams
Environmental Services Manager

Docusign Envelope ID: B0FB7E37-1FAF-41E0-BB63-40DF84944A95

City of Downey Fire Department
11111 Brookshire Avenue
Downey, California 90241
(562) 904-7345 [Phone] ● (562) 869-3994 [Fax]

January 3, 2022

To Whom it May Concern:

It is my pleasure to recommend the services of Ocean Blue Environmental Services, Inc. For the past 15 years they have consistently provided exceptional services to the Downey Fire Department ranging from emergency response and clean-up of hazmat spills, to hazardous waste management and disposal, to trauma scene clean-up.

Ocean Blue Environmental Services personnel are responsive, courteous, and professional. I am constantly impressed with their depth of experience, knowledge, and expertise in matters of hazardous materials and waste management, spill abatement, and environmental compliance. Their field supervisors, project managers, and work crews are able to prudently analyze the circumstances of a particular situation and effectively and safely solve problems.

On behalf of the Downey Fire Department, I can confidently recommend their services.

If you should have any questions, please feel free to contact me at (562) 904-7345.

Sincerely,

DOWNEY FIRE DEPARTMENT

Lee Kirby, M.S., CHMM, REHS
HazMat Specialist / Fire Prevention Officer

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CITY OF DANA POINT

DEPARTMENT OF PUBLIC WORKS

March 14, 2024

RE: Reference for Ocean Blue Environmental Services, Inc.

To Whom It May Concern:

The City of Dana Point Public Works Department contracts with Ocean Blue Environmental Services, Inc. (Ocean Blue) for stormwater Best Management Practice (BMP) inspection and maintenance services, as well as emergency response. The City maintains a large inventory and variety of BMPs (over 500 catch basin filters, Connector pipe screens (CPS), underground media filters, hydrodynamic separators, etc.). They have provided superior service and competitive rates and their staff has been a pleasure to work with – both field and office staff.

The Project Manager, Chris Anguiano, is extremely responsive and communicative and provides excellent customer service, administering our contract (over $600,000 / year) in a very efficient manner. The field staff has also proven to be very knowledgeable and committed to providing the service that our coastal City expects. The field staff go above and beyond by reporting other concerns that they may observe while in the City, all while being able to work effectively with little direction and keeping on schedule.

Ocean Blue has the equipment and resources to mobilize quickly in emergency situation and have the experience to problem solve on the fly.

Based on the quality service that Ocean Blue has provided, the City of Dana Point would highly recommend Ocean Blue for inspection, maintenance and emergency services.

I would be happy to answer any additional questions that you may have: lzawaski@danapoint.org or 949-248-3584.

Respectfully,

Lisa G. Zawaski, CPSWQ, CFM, QSD/QSP, QISP
Senior Water Quality Engineer
City of Dana Point – Public Works

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MAYOR
Valerie Amezcua
MAYOR PRO TEM
Thai Viet Phan
COUNCILMEMBERS
Phil Bacerra
Johnathan Ryan Hernandez
Jessie Lopez
David Penaloza
Benjamin Vazquez

INTERIM CITY MANAGER
Tom Hatch
CITY ATTORNEY
Sonia R. Carvalho
CITY CLERK
Jennifer L. Hall

CITY OF SANTA ANA

PUBLIC WORKS AGENCY
20 Civic Center Plaza • P.O. Box 1988
Santa Ana, California 92702
www.santa-ana.org

March 13, 2024

RE: OCEAN BLUE ENVIRONMENTAL LETTER OF RECOMMENDATION

To Whom It May Concern:

Ocean Blue Environmental currently provides spill response, hazardous waste disposal, and stormdrain facility cleaning services for the City of Santa Ana. Services include, but are not limited to catch basin cleaning, stormwater BMP cleaning, hydro-jetting of underground stormdrain lines, emergency spill response, and hazardous waste removal and disposal. I have worked with Ocean Blue Environmental for approximately 7-years and they have consistently provided a high level of service. They are professional, respond to emergencies in a timely manner, and are able to adapt to complex situations in the field.

If you have any questions regarding my recommendation or services performed by Ocean Blue Environmental, please contact me at (714) 647-5659.

Sincerely,

Craig Foster, EIT, CPSWQ, QSD/P
NPDES Manager

SANTA ANA CITY COUNCIL

Valerie Amezcua
Mayor
vamezcua@santa-ana.org

Thai Viet Phan
Mayor Pro Tem, Ward 1
tphan@santa-ana.org

Benjamin Vazquez
Ward 2
bvazquez@santa-ana.org

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jryanhernandez@santa-ana.org

David Penaloza
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dpenaloza@santa-ana.org

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CITY OF COVINA www.covinaca.gov
125 East College Street • Covina, CA 91723-2199

January 03, 2022

To Whom It May Concern:

Subject: Letter of Recommendation

Ocean Blue Environmental currently performs environmental contract for the City of Covina Public Works Department. Services include but are not limited to Transportation, Emergency response, Waste Management, and Waste recycling. Ocean Blue Environmental has performed all the above services in a timely, professional and cost-effective manner. Ocean Blue has maintained its contract with the Public Works Department to the highest degree of professionalism and look forward to working with the firm in the future.

If you should have any questions regarding this letter or services performed by Ocean Blue Environmental, please feel free to contact me at my office at 626-384-5484.

Sincerely,

CITY OF COVINA

S. Gallant

Sharon Gallant
Environmental Services Manager

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Sept 2022

Dear Justin & Ocean Blue CREW,

I can't thank you enough for all your hard work in cleaning Compton Blvd and Redondo Beach Blvd on the unincorporated area of Gardena.

I appreciate how much cleaner the streets are with your crew removing the large amounts of trash the RV's caused.

Your crew works so good together and one of the few teams that I actually see have a fun time while at work.

Your team is such a blessing as we navigate the issues with RV encampments.

Thank you again for all you do for our Community!!!

Your Big Supporter,
Fabiola Robles

Justin
So admirable that you can manage to continue doing this difficult, dirty job. It is appreciated! I knock on doors, bug my neighbors to speak up - but it doesn't compare to the work you and the crew do on the street
Thanks
Toni Ziff/TR Trading Company

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DEAR OCEAN BLUE,

I AM A RESIDENT OF THE HARBOR GATEWAY NEAR THE UNINCORPORATED L.A. COUNTY AREA. I SINCERELY "thank you" FOR YOUR EFFORTS TO CLEAN THE AREA FILLED WITH HOMELESSNESS, DILAPIDATED RV'S AND ALL THE TRASH IT CREATES. PARTICULARLY THE AREAS OF

REDONDO BEACH BLVD / MAIN & COMPTON BLVD / MAIN. / KEEP UP THE GOOD WORK. YOUR EFFORTS ARE MUCH APPRECIATED BY THIS LONGTIME HARBOR GATEWAY RESIDENT!

BEST REGARDS.

CRAIG / LOIS KUSUMOTO

Ocean Blue Team,

Thank you for the cleanup on Compton and Redondo Beach Blvd! As a resident of the area, I greatly appreciate all of your hard work!

-Nicholas Chavez

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

925 West Esther St.
Long Beach, CA 90813

Ph: (562) 624-4120
Fx: (562) 624-4127

License Permit	Description	Exp. Date
	Local Information	
318363-0001-0	City of Los Angeles Tax Registration	Active
BU94037860	City of Long Beach Business License	2025-08-15
Various	County of Los Angeles Public Health Permit (Sewage)	2025-06-30
	State Information	
709140	California, Contractors State Licensing Board, "A" General Engineering	2025-07-31
709140	California, Contractors State Licensing Board, Haz. Substance Removal & Remedial Actions	2025-07-31
3354	California, Department of Toxic Substances Control Transporter Registration	2024-11-30
111486	California Department of California Highway Patrol Transportation License	2024-09-30
FF863	California Department of Fish & Wildlife, Certificate of Financial Responsibility	2024-09-30
0119128	California, Department of Motor Vehicles Motor Carrier Permit	Non-Expiring
189683	Women/Minority Business Enterprise (WMBE) California Public Utilities Commission	2025-06-03
1000002621	California Department of Industrial Relations Registration	2025-06-30
3354	California, Department of Health Services Medical Waste Hauler Registration Number	Evergreen
44975	California, Department of Pesticide Regulation Business License	2024-12-31
151711	California, Department of Pesticide Regulation Qualified Applicator's License	2024-12-31
152980	California, Department of Pesticide Regulation Qualified Applicator's License (San Diego)	2024-12-31
230000355	County of Los Angeles Agricultural Pest Control Registration	2024-12-31
66	California, Department of Public Health Trauma Scene Practitioner Registration	2025-04-17
	Federal Information	
070219550300BD	U.S. Department of Transportation Hazardous Materials Certificate of Registration	2025-06-30
USDOT696231	U.S. Department of Transportation Identification Number	Non-Expiring
CAD983608258	U.S. Environmental Protection Agency	Non-Expiring
1003834	U.S. Dept of Homeland Security Emergency Management Institute	Non-Expiring

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CITY OF SANTA FE SPRINGS RATES
EFFECTIVE SEPTEMBER 1, 2024

DEFINITIONS

Straight Time: Monday through Friday, from 7:00 AM to 4:00 PM

Overtime: Monday through Friday, before 7:00 AM and after 4:00 PM, and all day on Saturdays

Premium Time: Sundays, Following Holidays

HOLIDAYS OBSERVED

New Year's Day
Martin Luther King, Jr.'s Birthday
Veterans Day
Fourth of July
Day after Thanksgiving
Christmas Day
Labor Day
Presidents Day
Memorial Day
Thanksgiving Day
Columbus Day

MINIMUM CHARGES

Four (4) hour minimum charges will apply to all call outs. Portal to Portal rates apply. Time charges include personnel, equipment and materials for preparation, mobilization, travel to and from site, demobilization, decontamination, transportation and unloading.

DISPOSAL AND OUTSIDE COSTS

All disposal, services, non-heavy equipment rentals, and materials not on the rate sheet will be billed at cost plus a twenty percent (20%) handling charge. Heavy equipment rental will be billed at cost plus twenty five percent handling charge due to high liability cost.

PREVAILING WAGE

An additional $45 per hour will be added to personnel and equipment with operator rate.

PAYMENT TERMS

All terms are net-thirty (30) days upon receipt of invoice, unless previous arrangements have been made. All emergency response work for non-established customers is C.O.D.

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OCEAN BLUE ENVIRONMENTAL SERVICES, INC.

SEPT 1, 2024 SANTA FE SPRINGS RATES

1. HAZARDOUS WASTE-TRAINED PERSONNEL — HOURLY RATE

CLASSIFICATION	STRAIGHT TIME	OVER-TIME	PREMIUM TIME
PROJECT MANAGER	132.60	173.80	173.80
SUPERVISOR	102.20	121.80	139.40
LEAD TECHNICIAN	70.70	103.00	134.60
EQUIPMENT OPERATOR	67.80	102.20	130.60
TECHNICIAN	63.90	90.30	117.80
ILWU (INT. LONGSHORE & WHSE UNION) TECH	89.40	133.60	179.70

ALL PERSONNEL HAVE AT A MINIMUM, 40-HR HAZ-WOPER TRAINING AS SPECIFIED BY 29 CFR 1910.120

2. CERTIFIED HAZARDOUS WASTE TRANSPORTATION VEHICLES — HOURLY RATE

UTILITY TRUCK 4X4 W/TRAFFIC CONTROL LIGHTS & LIFTGATE	56.00
GEAR TRUCK W/ LIFTGATE	56.00
EMERGENCY RESPONSE UNIT - LARGE	260.20
EMERGENCY RESPONSE UNIT - SMALL	180.80
VACUUM TRAILER - 20 BBL	60.90
VACUUM TRUCK - 70 BBL W/ ROPER PUMP*	149.30
VACUUM TRUCK - 120 BBL*	170.90
VACUUM TRUCK - 120 BBL STAINLESS STEEL*	193.50
AIR EXCAVATOR*	149.30
OMNI VAC - 85 BBL*	277.00
JETTER / VACTOR COMBO UNIT*	277.00
ROLL-OFF TRUCK*	149.30
ROLL-OFF TRUCK AND TRAILER*	170.90
TRASH COMPACTOR*	208.20
45' BOX VAN*	149.30
45' FLAT BED*	149.30
25' EQUIPMENT TRAILER	39.30

"*" DENOTES EQUIPMENT INCLUDING OPERATOR. THESE WILL BE CHARGED AN ADDITIONAL $29.00 PER HOUR FOR OVERTIME AND $39.00 PER HOUR FOR PREMIUM TIME.

3. RESPIRATORY / CONFINED SPACE ENTRY EQUIPMENT

SELF-CONTAINED BREATHING APPARATUS (30 MIN.)	152.20	DAILY
6-PACK BREATHING AIR BOTTLES	305.40	DAILY
5-MINUTE EGRESS AIR BOTTLE	43.30	DAILY
TRIPOD W/DOUBLE WINCHES	273.00	DAILY
FULL BODY HARNESS W/ SHOCK ABSORBER	39.30	DAILY
COPPUS BLOWER	221.00	DAILY
4-GAS AIR MONITOR	335.00	DAILY
PID METER	463.50	DAILY
MERCURY VAPOR ANALYZER	580.50	DAILY
OVA MONITOR	405.60	DAILY
PERSONAL 4 GAS METER	277.00	DAILY
ELECTRIC BLOWER	161.80	DAILY

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SEPT 1, 2024 SANTA FE SPRINGS RATES

4. TRAFFIC CONTROL

ARROW BOARD	248.60	DAILY
PORTABLE DECON STATION W/ARROWBOARD	332.10	DAILY
BARRICADES W/ REFLECTORS, EACH	36.40	DAILY
DELINEATOR/REFLECTIVE, EACH	2.00	DAILY
NO TURN RIGHT OR LEFT SIGNS, EACH	17.80	DAILY
TRAFFIC CONE/REFLECTIVE, EACH	3.00	DAILY
TRAFFIC CONTROL SIGNS 48"X48"/REFLECTIVE	41.30	DAILY

5. CLEANING EQUIPMENT

AIR COMPRESSOR	47.10	HOURLY
CHEMICAL DIAPHRAGM PUMP	348.70	DAILY
DIAPHRAGM PUMP	249.50	DAILY
SUCTION/DISCHARGE HOSE (PER FOOT)	1.00	DAILY
LAYFLAT HOSE (PER FOOT)	1.00	DAILY
INTRISICALLY SAFE PUMP FOR FUEL TANKS	121.80	DAILY
PRESSURE WASHER - 1,000 PSI 22 GPM	78.60	HOURLY
PRESSURE WASHER - 3,500 PSI 6 GPM	67.80	HOURLY
ENGINE DRIVEN PUMPS	572.20	DAILY
PORTABLE TRASH PUMP	232.70	DAILY
SUBMERSIBLE PUMP	206.30	DAILY
AIR SCRUBERS PORTABLE	193.50	DAILY
HEPA FILTERS FOR SCRUBBERS	144.40	EACH
55 GALLON CARBON SCRUBBER FOR VAC TRUCKS	221.00	DAILY

6. PORTABLE STORAGE UNITS

20-YARD BIN, OPEN TOP	28.50	DAILY
20-YARD BIN, CLOSED TOP	34.30	DAILY
40-YARD BIN, OPEN TOP	28.50	DAILY
40-YARD BIN, CLOSED TOP	36.40	DAILY
4" TANK MANIFOLD	21.60	DAILY
BIN LINERS	89.90	EACH

7. OIL SPILL EQUIPMENT

20' DRUM & SUPPLY TRAILER W/ 4' SIDES & 12,000 GVW	232.70	DAILY
BOOM TRAILER (STANDBY) W/ 1500' OF 8"x12" BOOM	173.80	DAILY
BOOM 8"x12" (DEPLOYED)	2.00	PER FT/DAY
BOOM 4"x12" (DEPLOYED)	1.00	PER FT/DAY
22' TOW/SPILL CONTROL BOAT W/ 200 HP MOTOR	149.30	HOURLY
22' x 8' SELF POWERED BARGE	100.20	HOURLY
19' TOOL SPILL BOAT W/90HP	100.20	HOURLY
17' TOW/SPILL CONTROL BOAT W/ 40 HP MOTOR	83.50	HOURLY
12' PUNTS	39.30	HOURLY
12' PUNTS W/ 5HP MOTOR	49.00	HOURLY
SPLASH ZONE 2-PART SEALER	182.60	PER GALLON
25 LBS ANCHORS W/ 15' CHAIN	16.60	DAILY
15 LBS ANCHORS W/ 10' CHAIN	11.80	DAILY

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SEPT 1, 2024 SANTA FE SPRINGS RATES

24" BOEYS	16.60	DAILY
ROPE MOP SKIMMER	173.80	HOURLY
DRUM SKIMMER TDS-136 W/ POWER PACK	232.70	HOURLY
SKIM-PAK SERIES 4000 W/ CONTROL SYSTEM	70.70	HOURLY
SKIMMER TRAILER	232.70	DAILY
ABSORBENT BOOM TRAILER	173.80	DAILY
ATV (ALL TERRAIN VEHICLE) W/TRAILER	303.40	DAILY
FORKLIFT TRAILER	110.10	DAILY

8. MATERIALS

10 GALLON DOT DRUM, STEEL	76.00	EACH
15 GALLON DOT DRUM, POLY	76.00	EACH
16 GALLON DOT DRUM, STEEL	76.00	EACH
20 GALLON DOT DRUM, STEEL	76.00	EACH
30 GALLON DOT DRUM, POLY	76.00	EACH
30 GALLON DOT DRUM, STEEL	76.00	EACH
5 GALLON DOT DRUM	20.60	EACH
55 GALLON DOT DRUM, POLY	68.80	EACH
55 GALLON DOT DRUM, STEEL	67.80	EACH
55 GALLON DOT DRUM, BIO	44.10	EACH
85 GALLON DRUM, OVERPAK, STEEL	280.00	EACH
95 GALLON DRUM, OVERPAK, POLY	280.00	EACH
ACID SPILFYTER NEUTRALIZER PER GALLON	86.40	EACH
BASE SPILFYTER NEUTRALIZER PER GALLON	86.40	EACH
BIO-SOLVE (HYDROCARBON ENCAPSULANT)	41.30	PER GALLON
BLEACH	5.00	PER GALLON
CHEMICAL POLY TOTES	358.40	EACH
CHLOR-D-TECT Q4000	20.60	EACH
CITRI-CLEAN, 55 GALLON	928.20	PER DRUM
DIESEL FUEL (EQUIPMENT)	6.00	PER GALLON
DRUM LINER	3.00	EACH
DUCT TAPE	6.80	PER ROLL
FACE SHIELD	14.70	EACH
HAND AUGER	97.30	DAILY
HEPA VACUUM FILTER PROTECTORS	22.60	EACH
HEPA VACUUM REPLACEMENT BAGS	22.60	EACH
OIL SORBENT POM POMS	63.90	PER BALE
PLASTIC BAGS	83.50	PER BOX
PLASTIC SHEETING	83.50	PER ROLL
RAGS, 50 LB BOX	75.70	PER BOX
ROPE 1/2 POLY, 100' ROLL	36.40	PER ROLL
ROPE 5/8 POLY, 100' SPOOL	41.30	PER ROLL
SAMPLE JARS - 1QT	14.70	EACH
SAND BAGS	3.80	EACH
SHRINK WRAP	34.30	ROLL
SIMPLE GREEN	14.70	PER GALLON
SODA ASH	6.80	PER GALLON
SORBENT BOOM W/ JELLING MATERIAL	463.50	PER BALE

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SEPT 1, 2024 SANTA FE SPRINGS RATES

SORBENT BOOM, 8"x10"	60.90	EACH
SORBENT PADS 18"x18"x1/4" (200/BALE)	100.20	PER BALE
SUPERFINE, 25 LB BAG	20.60	PER BAG
TRIWALL BOXES	173.80	EACH
VACTOR FLEX HOSE 4"	2.00	PER FOOT
VACTOR FLEX HOSE 6"	3.00	PER FOOT
4' LIGHT TUBE CARDBOARD DRUM	92.20	EACH
8' LIGHT TUBE CARDBOARD DRUM	71.80	EACH

9. TOOLS AND OTHER EQUIPMENT

CHEST WADERS	68.80	DAILY
CHIPPING GUNS	134.80	DAILY
CUTTING TORCH	167.90	DAILY
DRUM SAMPLING ROD (GLASS)	7.90	EACH
DRUM VACUUM - 55 GALLON	133.60	DAILY
EXTENSION LADDER	35.90	DAILY
FORK LIFT	245.50	DAILY
GENERATOR, 10KV TRAILER MOUNTED	39.30	HOURLY
GENERATOR, 5500 WATTS	179.80	DAILY
HAND TOOLS	59.00	DAILY
HAND WASHING STATION	56.00	DAILY
HAZ-CAT KIT	22.60	PER TEST
HEAVY DUTY JETTER NOZZLES	263.20	DAILY
HEPA VACUUM (DRY)	173.80	DAILY
HIP WADERS	59.00	DAILY
HUDSON SPRAYER	22.60	DAILY
LIFE JACKETS	17.80	DAILY
LIGHT STAND (2 BULBS)	41.30	DAILY
LIGHT TOWER (4 BULBS)	332.10	DAILY
MEALS ON SPILLS	9.80	EACH
MERCURY VACUUM	580.50	DAILY
MOTO MIX	35.90	GALLON
NON-SPARKING COLD CUTTER / RIVET BUSTER	110.10	DAILY
NON-SPARKING COLD CUTTER TIPS	34.30	EACH
PER DIEM ALLOWANCE ON TRAVEL	182.60	DAILY
PLUG & DIKE, 1 LB CAN	28.50	EACH
POLY SIPHON (POGO) PUMP	21.60	EACH
PORTABLE RESTROOM W/SINK	173.80	DAILY
PROFILING FEE (PER WASTE STREAM)	87.40	EACH
RADIO 2-WAY, INTRINSICALLY SAFE	46.20	DAILY
SAWZALL	92.30	DAILY
STIHL CUT OFF SAW	179.80	DAILY
4" TANK HOOK	85.40	DAILY
TYGUARD PATCH TOOLKIT	67.40	DAILY
TYGUARD PATCH (250')	809.00	PER ROLL
TYGUARD (500')	1,078.60	PER ROLL
TRANSFER HOSES, 1 - 4"	49.00	DAILY

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SEPT 1, 2024 SANTA FE SPRINGS RATES

TRUCK RAMPS (30,000 LBS)	332.10	DAILY
VAPOR TIGHT DROP LIGHTS	173.80	DAILY
VENTILATION FAN	133.60	DAILY
WATER METER	290.60	DAILY
WATER TANK TRAILER W/ PUMP	392.90	DAILY

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

LEVEL "A" - FULLY ENCAPSULATED GAS-TIGHT SUIT WITH SCBA	552.00	PER SET
LEVEL "B" - POLY-TYVEK THROUGH FULLY ENCAPSULATED SUIT, BUT NOT GAS TIGHT W/SCBA	173.80	PER SET
LEVEL "C" - TYVEK THROUGH SARANEX SUIT W/ AIR PURIFYING RESPIRATOR	75.70	PER SET
LEVEL "D" - TYVEK, POLY-TYVEK, COVERALL OR RAINGEAR SUIT WITH GLOVES, BOOTS, HARDHAT AND SAFETY GLASSES	36.40	PER SET

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-1
As-Needed Encampment Abatement and General Clean-Up Services
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name Los Angeles County Dept. Public Works
Entity Address 900 S. Freemont, Alhambra CA 91803
Name of Contact Adriana Flores - Senior Civil Engineer
Telephone Number of Contact 626.458.7390
Email of Contact aflores@dpw.lacounty.gov
Project Title On-Call / As-Needed Removal of Hazmat
Date of Project 1995 - Present / $5M per year

Entity Name City of Covina
Entity Address 125 East College St., Covina CA 91723
Name of Contact Sharon Gallant - Environmental Svcs Mngr
Telephone Number of Contact 626.384.5484
Email of Contact sgallant@covinaca.gov
Project Title On-Call / As-Needed Removal of Hazmat
Date of Project 2017 - Present / $150K per 3-years

Entity Name City of Santa Ana
Entity Address 20 Civic Center Plaza, Santa Ana CA 92702
Name of Contact Craig Foster - Stormwater Coordinator
Telephone Number of Contact 714.647.5659
Email of Contact cfoster@santa-ana.org
Project Title Haz Waste Disposal, Crime Scene Clean-up
Date of Project 2003 - Present / $350K per year

*We maintain 40+ city contracts in Southern California, all are available for reference checks

Bid Results

Bidder Details

Vendor Name	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.
Address	925 WEST ESTHER ST. LONG BEACH, California 90813 United States
Respondee	JUSTIN LEE
Respondee Title	PRESIDENT
Phone	310-357-7800
Email	jlee@ocean-blue.com
Vendor Type	DGS
License #	
CADIR	

Bid Detail

Bid Format	Electronic
Submitted	08/29/2024 11:24 AM (PDT)
Delivery Method	
Bid Responsive	
Bid Status	Submitted
Confirmation #	392717
Ranking	0

Respondee Comment

Buyer Comment

Attachments

File Title	File Name	File Type
240000 - COSFS - Proposal.pdf	240000 - COSFS - Proposal.pdf	Proposal
240000 - COSFS - References.pdf	240000 - COSFS - References.pdf	References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Standard Clean-Up Services/Biohazard							$365.0000		
1			Site Clean-up Mobilization/Demobilization Trip Fee	Fee	1	$0.0000	$0.0000	Yes	we bill portal to portal on hour line items
2			Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$108.9000	$108.9000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
3			Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$108.9000	$108.9000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
4			Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$147.2000	$147.2000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)							$365.0000		
5			Urgent/Emergency Site Clean-up Mobilization/Demobilization Trip Fee	/Fee	1	$0.0000	$0.0000	Yes	we bill portal to portal on hour line items
6			Urgent/Emergency Non-Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$108.9000	$108.9000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
7			Urgent/Emergency Hazardous Waste Technician Labor Rate (Per Hour/Per Person)	/Hour	1	$108.9000	$108.9000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
8			Urgent/Emergency Site Supervisor (Large Jobs)(Per Hour/Per Person)	/Hour	1	$147.2000	$147.2000	Yes	straight time 0700-1700. overtime +$29, holiday & sunday time +$39
Heavy Equipment							$1,997.5000		
9			Equipment Operator (Per Hour/Per Person)	/Hour	1	$108.9000	$108.9000	Yes	
10			Bobcat (Per Hour)	/Hour	1	$325.0000	$325.0000	Yes	
11			Flatbed (Per Hour)	/Hour	1	$360.0000	$360.0000	Yes	
12			Bulldozer (Per Hour)	/Hour	1	$345.0000	$345.0000	Yes	
13			Backhoe (Per Hour)	/Hour	1	$355.0000	$355.0000	Yes	
14			Misc./Other Equipment (Per Hour)	/Hour	1	$56.0000	$56.0000	Yes	gear truck
15			Misc./Other Equipment (Per Hour)	/Hour	1	$194.3000	$194.3000	Yes	roll off truck (operated)
16			Misc./Other Equipment (Per Hour)	/Hour	1	$253.3000	$253.3000	Yes	trash compactor truck (operated)
Disposal/Collection							$728.0000		
17			General Garbage/Debris/Furniture Collection/Disposal	/Ton	1	$95.0000	$95.0000	Yes	
18			Heavy Metals Collection/Disposal	/Ton	1	$95.0000	$95.0000	Yes	
19			Tire Disposal	/Tire	1	$25.0000	$25.0000	Yes	
20			Biohazard Material Disposal (Per 55 Gallon Container)	/Drum	1	$150.0000	$150.0000	Yes	
21			Biohazard Sharps, Medical Waste (Per 5 Lbs)	/Collect	1	$50.0000	$50.0000	Yes	
22			10 - Yard Roll Off Dumpster	/Unit	1	$30.0000	$30.0000	Yes	
23			20 - Yard Roll Off Dumpster	/Unit	1	$40.0000	$40.0000	Yes	
24			40 - Yard Roll Off Dumpster	/Unit	1	$50.0000	$50.0000	Yes	
25			Misc. Item	/Unit	1	$25.0000	$25.0000	Yes	propane tanks, cylinders, NOS tanks
26			Misc. Item	/Unit	1	$113.0000	$113.0000	Yes	paints, oils, antifreeze per 55 gallon drum
27			Misc. Item	/Unit	1	$55.0000	$55.0000	Yes	batteries per 5 gallon pail

Line Item Subtotals

Section Title	Line Total
Standard Clean-Up Services/Biohazard	$365.0000
Urgent/Emergency Clean-Up Services/Biohazard (4 Hour Response Time)	$365.0000
Heavy Equipment	$1,997.5000
Disposal/Collection	$728.0000
Grand Total	$3,455.5000

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least One Million Dollars ($1,000,000.00) per accident for bodily injury or disease), which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

City of Santa Fe Springs
Project Participation Report for Project As-Needed Encampment Abatement and General Clean-Up Services (RFP 25-1)
Issued on 07/22/2024
Bid Due on August 29, 2024 2:00 PM (PDT)

Vendor Name	Notified	Bidder	Bid Amount
A&A Wiping Cloth	X		
A1 Financial Services LLC		X	$114,003.00
AD Improvements, Inc.			
ANCON MARINE	X	X	$3,262.00
Advanced Chemical Transport	X		
Alpha Petroleum Transport Inc II	X	X	$7,186.53
American Integrated Services, Inc.	X	X	$8,060.50
American Wrecking Inc.	X		
Athens Services	X		
Bid America			
C&NF Enterprises LLC dba: Bio-One of Orange	X	X	$7,232.00
CDM Smith Inc	X		
California Building Evaluation & Construction Inc	X		
Carbon Supply Inc	X		
Clean Harbors Environmental Services Inc	X	X	$1,775.27
Clean Harbors Environmental Services Inc			
Clean Harbors Environmental Services, Inc.	X		
Consolidated Disposal Service, L.L.C. dba Republic Services	X		
Construction Bid Source			
DeAngelo Contracting Services LLC			
Deltek			
Demo & Abate Inc.	X		
Diamond Environmental Services LP	X		
Entram Corp	X		
GAMA Contracting Services, Inc.	X		
Greenway Solid Waste and Recycling, Inc.	X		
Grit & Gravel, Inc	X		
Haaker Equipment Company	X		
Heritage-Crystal Clean, LLC	X		
Homeboy Recycling, a California social purpose corporation	X		
Hunter Consulting Inc., dba HCI Environmental & Engineering Ser	X	X	$5,855.00
Integrated Demolition and Remediation Inc.	X		
J&L Constructors Inc.	X	X	$11,850.00
KCBEX			
Key Disposal	X		
Landscape Maintenance of America	X	X	$5,639.00
Lead Pursuits LLC			
Los Angeles Pumping Co., LLC	X		
M- RE CONSTRUCTION INC	X		
Mayfield Environmental Engineering	***X***	***X***	***$6,261.50***
O.C. Vacuum, Inc.	***X***	***X***	***$2,079.75***
OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	***X***	***X***	***$3,455.50***
OFRS, Inc.	X		
PATRIOT ENVIRONMENTAL SERVICES, INC.	X	X	$4,827.81
ROBERT'S LIQUID DISPOSAL, INC.	X		
Rain for Rent	X		
Safety Compliance Services LLC	X		
Sun Environmental Engineering Svcs.	X		
United Pumping Service, Inc.	X	X	$3,404.20
United Storm Water, Inc.	X		
Universal E-Waste Collectors, LLC	X		
Valley Vista Services	X		
Waste Resource Technologies	X		
Wildscape Restoration	X		
Woods Maintenance Services, Inc.	X		
Zusser Company, Inc.	X		
edcodisposal.com	X		
mk electronics dba ewastecleanup	X		
TOTALS	**49**	**14**	

ITEM # 26

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance

SUBJECT: **AUTHORIZATION TO DISPOSITION SURPLUS ITEMS**

DATE: November 12, 2024

RECOMMENDATIONS

It is recommended that the City Council:

1) Authorize the disposition of eight (8) vehicles and three (3) additional items; and

2) Direct staff to record revenue related to the auction of any items as miscellaneous general fund revenue; and

3) Authorize the City Manager to take any related and necessary actions.

FISCAL IMPACT

Proceeds associated with the sale of this equipment will vary based on a number of factors. As a result, the staff is unable to provide an accurate projection of the related proceeds. Although this is the case, it should be noted that any revenue received will be recorded as general fund miscellaneous revenue and used for the acquisition of new equipment via the equipment replacement fund (Organization Code 10800000).

BACKGROUND

Under the provisions within the City of Santa Fe Springs Municipal Code in Section 34.24, Sales of Surplus City Property, the City's Purchasing Officer has the authority to sell items that cannot be used by any department or that have become unsuitable for use. This practice has further been enhanced for notification and transparency by introducing a staff report to City Council which details items considered surplus.

After submitting the report, these items are typically sent to a public auction. Upon completion of the transaction, the City receives a receipt regarding the sale and any revenue. Revenue is recorded and placed in the equipment replacement fund to assist with future equipment acquisition needs.

DISCUSSION

Staff requests that City Council authorize the surplus and sale of eleven (11) items. Included in this list are a total of eight (8) vehicles, one (1) tire changer, one (1) tire balancer, and one (1) piece of fitness equipment. Attachment No. 1 identifies all items and provides additional details. These items have been recently replaced, or they are no longer suitable for use. All of these items have either been replaced/are soon to be replaced or are no longer needed.

The City has established a relationship with US Auctions for the sale of these items via public auction. US Auctions will pick up all the items listed and sell them on behalf of the City at an upcoming auction. Upon completion of the transaction, they will provide a record of the sale along with payment for any revenue collected, less their fees.

SUMMARY/NEXT STEPS

It is requested that City Council receive and file the attached report regarding various items that will be dispositioned via public auction.

ATTACHMENTS

A. Item List

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

Attachment No. 1

Item Description	Make	Model	Year	Color	VIN/Serial Number	License Plate	Year Purchased	Condition
Utility Trailer	N/A	N/A	1982	White	1S9U1F219CS040004	412540	1983	Poor
Enclosed Trailer	N/A	N/A	2001	White	1WF200E1227007519	1086304	2001	Fair
Truck	Ford	Ranger	2002	White	1FTYR44U72PA62650	1120674	2002	Poor
Police Car	Ford	Crown Vic	2011	Blk/Wht	2FABP7BVXBX162850	1374439	2011	Poor
SUV	Ford	Explorer	2013	Black	1FM5K7D82DGB90448	1415420	2013	Poor
SUV	Ford	Explorer	2013	Silver	1FM5K7D80DGB90447	1415419	2013	Poor
Sedan	Ford	Fusion	2007	Grey	3FAHP07127R124638	1257608	2007	Fair
SUV	Ford	Escape	2006	White	1FUMY95H461LB68100	Unknown	2006	Inoperable
Fitness Equipment - Elipitcal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Fair
Tire Balancer	Equipment Services, Inc.	EEWB304A	N/A	N/A	G61GZ004	N/A	N/A	Poor
Tire Charger	Equipment Services, Inc.	EEWH306A	N/A	N/A	1S9U1F219CS040004	N/A	N/A	Poor

ITEM # 27

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Chad Van Meeteren, Fire Chief

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT FOR DOCUMENT SCANNING AND DIGITIZING SERVICES**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve the Professional Services Agreement with Viatron Systems, Inc. and allocate $644,627 for Document Scanning and Digitizing Services; and

2) Authorize appropriation for FY 2024-25 in the amount of $200,000 to City Managers' – City Clerk account (No. 10101115-542050) Contractual Services.

3) Take such additional, related, action that may be desirable

FISCAL IMPACT

If approved, staff will work with Viatron Systems, Inc. to meet the not to exceed price of $644,627. Staff is requesting an allocation of $200,000 in expenditures for FY 2024-25, with the remaining contract funds to be budgeted and expended across FY 2025-26 and FY 2026-27.

BACKGROUND

On April 4, 2023, the Council approved the Agreement with VRC Companies, LLC for citywide document imaging. The City Clerk's Office began the Document Imaging project with VRC Companies, LLC; however, VRC Companies, LLC failed to complete the project by the projected completion date, so the contract and project with VRC Companies, LLC were terminated.

On June 25, 2024, we received a Confidential Analysis from Viatron Systems, Inc. in which they included their State of California Multiple Award Schedules (CMAS) Piggyback Contract for Scanning Services number 3-22-03-1075, which provides for the purchase and warranty of document conversion services, document production on-site and offsite services, electronic records management solutions, physical records management services, managed print services, 3D printing solutions, and additive manufacturing solutions.

ANALYSIS

In 2012, the City purchased an electronic management software called Laserfiche. Over the years, part-time staff from all departments scanned records; however, due to the high turnaround of part-time staff, this project was never completed, and no quality control was ever conducted on any records scanned. In addition, most historical records are deteriorating; some are also fading due to the amount of years they have been stored and are no longer legible. These records include City ordinances, maps, plans, building records, and more. As the number of documents being stored grows, the City runs out of room, accumulating costs to the City by having to store records off-site and then having to retrieve them.

Electronic document imaging would create a more efficient and effective method of record retrieval. The document scanning and digitizing services provided by Viatron LLC, Inc. will serve as the foundation for future electronic document management citywide. The City records would be accessible via Laserfiche, allowing the City to make city records available for public viewing via the City's website once all records have been digitized. Document Scanning and Digitizing Services will be a citywide foundation for future electronic document management.

It would be prudent for the City to approve the Professional Services Agreement with Viatron Systems, Inc., considering the investment and the long-lasting effects that the project of document scanning and digitizing the City's records management program will have on the organization.

The project duration is expected to be approximately three years, beginning November 13, 2024.

DISCUSSION

Electronic document imaging will preserve the City's official records and documents by digitizing them and uploading them to the City's existing electronic management software, Laserfiche. Currently, the city spends approximately $60,000 annually on document storage off-site. This number continues to grow each year as each city department sends records to off-site storage due to limited on-site space. Approval of this project would result in long-term financial savings for the city.

SUMMARY/NEXT STEPS

The City Council is requested to approve the Professional Services Agreement with Viatron Systems, Inc., which will create a more efficient and effective method of record retrieval. Once approved, the project will begin on November 13, 2024, and be completed no later than November 13, 2027.

ATTACHMENT(S):

A. Professional Services Agreement

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

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2024

COOPERATIVE CONTRACT SERVICES AGREEMENT

(Contractor: Viatron Systems, Inc.)
(Document Scanning and Digitizing Services)
(Cooperative/Piggyback Purchase: CMAS #3-22-03-1075, Base Schdule # GS-03F-142DA)

THIS COOPERATIVE CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into as of this 13th day of November, 2024 by and between the CITY OF SANTA FE SPRINGS, a municipal corporation (hereinafter, "CITY") and VIATRON SYSTEMS, INC. (hereinafter, "CONTRACTOR"). For the purposes of this Agreement, CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

RECITALS

WHEREAS, CITY is a municipal corporation organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose; and

WHEREAS, CITY requires the services of an outside independent contractor to provide all labor, materials and supervision required to scan and digitize documents; and

WHEREAS, Section 34.18(B)(1)-(3) of the Santa Fe Springs Municipal Code exempts certain purchases from the CITY's regular purchasing procedures where such purchases qualify as cooperative or piggyback purchase wherein the CITY may procure supplies, equipment and services on unit pricing terms that are equal to or better than pricing obtain by another public agency or non-profit using their own competitive contract awarding procedures; and

WHEREAS, CONTRACTOR was awarded a contract for Document Conversion, Project Management, Data & Records Management, and Document Scanning by California Department of General Services, Procurement Division (the "State") through its California Multiple Awards Schedule ("CMAS") program, which creates a pool of suppliers that local governmental agencies may solicit offers from; and

WHEREAS, the CMAS contracts are awarded and administered by the State in accordance with Public Contract Code Section 10290 et seq. and Section 12101.5 and are established for both information technology and non-information technology products and services; and

WHEREAS, CONTRACTOR warrants and represents itself as possessing the necessary experience, skills and qualifications to provide the services required by CITY and to ensure that all work is performed in a professional manner and the final product is of a high quality; and

WHEREAS, CONTRACTOR warrants and represents that it has the necessary staff to deliver the services within the time frame herein specified and is fully qualified to perform those services within the specified time frame in accordance with the highest standards of CONTRACTOR'S profession; and

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WHEREAS, the execution of this Agreement was approved by the Santa Fe Springs City Council in accordance at its Regular Meeting of _____ 20___ under Agenda Item No. _____.

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

1.0 TERMS OF AGREEMENT

1.1 This AGREEMENT shall be effective on and from the day, month and year of the execution of this document by the Parties, which date shall be the first date appearing in this Agreement, above. This AGREEMENT shall be in effect for a term of [three (3) years] beginning [November 13, 2024], and ending [November 13, 2027], during which time the CONTRACTOR shall commence and complete all of the services required pursuant to this AGREEMENT within [a three (3) year period] pursuant to Section 1.3 herein.

1.2 This AGREEMENT is a firm, fixed-price contract for all labor and materials including, but not limited to, document scanning, indexing, and conversion from paper to digital format. All tasks to be performed are to be completed, or this AGREEMENT is otherwise terminated. Prices shall remain firm upon execution of this AGREEMENT. The foregoing notwithstanding, in no event may CONTRACTOR's total compensation exceed the aggregate sum of SIX HUNDRED, FORTY-FOUR THOUSAND, SIX HUNDRED AND TWENTY-SEVEN DOLLARS ($644,627), unless otherwise amended by mutal written agreement of the Parties in the form of a written amendment to this Agreement.

1.3 CONTRACTOR shall commence work under this AGREEMENT within the time period specified in Section 1.1. The work shall be completed within [a three (3) year period] from the date of commencement (the "CONTRACT TIME") specified in the Notice to Proceed, as may be modified pursuant to the AGREEMENT. Time is of the essence in the performance of all obligations under this AGREEMENT, and all timing requirements shall be strictly adhered to unless otherwise modified in writing by the CITY. Failure to meet the schedule contained in this AGREEMENT is a default by the CONTRACTOR.

1.4 CONTRACTOR shall, without additional compensation, correct or revise any services performed pursuant to this AGREEMENT that do not meet the specifications and/or professional standards required of the CONTRACTOR.

2.0 SCOPE OF SERVICES (ATTACHMENT A)

2.1 CONTRACTOR shall provide CITY with the services and documents described in ATTACHMENT A, which is attached hereto and incorporated herein by this reference as though fully set forth at length and is hereinafter referred to as the "SERVICES."

2.2 The general manner in which the CONTRACTOR shall render the SERVICES is set forth in ATTACHMENT A. While CITY is, in general, concerned with the manner in which the SERVICES are rendered, under this AGREEMENT, as represented by CONTRACTOR, it is not

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concerned with, nor shall it direct, the specific means and methods of operations on the part of CONTRACTOR in the performance of its SERVICES under this AGREEMENT. CONTRACTOR shall provide all labor, materials, equipment, tools and services required by and shall perform all work described in this AGREEMENT.

3.0 COMPENSATION AND PAYMENT PROCEDURES.

3.1 CONTRACTOR shall perform all the SERVICES in accordance with the schedule of rates and charges established under ATTACHMENT A.

3.2 Section 3.1, above notwithstanding, in no event may CONTRACTOR's total compensation exceed the aggregate sum of SIX HUNDRED, FORTY-FOUR THOUSAND, SIX HUNDRED AND TWENTY-SEVEN DOLLARS ($644,627) unless approved by the City Council of the City of Santa Fe Springs and memorialized in the form of a written amendment to this AGREEMENT.

3.3 Following the completion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the SERVICE performed in the recently concluded calendar month. The invoice shall identify all services and tasks performed during the recently concluded calendar month and the corresponding subtotal for the same as well as all equipment costs and other charges. If the amount of CONTRACTOR's compensation includes hours worked by CONTRACTOR's personnel, the invoice shall indicate the number of hours worked in connection with the specific service or task requested, the persons responsible for performing the SERVICES, the rate of compensation at which such SERVICES were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONTRACTOR in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONTRACTOR.

3.4 CONTRACTOR shall comply with all applicable Federal, State and local laws pertaining to the subject matter hereof or in any way regulating the activities undertaken by CONTRACTOR or any subcontractor hereunder.

4.0 CHANGES TO SCOPE OF WORK

CONTRACTOR shall not perform work in excess of the SERVICES without the prior written approval of the Contract Officer. All requests for extra work shall be by written change order submitted to the Contract Officer prior to the commencement of such work.

5.0 SUBCONTRACTING

5.1 Subcontracting is prohibited under this Agreement.

6.0 ENTIRE AGREEMENT

6.1 This AGREEMENT, the incorporated attachments and all Applicable Terms & Conditions of CMAS contract number 3-22-03-1075 dated as of January 20, 2022 set forth the entire

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understanding of the Parties with respect to the subject matters herein. If there are any conflicts or inconsistencies as between the provisions of the incorporated attachments and the provisions of this AGREEMENT, the provisions of this AGREEMENT shall govern and control. If there are any conflicts or inconsistencies as between the provisions of this AGREEMENT and its attachments and the provisions of the CMAS ApplicableTerms & Conditions for CMAS contract number 3-22-03-1075 dated as of January 20, 2022 (the "CMAS Terms"), the provisions of the CMAS Terms shall govern and control. There are no other understandings, terms or other agreements expressed or implied, oral or written, except as set forth herein. No change, alteration, or modification of the terms or conditions of this AGREEMENT, and no verbal understanding of the Parties, their officers, officials, agents, representatives, contractors, subcontractors or employees shall be valid unless agreed to in writing by both Parties.

7.0 TERMINATION OF AGREEMENT

7.1 In the event of CONTRACTOR'S failure to prosecute, deliver, or perform the SERVICES, CITY may terminate this AGREEMENT immediately by notifying CONTRACTOR by certified mail of said termination. Thereupon, CONTRACTOR shall cease work and, within two (2) working days, place all work in progress in a safe and protected condition. The City Manager of CITY shall make a determination of the percentage of work that CONTRACTOR performed that is usable and of worth to CITY. Based upon that finding, CITY shall determine any final payment due to CONTRACTOR. For purposes of this Agreement, the term "working day" means those days of each week, excluding Saturday and Sunday or any national holiday.

7.2 This AGREEMENT may be terminated by the CITY, without cause, upon the giving of fifteen (15) days' written notice to the CONTRACTOR. Prior to the fifteenth (15th) day following the giving of the notice, the CONTRACTOR shall assemble the completed work product to date, and put the same in order for proper filing and closing, and deliver said product to the CITY. The CONTRACTOR shall be entitled to just and equitable compensation for any satisfactory work completed. The CONTRACT OFFICER and CONTRACTOR shall endeavor to agree upon a percentage complete of the contracted work if fees are fixed, or an agreed dollar sum based on services performed if hourly, and terms of payment for services and reimbursable expenses. CONTRACTOR hereby expressly waives any and all claims for damages or compensation arising under this AGREEMENT except as set forth herein.

8.0 [RESERVED – NO TEXT]

9.0 COVENANT AGAINST CONTINGENT FEES

9.1 CONTRACTOR represents and warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONTRACTOR, to solicit or secure this AGREEMENT, and that CONTRACTOR has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this AGREEMENT. For breach or violation of this representation and warranty, CITY shall have the right to terminate this AGREEMENT without liability or, at CITY'S sole discretion, to deduct from the AGREEMENT

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price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

10.0 STATUS OF CONTRACTOR

10.1 CONTRACTOR shall perform the SERVICES in a manner of CONTRACTOR'S own choice, as an independent CONTRACTOR and in pursuit of CONTRACTOR'S independent calling, and not as an employee of CITY. CONTRACTOR shall be under control of CITY only as to the result to be accomplished and the personnel assigned to the project. However, CONTRACTOR shall confer with CITY prior to implementing any changes proposed to the SERVICES. Neither CONTRACTOR nor CONTRACTOR'S employees shall be entitled in any manner to any employment benefits, including but not limited to, employer paid payroll taxes, Social Security, retirement benefits, health benefits, or any other benefits, as a result of this AGREEMENT. It is the intent of the Parties that neither CONTRACTOR nor its employees are to be considered employees of CITY, whether "common law" or otherwise, and CONTRACTOR shall indemnify, defend and hold CITY harmless from any such obligations on the part of its officers, employees, representatives and agents.

11.0 ASSIGNMENT OF CONTRACT

11.1 This AGREEMENT and any portion thereof shall not be assigned or transferred, nor shall any of the CONTRACTOR's duties be delegated or sub-contracted, without the express written consent of the CITY.

12.0 INDEMNITY – HOLD HARMLESS

12.1 To the fullest extent permitted by law, CONTRACTOR agrees that CITY and its elected and appointed boards, officials, officers, agents, employees, representatives and volunteers (individually and collectively, "CITY Indemnitees") shall have no liability to CONTRACTOR or any other person for, and CONTRACTOR shall indemnify, defend and hold harmless CITY Indemnitees from and against, any and all liabilities, claims, demands, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses, including reasonable attorneys' fees and disbursements, (collectively "Claims") that arise out of, pertain to, or relate to this AGREEMENT or any act or omission of CONTRACTOR or its officers, directors, representatives, employees, agents or subcontractors (collectively "CONTRACTOR'S PERSONNEL") in connection with this AGREEMENT, including, but not limited to, performance of or failure to perform the SERVICES.

12.2 CONTRACTOR's obligation herein does not extend to liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the sole negligence or willful misconduct by the CITY or its elected and appointed boards, officials, officers, agents, employees, representatives or volunteers.

12.3 CONTRACTOR shall provide a defense (with counsel acceptable to CITY) to the CITY's Indemnitees, or at the CITY's sole option, reimburse the CITY's Indemnitees for all costs, attorneys' fees, expenses and liabilities (including judgment or portion thereof) incurred with

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respect to any litigation in which the CONTRACTOR is obligated to indemnify, defend and hold harmless the CITY pursuant to this AGREEMENT.

12.4 **PERS Eligibility Indemnification**. In the event that any of CONTRACTOR's PERSONNEL is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS of the CITY, CONTRACTOR shall indemnify, defend (with counsel acceptable to CITY), and hold harmless CITY for the payment of any employer and employee contributions for PERS benefits on behalf of CONTRACTOR's PERSONNEL as well as for payment of any penalties and interest on such contributions which would otherwise be the responsibility of the CITY.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONTRACTOR's PERSONNEL providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation and benefit including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contributions to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.

12.5 **Limitation of CITY Liability.** The payment made to CONTRACTOR pursuant to this contract shall be the full and complete compensation to which CONTRACTOR and CONTRACTOR's PERSONNEL are entitled for performance of any work under this contract. Neither CONTRACTOR nor CONTRACTOR's PERSONNEL are entitled to any salary or wages, or retirement, health, leave or other fringe benefits applicable to employees of the CITY. The CITY will not make any federal or state tax withholdings on behalf of CONTRACTOR. The CITY shall not be required to pay any workers' compensation insurance on behalf of CONTRACTOR.

12.6 **Indemnification for Employee Payments.** CONTRACTOR agrees to defend (with counsel acceptable to CITY), and indemnify and hold harmless the CITY for and against any obligation, claim, suit or demand for tax, retirement contribution including any contribution to the Public Employees Retirement System (PERS), social security, salary or wages, overtime payment, or workers' compensation payment which the CITY may be required to make on behalf of CONTRACTOR or CONTRACTOR's PERSONNEL for work done under this AGREEMENT.

12.7 The provisions of this Section 12 shall not be limited by any provision of insurance coverage that the CONTRACTOR may have in effect, or may be required to obtain and maintain, during the term of this AGREEMENT. The provisions of this Section 12 shall survive expiration or termination of this AGREEMENT.

12.8 City shall timely notify the CONTRACTOR of the receipt of any third-party claim, relating to the AGREEMENT, and the City shall be entitled to recover its reasonable costs incurred in providing the notification.

12.6 **Responsibility For Equipment**. Notwithstanding anything in this AGREEMENT to the contrary, CITY shall not be responsible nor held liable for any damage whatsoever, including, but not limited to persons or property, resulting from or arising out of the use, misuse or failure of any

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equipment used by CONTRACTOR or any of its agents, employees or subcontractors, even if such equipment has been furnished, rented or loaned to CONTRACTOR by CITY. Any and all equipment furnished, rented or loaned to CONTRACTOR by CITY is provided on an "as is" basis. CITY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING ITS EQUIPMENT, AND HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The acceptance or use of any CITY equipment by CONTRACTOR or its agents, employees, or subcontractors shall be with all faults and shall be construed to mean that CONTRACTOR accepts full responsibility for and agrees to defend, indemnify and hold harmless CITY from and against any and all claims for any damage whatsoever resulting from the use, misuse or failure of such equipment. CONTRACTOR HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE CITY FOR ANY AND ALL LIABILITY FROM ANY AND ALL CLAIMS RELATING TO ANY CITY EQUIPMENT.

13.0 INSURANCE

13.1 CONTRACTOR shall procure and maintain for the duration of this AGREEMENT insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the SERVICES and the results of that work by CONTRACTOR'S PERSONNEL. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than "A" and "VII" unless otherwise approved in writing by the CITY's Risk Manager.

13.2 CONTRACTOR shall obtain, and during the term of this AGREEMENT shall maintain, policies of general liability, automobile liability, contractual liability and property damage insurance from an insurance company or companies authorized to be in business in the State of California, in an insurable amount of not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate or the limits specified below, whichever are greater. The insurance policies shall provide that the policies shall remain in full force during the full term of this AGREEMENT and shall not be canceled, terminated, or allowed to expire or not be renewed without thirty (30) days prior written notice to CITY from the insurance company, and shall contain a blanket waiver of subrogation. Statements that the carrier "will endeavor" and "failure to mail such notice shall impose no obligation or liability upon the company, its agents or representatives," will not be acceptable on insurance certificates. Maintenance of specified insurance coverage is a material element of this AGREEMENT.

13.3 **Types and Amounts Required**. CONTRACTOR shall maintain, at minimum, the following insurance coverage for the duration of this AGREEMENT:

13.3.1 **Commercial General Liability (CGL)**. CONTRACTOR shall maintain CGL Insurance written on an ISO Occurrence form or equivalent providing coverage at least as broad as CG 00 01 which shall cover liability arising from any and all personal injury or property damage, including ongoing and completed operations, in the amount no less than $2,000,000.00 per occurrence and subject to an annual aggregate of $4,000,000.00. If limits apply separately to this project (CG 25 03 or 25 04) the general aggregate limit shall not apply. There shall be no

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endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy. If CONTRACTOR maintains higher limits than the limits shown above, the CITY shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY. Any excess or umbrella policies being used to meet the required limits of insurance will be evaluated separately and must meet the same qualifications as the CONTRACTOR's primary policy.

13.3.2 **Commercial Automobile Liability**. CONTRACTOR shall maintain Commercial Automobile Liability Insurance for all of the CONTRACTOR's automobiles, including owned, hired and non-owned automobiles, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of no less than $1,000,000.00 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

13.3.3 **Workers' Compensation**. CONTRACTOR shall maintain Worker's Compensation insurance for all of CONTRACTOR's PERSONNEL who are subject to this AGREEMENT and to the extent required by applicable state or federal law, a Workers' Compensation policy providing at minimum $1,000,000.00 employers' liability coverage. The CONTRACTOR shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives.

13.4 The CITY and its officers, officials, employees, agents, representatives and volunteers shall be named as additional insureds on the required liability policies with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The CITY's additional insured status must be reflected on additional insured endorsement form (20 10 1185 or 20 10 1001 and 20 37 1001), which shall be submitted to the CITY.

13.5 All policies shall contain a provision stating that the CONTRACTOR'S policies are primary insurance and that insurance (including self-retention) of the CITY or any named insured shall not be called upon to contribute to any loss, as reflected in an endorsement at least as broad as CG 20 01 04 13, which shall be submitted to the CITY. This provision shall apply regardless of any language of the policy maintained by the CONTRACTOR during the term of this AGREEMENT.

13.6 Before CONTRACTOR shall employ any person or persons in the performance of the AGREEMENT, CONTRACTOR shall procure a policy of Workers' Compensation Insurance as required by the Labor Code of the State of California or shall obtain a certificate of self-insurance from the Department of Industrial Relations.

13.7 Prior to commencement of work under this AGREEMENT, CONTRACTOR shall furnish to the Contract Officer proof of the insurance required in this section. Failure by the Contract Officer to object to the contents of the certificate and/or policy endorsement or the absence of same

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shall not be deemed a waiver of any and all rights held by the CITY. Failure on the part of CONTRACTOR to procure or maintain in full force the required insurance shall constitute a material breach of contract under which the CITY may exercise any rights it has in law or equity including, but not limited to, terminating this AGREEMENT pursuant to Paragraph 7.1 above.

13.8 The CITY reserves the right to review the insurance requirements of this section during the effective period of the AGREEMENT and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon economic conditions, recommendation of professional insurance advisors, changes in statutory law, court decisions or other relevant factors. The CONTRACTOR agrees to make any reasonable request for the deletion, revision, or modification of particular insurance policy terms, conditions, limitations, or exclusions (except where those policy provisions are established by law, or are established by regulations that are binding upon either party to the contract, or are binding upon the underwriter to the contract). Upon request by CITY, CONTRACTOR shall exercise reasonable efforts to accomplish such changes in policy coverages and shall pay the cost thereof.

13.9 Any deductibles or self-insured retentions are the responsibility of CONTRACTOR and must be declared to and approved by the CITY. At the CITY's option, the CONTRACTOR shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

13.10 CONTRACTOR hereby grants to CITY a waiver of any right to subrogation that any insurer of said CONTRACTOR may acquire against the CITY by virtue of the payment of any loss under such insurance. This provision applies regardless of whether or not the CITY has requested or received a waiver of subrogation endorsement from the insurer.

14.0 DISPUTES

14.1 If a dispute should arise regarding the performance of this AGREEMENT, the following procedures shall be used to address the dispute:

a. If the dispute is not resolved informally, then, within five (5) working days thereafter, the CONTRACTOR shall prepare a written position statement containing the party's full position and a recommended method of resolution and shall deliver the position statement to the CONTRACT OFFICER.

b. Within ten working (10) days of receipt of the position statement, the CONTRACT OFFICER shall prepare a response statement containing the CITY's full position and a recommended method of resolution and shall deliver the response statement to the CONTRACTOR.

c. After the exchange of statements, if the dispute is not resolved within ten working (10) days, the CONTRACTOR and the CONTRACT OFFICER shall deliver the statements to the City Manager who shall make a determination within ten working (10) days.

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14.2 If the dispute remains unresolved for ten working (10) days following the City Manager's determination, and the parties have exhausted the procedures of this section, the parties may then seek resolution by mediation or such other remedies available to them by law or in equity.

15.0 NOTICES

15.1 Any notices to be given under this AGREEMENT, or otherwise, shall be served by certified mail.

15.2 For the purposes hereof, unless otherwise provided in writing by the Parties hereto, the address of the Parties and the proper person to receive any notice on each Party's behalf is:

For CITY:

Chad Van Meeteren, Fire Chief
Dpeartment of Fire- Rescue
City of Santa Fe Springs
11300 Greenstone Avenue
Santa Fe Springs, CA 90670
Phone: (562) 944-9713

For CONTRACTOR:

Kala Devan, CEO/CFO/Secretary
Viatron Systems, Inc.
18233 Hoover Street
Garden, CA 90248

15.4 CONTRACTOR represents and warrants that its employer's identification number is 33-0615733.

16.0 CONTRACTOR'S CERTIFICATION OF AWARENESS OF IMMIGRATION REFORM AND CONTROL ACT OF 1986

16.1 CONTRACTOR certifies that CONTRACTOR is aware of the requirements of the Immigration Reform and Control Act of 1986 (8 USC §§ 1101-1525) and has complied and will comply with these requirements including, but not limited to, verifying the eligibility for employment of all agents, employees, subcontractors and consultants before they perform any SERVICES under this AGREEMENT.

17.0 GENERAL PROVISIONS

17.1 **Accounting Records.** CONTRACTOR shall keep records of the direct reimbursable expenses pertaining to the SERVICES and the records of all accounts between the CONTRACTOR and any subcontractors. CONTRACTOR shall keep such records on a generally

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recognized accounting basis. These records shall be made available to the Contract Officer, or the Contract Officer's authorized representative, at mutually convenient times, for a period of three (3) years from the completion of the SERVICES.

17.2 **Contract Officer.** The Fire Chief shall serve as the CITY's "Contract Officer" for this AGREEMENT and has the authority to direct the CONTRACTOR, approve actions, request changes, and approve additional services within her/his authority. Any obligation of the CITY shall be the responsibility of the Contract Officer. Excepting the provisions pertaining to dispute resolution, no other person shall have any authority under this AGREEMENT unless specifically delegated in writing.

17.3 **Governing Law.** This AGREEMENT and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this AGREEMENT shall be held exclusively in a state court in the County of San Diego. CONTRACTOR hereby irrevocably consents to service outside the State of California and to the personal jurisdiction of and exclusive venue in the state and federal courts in the County of San Diego, California and waives any objection to such jurisdiction or venue. CONTRACTOR hereby waives the right to remove any action from San Diego County as is otherwise permitted by California Code of Civil Procedure Section 394.

17.4 **Business Certificate.** CONTRACTOR and its subcontractors, if any, are required to obtain and maintain a City Business Certificate during the duration of this AGREEMENT.

17.5 **Compliance with Law.** The CONTRACTOR shall be responsible for complying and ensuring its subcontractors comply with all local, state, and federal laws, rules, regulations, orders, policies, protocols and guidance, whether or not said laws are expressly stated or referred to herein, including, but not limited to complying with COVID-19 sanitation protocols, health orders and guidance.

17.6 **[RESERVED – NO TEXT]**

17.7 **Responsibility for Others.** CONTRACTOR shall be responsible to the CITY for its services and the services of its subcontractors. CONTRACTOR shall not be responsible for the acts or omissions of other parties engaged by the CITY nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.

17.8. **Drafting Ambiguities**. The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this AGREEMENT, and the decision of whether or not to seek advice of counsel with respect to this AGREEMENT is a decision that is the sole responsibility of each Party. This AGREEMENT shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in the drafting of the AGREEMENT.

17.9. **Conflicts between Terms**. If an apparent conflict or inconsistency exists between the main body of this AGREEMENT and the Attachments, the main body of this AGREEMENT shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order,

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or code and this AGREEMENT, the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this AGREEMENT, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this AGREEMENT and shall cooperate in good faith to resolve the same.

17.10 **Non-Discrimination**. CONTRACTOR shall not discriminate against any employee or applicant for employment because of sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation. CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation and shall make reasonable accommodation to qualified individuals with disabilities or medical conditions. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment any notices provided by CITY setting forth the provisions of this non-discrimination clause.

17.7 **Rights Cumulative.** All rights, options, and remedies of the CITY contained in this AGREEMENT shall be construed and held to be cumulative, and no one of the same shall be exclusive of any other, and the CITY shall have the right to pursue any one of all of such remedies or any other remedy or relief that may be provided by law or in equity, whether or not stated in this AGREEMENT.

17.8 **Waiver.** No waiver by either Party of a breach by the other Party of any of the terms, covenants, or conditions of this AGREEMENT shall be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, covenant or condition herein contained. No waiver of any default of either Party hereunder shall be implied from any omission by the other Party to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect default other than as specified in said waiver.

17.9 **Third Parties.** No provision contained in the AGREEMENT shall create or give to third parties any claim or right of action against the CITY or CONTRACTOR or their respective officers, directors, officials, employees, representatives, contractors, subcontractors or agents.

17.10 **Survival.** The provisions of the AGREEMENT that by their nature survive termination or final completion of the AGREEMENT, including all warranties, indemnities, payment obligations, and the CITY's right to audit CONTRACTOR's books and records, shall remain in full force and effect after final completion or any termination of the AGREEMENT.

17.11 **Severability.** In the event that any part of this AGREEMENT is found to be illegal or unenforceable under the law as it is now or hereafter in effect, either Party will be excused from

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performance of such portion or portions of this AGREEMENT as shall be found to be illegal or unenforceable without affecting the remaining provisions of this AGREEMENT.

17.12 **Exhibits Incorporated.** All Attachments/Exhibits referenced in this AGREEMENT are incorporated into the AGREEMENT by this reference.

[SIGNATURES CONTINUED ON NEXT PAGE]

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18. SIGNATURES

18.1 Each signatory and Party hereto hereby warrants and represents to the other Party that it has legal authority and capacity and direction from its principal to enter into this AGREEMENT, and that all resolutions or other actions have been taken so as to enable it to enter into this AGREEMENT.

CITY:

By: _____
Rene Bobadilla
City Manager

Date: _____

CONTRACTOR:

By: DocuSigned by: Albert Fader 090257C6ABBC491...
Albert Fader
Vice President

10/21/2024
Date: _____

APPROVAL AS TO CONTENT:

_____ _____
Chad Van Meeteren, Fire Chief Date

APPROVAL AS TO FORM:

_____ _____
Rick Olivarez, City Attorney Date

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ATTACHMENT A

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

Presented By:

ViaTRON Systems, Inc.

THE PAPERLESS OFFICE SPECIALISTS

ViaTRON VTX Content Management Systems

Prepared For:

CITY OF SANTA FE SPRINGS

DEPARTMENT OF FIRE-RESCUE 11300 Greenstone Avenue
Santa Fe Springs, CA 90670

VERSION 2

Prepared By:

ERNST GANGNES
ernstg@viatron.com
T/310-756-0604
Fax: 310.756.0609

ViaTRON SYSTEMS, INC
18233 Hoover Street
Los Angeles, CA 90248

The Paperless Office Specialists

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DOCUMENT ANALYSIS - SCOPE OF WORK
PJ9396 - CITY OF SANTA FE SPRINGS DEPTS OF FIRE & RESCUE

CMAS CONTRACT NUMBER - 3-22-03-1075

FIRE FILES GREENSTONE AVENUE	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING
Doc Type	**FIRE FILES**						
LETTER SIZE	20 FILES CABINETS - 6 DRAWERS OPER CABINET. 26 INCH LONG DRAWERS. 120 TOTAL DRAWERS	120	26	3120	**499,200**	**$0.089**	**$ 44,428.80**
MAPS	FOLDED MAPS - ESTIMATED 40 PAGES PER BOX. ESTIMATED 208 BOXES				**8,320**	**$0.95**	**$ 7,904.00**
Optional	***BOX AND PACKING ESTIMATED - 208 BOXES (15 INCH)***						
Indexing	**BOX TYPE - FOLDER DESCRIPTION, ETC.** Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.						
	Base Scanning rate is $0.079 Per Page.						
	****ADVANCED PREP & QC - INCLUDES $0.02 PER PAGE.** Advanced Doc prep, heavy staples, color sheets, Tag Maps for Scanning on Large Format scannet, etc. Advanced QC deliver 2 files one for master fire file and one for Plans. Technical Quality Control for 2 data deliveries. PDF/A format plus laserfiche.						
	Large Format maps - $0.95 Per Page. Fragile or Torn maps - $1.45 needs to be inserted in plastic sleeves.						
	MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE						
	LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.						
			Estimated Pages Sub Total		**507,520**	**Sub Total**	**$ 52,332.80**
			FIRE FILES - GREENSTONE				

FIRE FILES - ARCHIVE STORAGE FACILITY	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING
Doc Type	**FIRE FILES**						
LETTER SIZE	480 BANKERS BOXES - 24 INCHES LONG	480	24	11520	**1,843,200**	**$0.089**	**$ 164,044.80**

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MAPS	FOLDED MAPS - ESTIMATED 40 PAGES PER BOX. ESTIMATED 480 BOXES	**19,200**	**$0.95**	**$**	**18,240.00**

Indexing

BOX TYPE - FOLDER DESCRIPTION, ETC. Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.

Base Scanning rate is $0.079 Per Page.

****ADVANCED PREP & QC - INCLUDES $0.02 PER PAGE.** Advanced Doc prep, heavy staples, color sheets, Tag Maps for Scanning on Large Format scannet, etc. Advanced QC deliver 2 files one for master fire file and one for Plans. Technical Quality Control for 2 data deliveries. PDF/A format plus laserfiche.

Large Format maps - $0.95 Per Page.
Fragile or Torn maps - $1.45 needs to be inserted in plastic sleeves.

MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE

LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.

	Estimated Pages Sub Total	**1,862,400**	**Sub Total**	**$**	**182,284.80**

FIRE FILES - ARCHIVE STORAGE FACILITY

HUMAN RESOURCES DEPT	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING
Doc Type	**HR FILES - BINDERS - BLUE SHEETS AND BASEMENT**						
LETTER SIZE	8 BINDERS - 4 INCHES BLUE SHEETS - PAST EMPLOYEES	8	4	32	**6,400**	**$0.079**	**$ 505.60**
	WORKERS COMP - 1 DRAWER 15 INCHES 1 DRWER 25 INCHES	1	40	40	**8,000**	**$0.079**	**$ 632.00**
	ADMIN FILES 4 BOXES - 12 INCHES	4	12	48	**9,600**	**$0.079**	**$ 758.40**
	BENEFITS 2 BOXES - 15 INCHES	2	15	30	**6,000**	**$0.079**	**$ 474.00**
	DISAPLINE 2 BOXES - 15 INCHES	2	15	30	**6,000**	**$0.079**	**$ 474.00**
Optional	***BOX AND PACKING ESTIMATED - 15 BOXES (15 INCH)***						

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

Indexing

BOX TYPE - FOLDER DESCRIPTION, ETC. Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.

Base Scanning rate is $0.079 Per Page.

MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE

LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.

				Estimated Pages Sub Total	**36,000**	**Sub Total**	**$**	**2,844.00**

FINANCE	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING
Doc Type	**FINANCE DEPT - MISC**						
LETTER SIZE	MIXED FINANCE BOXES IN HALLWAY 298 BOXES 15 INCH - HEAVY PREP - ADVANCED	298	15	4470	**894,000**	**$0.089**	**$ 79,566.00**
	6 BOXES - 25 INCHES - HEAVY PREP - ADVANCED	6	25	150	**30,000**	**$0.089**	**$ 2,670.00**
	MICROFILM ROLLS - Timesheets - Index at the roll level. 25 Rolls	25				**$49**	**$ 1,225.00**

Indexing

BOX TYPE - FOLDER DESCRIPTION, ETC. Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.

Time Sheets, Finance/AP, Invoices, Cchecks, cash Recipts, Business Licenses.

Base Scanning rate is $0.079 Per Page. Advanced Prep needed for cash reciepts.

****ADVANCED PREP & QC - INCLUDES $0.02 PER PAGE.** Advanced Doc prep, Small receipts, heavy staples, color sheets, . Advanced QC deliver 2 files one for master fire file and one for Plans. Technical Quality Control for 2 data deliveries. PDF/A format plus laserfiche.

MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE

LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.

				Estimated Pages Sub Total	**924,000**	**Sub Total**	**$**	**83,461.00**

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PUBLIC WORKS	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING
Doc Type	**PUBLIC WORKS - LETTER SIZE AND MAPS**						
LETTER SIZE	PERMITS (BASEMENT) 13 BOXES - 18 INCHES - INDEX BY PERMIT NUMBER - 3 PAGES PER FILE - HEAVY PREP	13	18	234	**46,800**	**$0.089**	**$ 4,165.20**
LETTER SIZE	PROJECT SPEC FILES - ENGINEERING (SOME FOLDED MAPS) - 57 BOXES - 24 INCHES	57	24	1368	**218,880**	**$0.089**	**$ 19,480.32**
LETTER SIZE	PROJECT SPEC FILES - ENGINEERING (SOME FOLDED MAPS) - 24 DRAWERS - 26 INCHES PER DRAWER - INDEX BY FOLDER DESCRIPTION	24	26	624	**156,000**	**$0.089**	**$ 13,884.00**
LETTER SIZE	WATER FILES - 33 INCH DRAWERS - 3 TOTAL DRAWERS	3	33	99	**19,800**	**$0.079**	**$ 1,564.20**
LETTER SIZE	CIP PROJECTS - 12 DRAWERS - 33 INCHES	12	33	396	**79,200**	**$0.079**	**$ 6,256.80**
LETTER SIZE	VALLEY VIEW FILES 26 INCH DRAWERS - 16 DRAWERS	16	26	416	**83,200**	**$0.079**	**$ 6,572.80**
LETTER SIZE	FREEWAY FILES 5 DRAWERS - 38 INCHES	5	38	190	**38,000**	**$0.079**	**$ 3,002.00**
LETTER SIZE	CIP FILES - CONT 40 DRAWERS - 28 INCHES - INDEX FOLDER DESCRIPTION	40	28	1120	**224,000**	**$0.079**	**$ 17,696.00**
LETTER SIZE	MISC BINDERS 120 BINDERS - 4 INCHES - INDEX BY BINDER DESCRIPTION	120	4	480	**84,000**	**$0.079**	**$ 6,636.00**
LETTER SIZE	PUBLIC WORKS FILES 17 CABINETS - 4 DRAWERS EACH (68 TOTAL DRAWERS) - 28 INCHES EACH	68	28	1904	**380,800**	**$0.079**	**$ 30,083.20**
MAPS	MAPS - 1,000 ROLLS - 10 PAGES EACH - INDEX BY DRAWING NUMBER	1000		10	**10,000**	**$0.95**	**$ 9,500.00**

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MAPS	MAPS - 20 CABINETS - 10 DRAWERS EACH - 120 PAGES PER DRAWER - INDEX BY DRAWING NUMBER	200		120	**24,000**	**$0.95**	**$**	**22,800.00**
APERTURE CARDS	APERTURE CARDS 20 BOXES - 6 INCHES 35 MM CARDS	20	6	120	**14,400**	**$1.50**	**$**	**21,600.00**

Optional

Indexing

BOX TYPE - FOLDER DESCRIPTION, ETC. Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.

Base Scanning rate is $0.079 Per Page.

****ADVANCED PREP & QC - INCLUDES $0.02 PER PAGE.** Advanced Doc prep, heavy staples, color sheets, Tag Maps for Scanning on Large Format scannet, etc. Advanced QC deliver 2 files one for master fire file and one for Plans. Technical Quality Control for 2 data deliveries. PDF/A format plus laserfiche.

Large Format maps - $0.95 Per Page.
Fragile or Torn maps - $1.45 needs to be inserted in plastic sleeves.

MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE

LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.

				Estimated Pages Sub Total	**1,379,080**	**Sub Total**	**$**	**163,240.52**

COMMUNITY DEVELOPMENT	DESCRIPTION	DRAWER/ BOXES	INCHES	TOTAL INCHES	ESTIMATED PAGE COUNT	UNIT PRICE	PRICING	
Doc Type	**COMMUNITY DEVELOMENT**							
LETTER SIZE	CUP'S - INCLUDED FOLDED MAPS - 15 DRAWERS - 31 INCHES INDEX BY: ADDRESS, CUP #, AND TYPE	15	31	465	**74,400**	**$0.089**	**$**	**6,621.60**
LETTER SIZE	COM DEV FILES - 40 DRAWERS - 24 INCH DRAWERS - SOME FOLDED MAPS	40	24	960	**192,000**	**$0.089**	**$**	**17,088.00**
LETTER SIZE	FILE JACKETS AND ADDRESSES - 8 DRAWERS - 33 INCH DRAWERS	8	33	264	**52,800**	**$0.079**	**$**	**4,171.20**

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LETTER SIZE	FILE JACKETS AND ADDRESSES - 19 DRAWERS - 39 INCH DRAWERS	19	39	741	**148,200**	**$0.079**	**$**	**11,707.80**
LETTER SIZE	CUPS - PLAN APPROVALS - 50 DRAWERS - 26 INCHES - LETTER SIZE PLUS FOLDED MAPS	50	26	1300	**208,000**	**$0.089**	**$**	**18,512.00**
LETTER SIZE	COMMUNITY DEVELOMENT - MISC FILES BASEMENT 48 BOXES - 18 INCHES	48	18	864	**172,800**	**$0.079**	**$**	**13,651.20**
LETTER SIZE	COMMUNITY DEVELOMENT - MISC FILES BASEMENT 10 BOXES - 15 INCHES	10	15	150	**30,000**	**$0.079**	**$**	**2,370.00**
LETTER SIZE	COMMUNITY DEVELOMENT - MISC FILES BASEMENT 20 BOXES - 24 INCHES	20	24	480	**96,000**	**$0.079**	**$**	**7,584.00**
LETTER SIZE	PLANNING MISC	13	30	390	**78,000**	**$0.079**	**$**	**6,162.00**
MAPS	CUPS PLAN APPROVAL - MAPS - ESTIMATED 50 PER DRAWER	90	26	2340	**4,500**	**$0.95**	**$**	**4,275.00**
MAPS	PLOT PLANS - FOLDED MAPS IN DRAWERS 45 DRAWERS - 26 INCHES INDEX BY ADDRESS	45	26	1170	**70,200**	**$0.95**	**$**	**66,690.00**
MAPS	1,000 PAGES OF MAPS - ROLLS				**1,000**	**$0.95**	**$**	**950.00**
MAPS	PLANS BOXES - FOLDED MAPS - 120 PAGES PER BOX - 6 BOXES	6			**720**	**$0.95**	**$**	**684.00**

Indexing

BOX TYPE - FOLDER DESCRIPTION, ETC. Good condition, Multi Colors, 8.5 x 14 Size paper, Double Sided, Staples, Brackets, PDF Format, OCR, Black & White, 300 DPI. Heavy Doc prep - Lots of staples and color sheets. Also need to tag maps and scan on Maps scanner.

Base Scanning rate is $0.079 Per Page.

****ADVANCED PREP & QC - INCLUDES $0.02 PER PAGE.** Advanced Doc prep, heavy staples, color sheets, Tag Maps for Scanning on Large Format scannet, etc. Advanced QC deliver 2 files one for master fire file and one for Plans. Technical Quality Control for 2 data deliveries. PDF/A format plus laserfiche.

Large Format maps - $0.95 Per Page.
Fragile or Torn maps - $1.45 needs to be inserted in plastic sleeves.

MANIFEST CREATION. PDF/A DELIVERY ON A HARD DRIVE

LASERFICHE DATA DELIVERY - BREIFCASE FILE OR VOLUME FILE.

Estimated Pages Sub Total	**1,128,620**	**Sub Total**	**$**	**160,466.80**

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MISC TASKS	DESCRIPTION		Estimated Counts	UNIT PRICE	PRICING
	MISCELLANEOUS	*based on estimates			
	FREIGHT PER TRIP			FREE	$ -
OPTIONAL - BOXING PACKING & LABELING		*BOXES	TDB	$10	$ -
	SHREDDING SERVICES	*BOXES	TBD	$3	$ -
LONG TERM BOX STORAGE - MONTHLY		*BOXES		$1	$ -
				Sub Total	$ -
		Estimated Pages -	5,837,620	Total	$ -
	GRAND TOTAL BASED ON ESTIMATES		5,837,620	Total	$ 644,630

June 25th 2024 - Confidential Document Analysis intended for The City of Santa Fe Springs Citywide - Dept of Fire & Rescue ViaTRON Systems Inc - prepared by Ernst Gangnes. PJ9396

CMAS - STATE OF CALIFORNIA PIGGYBACK CONTRACT FOR SCANNING SERVICES - 3-22-03-1075

Our CMAS State of California Scanning contract Pricing is as follows:
CMAS #3-22-03-1075.

1. Maps scanning - Black & White - size C, D or E - $0.95
2. Maps scanning - Color Scanning - size C, D or E + $0.14 a page
3. Letter Size scanning – black & white - $0.079
4. Letter Size scanning – Color + $0.005
5. Micro Film conversion - $0.034 per image
6. Microfiche Conversion $0.034 per image or $1.50 a sheet
7. COM Fiche - $0.034 per image
8. Shredding - $4.00 per box (Bankers box)
9. Storage - $1.00 per box per month
10. CD Conversion - $30 an hour
11. PDF conversion - Free
12. Full text OCR processing - standard - Free
13. Artificial Intelligence OCR Processing - $0.01

Optional Services:

1. Boxing and Packing Services - $9.50 per box
2. Advanced Doc prep - $0.01
3. Advanced QC - $0.01
4. Advanced Scanning - $0.01
5. Advanced Indexing - $0.01
6. Special handling - Fix and repair torn maps - $30 an hour
7. Level 2 - Advanced Doc prep, Indexing, QC or Scanning - $30 an hour
8. LaserFiche formatting – Free. Briefcase formatting and upload.

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PROJECT DETAILS
CITY OF SANTA FE SPRINGS

PROJECT NO : 9457 **DATE : 9/25/2024**

PROFESSIONAL SERVICES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES - CMAS NUMBER - 3-22-03-1075

FINANCE FILES -

ESTIMATED 924,000 PAGES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES -

PUBLIC WORKS FILES -

ESTIMATED 1,379,080 PAGES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES -
COMMUNITY DEVELOPMENT FILES -

ESTIMATED 1,128,620 PAGES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES -

CMAS # 3-22-03-1075

FIRE FILES - GREENSTONE AVENUE -
ESTIMATED 507,520 PAGES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES -

FIRE FILES - ARCHIVE STORAGE FACILITY-
ESTIMATED 1,862,400 PAGES

SCANNING SERVICES
DOCUMENT CONVERSION SERVICES -

HUMAN RESOURCES FILES -

ESTIMATED 36,000 PAGES

TOTAL FOR PROFESSIONAL SERVICES $644,627.00

TERMS

Payments
Product & Professional Services - Payments of NET 30

Payments
Scanning Services - Payment is billed monthly based on data delivered.

Late Payments
Client will be charged 6% for late payment of invoice.

Project Schedule

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

ViaTRON Systems, Inc.

THE PAPERLESS OFFICE SPECIALISTS

PROJECT DETAILS
CITY OF SANTA FE SPRINGS

PROJECT NO : 9457 **DATE : 9/25/2024**

TERMS

Prior to beginning the project, Client and ViaTRON will meet for a pre-installation meeting. At this meeting both, Client and ViaTRON shall discuss and agree to a project schedule. Both parties shall agree to complete the project in the shortest possible time.

Shredding Services

ViaTRON provides free certified box shredding services. These arrangement must be make prior to beginning the project.

Performance Guarantee - Data Conversion

ViaTRON employs a variety of hardware and software technology to ensure the highest quality of work is delivered to the client. All work performed and delivered to the client is guaranteed for one year from the date of the contract. If you find a defect during the warranty period, ViaTRON will correct the defect. This including double paper feed, indexing errors and image resolution enhancement. It is important that the source/original documents from the client are in legible condition.

Proposal Expiration Date

Due to constant changes in the technology industry the prices listed in this proposal are guaranteed for 90 days from the date of this proposal.

TOTAL FOR TERMS **$0.00**

PROJECT PRICING

FINAL PRICE **$644,627**

Project Approval:

Signature **Date**

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

MULTIPLE AWARD SCHEDULE

Viatron Systems, Inc.

CMAS NUMBER:	**3-22-03-1075**
CMAS TERM DATES:	3/28/2022 through 9/19/2026
CMAS CATEGORY:	Information Technology Goods and Services
APPLICABLE TERMS & CONDITIONS:	January 20, 2022
MAXIMUM ORDER LIMIT:	State Agencies: **See Purchasing Authority Dollar Threshold provision** Local Government Agencies: **Unlimited**
FOR USE BY:	State & Local Government Agencies
BASE SCHEDULE #:	GS-03F-142DA
BASE SCHEDULE HOLDER:	ARC Document Solutions, LLC

This California Multiple Award Schedule (CMAS) provides for the purchase and warranty of document conversion services, document production on-site and off-site services, electronic records management solutions, physical records management services, managed print services, and 3D printing solutions and additve manufcturing solutions. (See page 3 for the specific services, labor categories, and restrictions applicable to this CMAS.)

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the: Statewide Contract Index Listing (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Statewide-Contracts). This requirement is not applicable to local government agencies.

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions.

Original Signature on File

Effective Date: **3/28/2022**

Bryan Dugger, Program Analyst, California Multiple Award Schedules Unit

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

MULTIPLE AWARD SCHEDULE

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FOR USE BY:	State & Local Government Agencies
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Bryan Dugger, Program Analyst, California Multiple Award Schedules Unit

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

Agency non-compliance with the requirements may result in the loss of delegated authority to use the CMAS program.

CMAS contractor non-compliance with the requirements may result in termination.

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CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
VIATRON SYSTEMS, INC.
CMAS NO 3-22-03-1075

CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base schedule for the products and/or services available.

IT Consult-Document Conversion
IT Consult-Project Mgmt
IT Service-Data/Records Mgmt
IT Service-Document Scanning

AVAILABLE PRODUCTS AND/OR SERVICES

Only services listed on pages 20-47 are available within the scope of this CMAS:

The ordering agency must verify all products and/or services are currently available on the base General Services Administration (GSA) schedule. Access the GSA eLibrary at www.gsaelibrary.gsa.gov.

Only the following job titles are available within the scope of this CMAS:

Document Prep Clerk
Information Management Consultant
Information Management Operator
AIM Operations Director
AIM Scanner Operator

You may verify the following current information about the job titles available in the base schedule at the General Services Administration (GSA) eLibrary (www.gsaelibrary.gsa.gov):

- Description of the functional requirements
- Minimum education and experience requirements
- Maximum pricing allowed (lower pricing acceptable)

EXCLUDED PRODUCTS AND/OR SERVICES

Professional audio/video products, office furniture, signs, office management needs assessment and analysis services, educational support services, training courses, and order-level materials are not available under this CMAS.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

Viatron Systems, Inc.
18233 Hoover Street
Gardena, CA 90268
Attn: Ernst Gangnes

E-mail: ernstg@viatron.com

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
VIATRON SYSTEMS, INC.
CMAS NO 3-22-03-1075

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

Contact: **Ernst Gangnes**
Phone: **(310) 702-5975**
E-mail: **ernstg@viatron.com**

TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. **See next paragraph for information.**

The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html.

The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at www.cdtfa.ca.gov/taxes-and-fees/top500.htm.

MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this CMAS.

CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

PRICE DISCOUNTS

This CMAS contains quantity and dollar volume discounts. See the base schedule for the specific percentage of discount.

MANAGED PRINT SERVICES

Prior to entering into a contract for Managed Print Services involving the installation of software into an agency's network, a security risk assessment by the ordering agency's Information Security Office (ISO) should be performed. This assessment should account for the unique design of the customer's network, their security requirements, and the level of risk tolerance for the organization.

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CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010, effective January 1, 2017, applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

WARRANTY

For warranties, see the base schedule, the CMAS Terms and Conditions, General Provisions, and CMAS Warranty.

CMAS contractor personnel shall have the experience, education, and expertise as defined in the base schedule.

DELIVERY

30 days after receipt of order or as negotiated between agency and CMAS contractor and included in the purchase order.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Origin. Buying agency pays the freight charges.

State agencies shall follow the instructions below whenever the weight of the purchase is 100-lbs or more and F.O.B. Destination, Freight Prepaid is not used. This requirement is not applicable to local government agencies.

All shipments will be made by ground transportation unless otherwise ordered on the purchase order.

Before placing order, contact DGS Transportation Management Unit (TMU) to determine the routing of freight shipments. The TMU contact information can be found at the TMU website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Transportation-Management). You will need to provide Transportation Management with the point of origin and destination. They will also want to know the commodity being shipped and the estimated shipping weight of the order. If shipping overnight, the account number must be included.

Routing information should be shown on the face of the purchase order in the format shown below.

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Shipping Instructions:

Supplier route via:
Carrier's telephone number: _____

Annotate bill/s of lading as follows:

"Freight for account of State of California. Tender Number: _____ applies. State of California Purchase Order Number: _____ SHIP FREIGHT COLLECT." Estimated Freight charges: _____.

If supplier is unable to use this carrier, contact TMU.

The following statement must be noted on the purchase order when the commodities are being shipped via United Parcel Service (UPS) and the State is paying directly to UPS (Collect).

Shipping Instructions:

Supplier route via United Parcel Service (ground).
State of California, Department of _____ UPS account number applies.
State of California Purchase Order Number_____. SHIP COLLECT. Estimated UPS charges: _____.

If supplier is unable to use UPS, contact TMU.

CMAS Contractor Note: Additional shipping costs incurred by deviation to above shipping instructions without Transportation Management approval shall be charged to the CMAS contractor.

PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold. State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority).

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CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
VIATRON SYSTEMS, INC.
CMAS NO 3-22-03-1075

HOW TO USE CMAS

Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using CMAS. The requirements for the following bullets are in SCM, Volume 2, Chapter 6 (for non-IT), SCM, Volume 3, Chapter 6 (for IT), and SCM, Volume FISCal, Chapter 5 (FISCal):

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements, see SCM, Volume 2, Chapter 3, 3.5.7 and Volume 3, Chapter 3, 3.4.7.
- Search for potential CMAS contractors on the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) and select “Find a CMAS Contractor.”
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or services needed.
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See SCM Volumes 2, 3, and FISCal, Chapter 3).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, etc., are not applicable.
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer.
- Assess the offers received using best value methodology, with cost as one of the criteria.
- Issue a Purchase Order to the selected CMAS contractor.
- For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders, per PCC 10329.

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited, per State Administrative Manual (SAM) 4819.34.

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ORDERING PROCEDURES

1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website (www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx), select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

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3. Multiple CMAS Agreements on a Single Purchase Order

Agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word “CMAS” in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word “CMAS” signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the purchase order limit identified in the CMAS.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number “3” and a non-IT CMAS begins with the number “4.” The purchase order limits are different for these CMAS agreements.

4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volumes 2 & 3, Chapter 6, 6.A5.0 and SCM, Volume FISCal, Chapter 5, 5.A4.0 provides the following direction regarding amendments to all types of LPA purchase orders:

> Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an NCB is approved for those amendments.

Amendments unique to non-IT services are covered in SCM, Volume 2, Chapter 6, 6.B2.9 and SCM, Volume FISCal, Chapter 5, 5.A4.1 as follows:

> If the original contract permitted amendments, but did not specify the changes (e.g., quantity or time), it may be amended, per Public Contract Code (PCC) § 10335 (d)(1). Only a contract may be amended once under this exemption. The time shall not exceed one year, or add not more than 30% of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the NCB process must be followed.

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CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a certified SB enterprise. Their Office of Small Business and DVBE Services (OSDS) certification number 38538 expires on 1/31/2024.

If this certification has expired, the current expiration date should be verified at Cal eProcure (caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx). The OSDS contact information can be found on the OSDS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program). Note that some companies have been assigned a new certification number, so use the company name and/or certification number when checking status on-line.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies shall whenever practicable first consider offers from small businesses that have established CMAS (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners lists (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) can be found on the CMAS website by selecting “Find a CMAS Contractor”.

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (a fee charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:

    a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.

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b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:

   i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and

   ii. Include the SB or DVBE certification number of each company listed, and attach a copy of each certification; and

   iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and

   iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

WITHHOLD LANGUAGE (SB588)

Option 1 – Withhold Language

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment, or the full payment if less than $10,000.

Option 2 – No Withhold Language

During the contract term and upon completion of the contract for which a DVBE subcontractor commitment was made, DGS-PD will require the Contractor to certify all participation commitments and payments under the contract have been made to the DVBE. Upon request by DGS-PD, the Contractor shall provide proof of payment for the work.

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CONSULTING OR PERSONAL SERVICES

To ensure sufficient expertise for all consulting or personal services, prior to issuing an order, the agency is required to review the resumes of all personnel the CMAS contractor intends to use to fulfill the order. Each agency is responsible for verifying that contractor personnel meet any education or experience requirements listed in the base schedule.

Each order should contain, as a minimum, a description of the task, a statement of the contractor's responsibilities, completion criteria, a list of deliverable items (if any), the estimated start date, the scheduled completion date, and a fixed cost for each task.

The aggregate of the fixed costs for all tasks constitutes the fixed price ceiling for all tasks described.

1. Progress Payments

For an IT service CMAS, see the CMAS IT Terms and Conditions, Provision #75, CMAS Progress Payments & Risk Assessment.

2. Outsourcing Services

Careful analysis must be given by State agencies to using contracted personnel rather than using civil service positions within State government.

GC 19130(c) requires that all persons who provide services to the State under conditions that constitute an employment relationship shall, unless exempted by Article VII (Section 4) of the California Constitution, be retained under an appropriate civil service appointment.

Issuing a CMAS purchase order for services to an independent contractor is permissible when any of the following conditions set forth in GC 19130(b) can be met:

- Exempt under Constitution
- New State function and legislative authority
- Service not available; highly specialized or
- Technical
- Incidental to the purchase or lease
- Conflict of interest; need unbiased findings
- Emergency appointment
- Private counsel, with Attorney General approval and Governor's Office, if applicable
- Contractor will provide deliverables that are not feasible for the State to provide
- Training when civil service is not available
- Urgent, temporary, or occasional services when civil service delay would frustrate the purpose (see Option 2)

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When justified as outlined above, personal services must fall under one of the two following options:

Option 1. CMAS orders for personal services such as project management, independent verification and validation, systems analysis and design, and miscellaneous services are not limited to the number of hours or months per year that a consultant can work if the services contracted for are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system (GC 19130.b (3)).

Option 2. CMAS personal services orders for programmers, systems analysts, and technical specialists which are of an urgent, temporary, or occasional nature, such that hiring additional civil service positions is not feasible, are limited to 9 months (1,548 hours) per consultant within a twelve consecutive month period (GC 19130.b (10)/California State Constitution, Article VII, Section 5).

This provision is per agency and is inclusive of orders issued on your behalf by another agency. Contractors must wait three months from CMAS order termination/expiration before submitting the candidate's resume for work at the same agency/department.

For both options above, the contractor may conduct training courses for which appropriately qualified civil service instructors are not available, provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment (GC 19130.b (9)).

For each order, the agency must prepare and retain in their file a written justification that includes specific and detailed factual information that demonstrates that the contract meets one or more of the conditions set forth in (GC 19130(b)).

3. State Personnel Board Requirements

State Personnel Board approval is required for a purchase order based on cost savings to the State as justification for not using civil service personnel.

4. Statement of Work

A Statement of Work (SOW) must be prepared as applicable for each purchase order. Information regarding the preparation of a SOW is available at the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules), select "Statement of Work Information", Agencies are strongly encouraged to use this information when developing SOW requirements that will accompany the RFO and the resulting purchase order.

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5. Follow-on Contracts Are Prohibited

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the purchase order (PCC 10365.5).

Therefore, any consultant who develops a program study or provides formal recommendations is precluded from providing any work recommended in the program study or the formal recommendation.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding.

See complete PCC 10298 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=10298).

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding.

See complete PCC 10299 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=10299).

UPDATES AND/OR CHANGES

A CMAS supplement is not required for updates and/or changes once the update and/or change becomes effective for the base schedule, except as follows:

- A CMAS supplement is required when the CMAS is based on specific products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
- A CMAS supplement is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.

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SELF-DELETING BASE SCHEDULE TERMS AND CONDITIONS

Instructions, or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions takes precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not reduce or relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements. Nonetheless, there is no guarantee that *every* possible requirement that pertains to all the different and unique State processes has been included.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Standard 204)

State Agencies not transacting in FISCal, must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

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3. DGS Administrative and Incentive Fees

Orders from State Agencies:

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

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Software warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

The CMAS contractor accepts the State of California credit card (CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

7. Leasing/Financing

California State Agencies are required to utilize the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is $100,000.

8. Leasing

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the Supplier will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State.

Buyers may contact the GS SMart Administrator, Kris Bianchini via e-mail at kristopher.bianchini@dgs.ca.gov for further information.

OBTAINING COPY OF ORIGINAL CMAS AND SUPPLEMENTS

A copy of a CMAS and supplements, if any, can be obtained at Cal eProcure (caleprocure.ca.gov). A complete CMAS consists of the following:

- CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit)
- CMAS Terms and Conditions.
- Base schedule terms and conditions
- Product/service listing and prices
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline substantiation that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific pages from the base schedule that include the required products, services, and prices. Agencies should save these pages for their file documentation.

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CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State’s interests, obtaining required approvals, and documenting compliance with GC 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, DGS Office of Legal Services is available to provide services.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

FEDERAL DEBARMENT

When federal funds are being expended, the agency is required to obtain (retain in file) a signed “Federal Debarment” certification from the CMAS contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

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ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

AMERICANS WITH DISABILITY ACT

To view the DGS Accessibility Policy, please visit www.dgs.ca.gov/Configuration/Footer-Utility-Links/Accessibility/Accessibility.

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CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
VIATRON SYSTEMS, INC.
CMAS NO 3-22-03-1075

LIST OF AVAILABLE SERVICES

- Photo realistic renderings for Visualization of Project Concepts for Design, Build, Marketing or Sales
- 3D and 360 degree Visualization of Project Concepts for Design, Build, Marketing or Sales
- Construction Sequencing and Animations for Project Concepts in Construction
- Building Information Model (BIM) Production services to create, update or modify BIM information using a variety of authoring platforms including Revit, Tekla, MicroStation and others
- Laser and Drone Scanning Services to scan existing physical structures, create Point Clouds, Convert Point Clouds to Revit or Total Station scanning
- BIM Consulting Services to develop BIM standards, execution plans and run Coordination meetings
- Delivery Services – Cd Additional
- Delivery Services - Cd Master / 1st
- Delivery Services – Delivery Charge
- Delivery Services – DVD Additional
- Delivery Services - DVD Master / 1st
- Delivery Services – Large Format Document Scanning
- Delivery Services – Small Format BW Scanning
- Delivery Services – Small Format Color Scanning
- Finishing Services (Mounting / Laminating) 10 Mil Laminate 11x17

Finishing Services (Mounting / Laminating) FINISHING SERVICES (MOUNTING /

- LAMINATING) LABOR MOUNTING10 Mil Laminate 8.5x11
- Finishing Services (Mounting / Laminating) 3 Mil Laminate 11x17
- Finishing Services (Mounting / Laminating) 3 Mil Laminate 8.5x11
- Finishing Services (Mounting / Laminating) 5 Mil Laminate 11x17
- Finishing Services (Mounting / Laminating) 5 Mil Laminate 8.5x11
- Finishing Services (Mounting / Laminating) Adhesive Backing
- Finishing Services (Mounting / Laminating) Eco Board Mounted
- Finishing Services (Mounting / Laminating) Encapsulation - Glossy 3 Mil
- Finishing Services (Mounting / Laminating) Encapsulation - Glossy 5 Mil
- Finishing Services (Mounting / Laminating) Encapsulation - Luster / Satin 3 Mil
- Finishing Services (Mounting / Laminating) Encapsulation - Luster / Satin 5 Mil
- Finishing Services (Mounting / Laminating) Encapsulation - Matte 3 Mil
- Finishing Services (Mounting / Laminating) Encapsulation - Matte 5 Mil Finishing Services (Mounting / Laminating) Encapsulation 10 Mil
- Finishing Services (Mounting / Laminating) Labor Mounting
- Finishing Services (Mounting / Laminating) Laminate – Glossy 3mil
- Finishing Services (Mounting / Laminating) Laminate - Luster / Satin 3mil
- Finishing Services (Mounting / Laminating) Laminate – Matte 3mil
- Finishing Services (Mounting / Laminating) Laminate 10 Mil One Side
- Finishing Services (Mounting / Laminating) Laminate 5 Mil One Side
- Finishing Services (Mounting / Laminating) Lexan Laminate
- Finishing Services (Mounting / Laminating) Mounting – Poster Board

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- Finishing Services (Mounting / Laminating) Mounting 1/2 In Blk Foamcore
- Finishing Services (Mounting / Laminating) Mounting 1/2 In Blk Gatorfoam
- Finishing Services (Mounting / Laminating) Mounting 1/2 In Foamcore
- Finishing Services (Mounting / Laminating) Mounting 1/2 In Gatorfoam
- Finishing Services (Mounting / Laminating) Mounting 1/4 In Blk Sintra
- Finishing Services (Mounting / Laminating) Mounting 1/4 In Brown Masonite
- Finishing Services (Mounting / Laminating) Mounting 1/4 In White Sintra
- Finishing Services (Mounting / Laminating) Mounting 1/8 In Blk Sintra
- Finishing Services (Mounting / Laminating) Mounting 1/8 In Brown Masonite
- Finishing Services (Mounting / Laminating) Mounting 1/8 In White Sintra
- Finishing Services (Mounting / Laminating) Mounting 3/16 In Blk Foamcore
- Finishing Services (Mounting / Laminating) Mounting 3/16 In Blk Gatorfoam
- Finishing Services (Mounting / Laminating) Mounting 3/16 In Foamcore
- Finishing Services (Mounting / Laminating) Mounting 3/16 In Gatorfoam
- Finishing Services (Mounting / Laminating) Mounting Customer Supplied Base
- Finishing Services (Mounting / Laminating) Mounting Illus. Board
- Finishing Services (Mounting / Laminating) Mounting Sintra 3 Mil Large Format (Color) Auto Cad Color
- Large Format (Color) Digital Color Photographic Prints – Addl
- Large Format (Color) Digital Color Photographic Prints – Duratrans
- Large Format (Color) Digital Color Photographic Prints – First Large Format (Color) Digital Color Prints - Direct To Board
- Large Format (Color) Lf Color Labor Charge Per Hour
- Large Format (Color) Lf Color Line Scan
- Large Format (Color) Lf Color Scan - Line Drawings Cad
- Large Format (Color) Lf Digital Color Prints
- Large Format (Color) Red Line Prints
- Large Format Printing (Black And White) Edge Binding – Standard
- Large Format Printing (Black And White) Err Vellum
- Large Format Printing (Black And White) Folding
- Large Format Printing (Black And White) Mylar - 4 Mil
- Large Format Printing (Black And White) Ppc Bond
- Large Format Printing (Black And White) Ppc Bond – Color Paper
- Large Format Printing (Black And White) Ppc Bond - Half Size
- Large Format Printing (Black And White) Ppc Bond - Half Size Color
- Large Format Printing (Black And White) Ppc Bond – Presentation
- Large Format Printing (Black And White) Ppc Bond - Trans Bond
- Large Format Printing (Black And White) Screw Post Binding
- Large Format Printing (Black And White) Stamping Prints
- Large Format Printing (Black And White) Stapling
- Large Format Printing (Black And White) Vellum
- Large Format Printing (Black And White) Wide Format Smart Color Prints Full Size – First Set

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- Large Format Printing (Black And White) Wide Format Smart Color Prints Half Size – First Set
- Large Format Printing (Black And White) Wide Format Smart Color Prints Half Size – High Density
- Large Format Printing (Black And White) Wide Format Smart Color Prints Half Size – Lines
- Large Format Printing (Black And White) Wide Format Smart Color Prints Half Size – Low Density
- Large Format Printing (Black And White) Wide Format Smart Color Print Full Size – High Density
- Large Format Printing (Black And White) Wide Format Smart Color Print Full Size – Lines
- Large Format Printing (Black And White) Wide Format Smart Color Print Full Size – Low Density
- Small Format (Color) Card Stock 11x17
- Small Format (Color) Card Stock 12x18
- Small Format (Color) Card Stock 8.5x11
- Small Format (Color) Card Stock 8.5x14
- Small Format (Color) Color Copies 11x17
- Small Format (Color) Color Copies 12x18
- Small Format (Color) Color Copies 8.5x11
- Small Format (Color) Color Copies 8.5x14
- Small Format (Color) Digital Color Prints 11x17
- Small Format (Color) Digital Color Prints 12x18
- Small Format (Color) Digital Color Prints 8.5x11
- Small Format (Color) Digital Color Prints 8.5x14
- Small Format (Color) Other Sf Color Services
- Small Printing (Black And White) 3 Hole Drill
- Small Printing (Black And White) Acco Clip - Bind To 1 In
- Small Printing (Black And White) Acco Clip - Bind To 1/2 In
- Small Printing (Black And White) Acco Clip - Bind To 2 In
- Small Printing (Black And White) Acco Clip - Bind To 3 In
- Small Printing (Black And White) Acetate Covers
- Small Printing (Black And White) Acetate Covers 11x17
- Small Printing (Black And White) Bindery Trim Chg. Per 100
- Small Printing (Black And White) Black Back Covers
- Small Printing (Black And White) Bw 11x17
- Small Printing (Black And White) Bw 11x17 - 2 Sided
- Small Printing (Black And White) Bw 11x17 - Color Paper
- Small Printing (Black And White) Bw 11x17 – Recycled
- Small Printing (Black And White) Bw 8.5x11
- Small Printing (Black And White) Bw 8.5x11 - 2 Sided
- Small Printing (Black And White) Bw 8.5x11 - 60# Paper
- Small Printing (Black And White) Bw 8.5x11 - Color Paper
- Small Printing (Black And White) Bw 8.5x11 – Recycled
- Small Printing (Black And White) Bw 8.5x14
- Small Printing (Black And White) Bw 8.5x14 - 2 Sided

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- Small Printing (Black And White) Bw 8.5x14 - Color Paper
- Small Printing (Black And White) Bw 8.5x14 – Recycled
- Small Printing (Black And White) Bw Transparencies 11x17
- Small Printing (Black And White) Bw Transparencies 8.5x11
- Small Printing (Black And White) Card Stock 11x17
- Small Printing (Black And White) Card Stock 8.5x11
- Small Printing (Black And White) Card Stock 8.5x14
- Small Printing (Black And White) Chip Board (Per 8.5x11)
- Small Printing (Black And White) Coil Bind
- Small Printing (Black And White) Cutting (Per Cut)
- Small Printing (Black And White) Die Cut & Lam – Clear
- Small Printing (Black And White) Die Cut & Laminate – Color
- Small Printing (Black And White) Folding
- Small Printing (Black And White) Gbc Bind To 1 In
- Small Printing (Black And White) Gbc Bind To 1/2 In
- Small Printing (Black And White) Gbc Bind To 2 In
- Small Printing (Black And White) Gbc Bind To 3 In
- Small Printing (Black And White) Heavy Weight Cover 11x17
- Small Printing (Black And White) Heavy Weight Cover 8.5x11
- Small Printing (Black And White) Heavy Weight Cover 8.5x14
- Small Printing (Black And White) Labor Charge - Per Hour
- Small Printing (Black And White) Labor Charge - Per Minute
- Small Printing (Black And White) Large Staple
- Small Printing (Black And White) Minimum Tab Order
- Small Printing (Black And White) Numbering
- Small Printing (Black And White) Padding Per 500
- Small Printing (Black And White) Page Inserting
- Small Printing (Black And White) Perfect Bind
- Small Printing (Black And White) Perforating (Per Line Of Perf)
- Small Printing (Black And White) Plastic Coil Bind To 1 In
- Small Printing (Black And White) Plastic Coil Bind To 1/2 In
- Small Printing (Black And White) Plastic Coil Bind To 2 In
- Small Printing (Black And White) Printing On Tabs
- Small Printing (Black And White) Saddle Stitch Booklet
- Small Printing (Black And White) Scoring (Per Score)
- Small Printing (Black And White) Screw Post Bind
- Small Printing (Black And White) Separator Sheets - Special Stock
- Small Printing (Black And White) Shrink Wrap
- Small Printing (Black And White) Staple – Hand
- Small Printing (Black And White) Staple – Machine
- Small Printing (Black And White) Sticky Backs
- Small Printing (Black And White) String Tie (Per Bundle)
- Small Printing (Black And White) Tab Set-Up
- Small Printing (Black And White) Tabs – Blank

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- Small Printing (Black And White) Tabs 11x17
- Small Printing (Black And White) Tape Bind
- Small Printing (Black And White) Thermo Strip Bind
- Small Printing (Black And White) Velo Bind To 1 In
- Small Printing (Black And White) Velo Bind To 1/2 In
- Small Printing (Black And White) Velo Bind To 2 In
- Small Printing (Black And White) Velo Bind To 3 In
- Small Printing (Black And White) Wire O Bind
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- WYSIWYK - OFFSHORE - Key Entry Only . WYSIWYK Key Entry only- Manual (16-30 Characters). Unit of Issue-Per Document 16 to 30 Characters per field
- 300 DPI SF All Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (1-100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (101-300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (1-100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI LF Black and White. Scanning. Document Condition: Moderately worn, somewhat aged. Unit of Issue-Sheets per scan batch
- Hyperlinking Documents. Hyperlinking Documents. Unit of Issue-Per Sheet

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- imageRUNNER ADVANCE C5540i BASE MODEL- CPC-BW. PPM: 40. Cassette Feeding Unit-AM1, Inner Finisher-H1, Super G3 Fax Board-AS1. BLACK AND WHITE. Unit of Issue-Per impression
- imageRUNNER ADVANCE C5550i – BASE MODEL CPC-BW. PPM: 50. Cassette Feeding Unit-AM1, Staple Finisher-Y1, Buffer
- Pass Unit-L1, Super G3 Fax Board-AS1. BLACK AND WHITE. Unit of Issue-Per impression
- imageRUNNER ADVANCE C7570i BASE MODEL- CPC-BW. PPM: 70. Booklet Finisher-V2, Super G3 Fax Board-AS2. BLACK AND WHITE . Unit of Issue-Per impression
- X bizhub C654e - CPC-BW. PPM: 65. Paper Feed Unit (3500 Sheets Standard), Finisher (100 sheet staple finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - BLACK AND WHITE. Unit of Issue-Per square foot
- AltaLink C8035H - CPC-BW. PPM: 35. Customer Ed/Training/Consulting/Analyst Services, Integrated Office Finisher, 1 Line Fax. BLACK AND WHITE. Unit of Issue-Per impression
- AltaLink C8045H - CPC-BW. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. BLACK AND WHITE. Unit of Issue-Per impression
- AltaLink C8055H. CPC-BW. PPM: 55. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. BLACK AND WHITE. Unit of Issue-Per impression
- AltaLInk C8070H. CPC-BW. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. BLACK AND WHITE. Unit of Issue-Per impression
- X bizhub C364e - CPC-BW. PPM: 35. Paper feed unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter, 120V/15A, Postscript, Auto Doc Feeder - BLACK AND WHITE. Unit of Issue-Per square foot
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- imageRUNNER ADVANCE C3530i - CPCBW. PPM: 30. Cassette Feeding Unit-AP1, Inner Finisher-K1, Super G3 Fax Board-AU1. BLACK AND WHITE. Unit of Issue-Per impression WYSIWYK - Programmatic / OCR - Extracted. WYSIWYK - Programmatic / OCR - Extracted. DB Lookup - Any Quantity of Characters. Unit of Issue-Per Document
- Small Format Document Re-Assembly. Small Format Document Re-Assembly. Unit of Issue- Per Image
- Full Text OCR. Full Text (OCR (Provided as a separate text file per image). Unit of Issue-Per Image
- WYSIWYK - Programmatic / OCR - Extracted. WYSIWYK - Programmatic / OCR - Extracted. Zone/ADE - Any Quantity of Characters. Unit of Issue-Per Document
- imageRUNNER ADVANCE C7565i BASE MODEL- CPC-CLR. PPM: 65 Booklet Finisher-V2, Super G3 Fax Board-AS2. COLOR. Unit of Issue-Per impression
- imageRUNNER ADVANCE C7570i BASE MODEL- CPC-CLR. PPM: 70. Booklet Finisher-V2, Super G3 Fax Board-AS2. COLOR . Unit of Issue-Per impression
- PW-500-CPC. PW-500 Cost Per Click . Unit of Issue-Per square foot
- PW-750-CPC. PW-750 Cost Per Click. Unit of Issue-Per square foot
- NEW Device - AltaLink C8035H - CPC-CLR PPM: 35. Customer Ed/Training/Consulting/Analyst Services, Integrated Office Finisher, 1 Line Fax. COLOR. Unit of Issue-Per impression

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- AltaLInk C8070H. CPC-CLR. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. COLOR. Unit of Issue-Per impression
- X bizhub C654e - CPC-CLR. PPM: 65. Paper Feed Unit (3500 Sheets Standard), Finisher (100 sheet staple finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - COLOR . Unit of Issue-Per square foot
- NEW Device - imageRUNNER ADVANCE C5550i - BASE MODEL CPC-CLR. PPM: 50. Cassette Feeding Unit-AM1, Staple Finisher-Y1, Buffer Pass Unit-L1, Super G3 Fax Board-AS1. COLOR . Unit of Issue-Per impression
- MP C4504EX - CPC-CLR PPM: 45. ESP XGPCS- 15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Finisher SR3210, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. COLOR. Unit of Issue-Per impression
- MP C6004EX - CPC-CLR . PPM: 60. ESP XG-PCS-15D, Network & Scan Connect,
- Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. COLOR. Unit of Issue-Per impression
- AltaLink C8045H - CPC-CLR PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. COLOR. Unit of Issue-Per impression
- AltaLink C8055H. CPC-CLR. PPM: 55. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. COLOR. Unit of Issue-Per impression
- X bizhub C454 - CPC-CLR. PPM: 45. Paper Feed Unit, Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - COLOR . Unit of Issue-Per square foot
- X bizhub C554e CPC-CLR. PPM: 55. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - COLOR. Unit of Issue-Per square foot
- imageRUNNER ADVANCE C5540i BASE MODEL- CPC-CLR. PPM: 40. Cassette Feeding Unit-AM1, Inner Finisher-H1, Super G3 Fax Board-AS1. COLOR . Unit of Issue- Per impression
- X bizhub C364e - CPC-CLR. PPM: 35. Paper feed unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter, 120V/15A, Postscript, Auto Doc Feeder - COLOR. Unit o Issue-Per square foot
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- imageRUNNER ADVANCE C3530i - CPCBW. PPM: 30. Cassette Feeding Unit-AP1, Inner Finisher-K1, Super G3 Fax Board-AU1. COLOR. Unit of Issue-Per impression
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- KIP-7170-CPC. KIP 7170 Cost Per Click . Unit of Issue-Per square foot
- KIP-770-CPC. KIP-770 Cost Per Click. Unit of Issue-Per square foot
- PW-340-CPC. PW-340 Cost Per Click. Unit of Issue-Per square foot
- PW-360-CPC. PW-360 Cost Per Click . Unit of Issue-Per square foot
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Low (up to 1 hour prep). ONSITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch

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- WYSIWYK - Programmatic / OCR - Extracted & Verified. WYSIWYK - Programmatic / OCR - Extracted & Verified. Zone/ADE - Any Quantity of Characters. Unit of Issue-Per Document
- KIP-7770-CPC. KIP 7770 Cost Per Click. Unit of Issue-Per square foot
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- WYSIWYK - OFFSHORE - Key Entry Only . WYSIWYK Key Entry only- Manual (Up to 15 Characters). Unit of Issue-Per Document up to 15 Characters per field
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300 Sheets) - Low (up to 1 hour prep) ONSITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch

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- 200 DPI SF All Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (1- 100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Heavy (2-3 hours prep) ONSITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (1- 100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch

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- 200 DPI SF Black and White. Individual (1- 100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- WYSIWYK - OFFSHORE - Key Entry & Key Verify. WYSIWYK Key Entry & Key Verify-Manual (Up to 15 Characters). Unit of Issue- Per Document up to 15 Characters per field
- WYSIWYK - DOMESTIC - Key Entry Only . WYSIWYK Key Entry only- Manual (Up to 15 Characters). Unit of Issue-Per Document up to 15 Characters per field
- 300 DPI SF Auto Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (101- 300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Bulk (Multi- Doc Scanning) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (1- 100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch

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- 300 DPI SF All Color. Individual (101-300 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (1- 100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (101-300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- IPF-MFP-CPC. IPF Multifunction Systems Printer - Cost Per Click . Unit of Issue-Per square foot
- IPF-TECH-CPC. IPF Technical & General Use Printer - Cost Per Click . Unit of Issue-Per square foot
- 300 DPI SF Auto Color. Individual (101-300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (101-300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Bulk (Multi-Doc Scanning) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (101-300 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (1-100 Sheets) - Medium (1-2 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Black and White. Individual (1- 100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (1- 100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 200 DPI SF Auto Color. Individual (1-100) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Black and White. Individual (101- 300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI SF All Color. Individual (101-300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (101-300) - Heavy (2-3 hours prep) . Unit of Issue-Sheets per scan batch
- 300 DPI SF Auto Color. Individual (1-100 Sheets) - Low (up to 1 hour prep) ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI LF Black and White. Scanning. Document Condition: Clean, flat, or loosely rolled. ON SITE. Unit of Issue-Sheets per scan batch

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- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Additional Large Format Sheets on Dashboard and in Cloud Archive
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Additional Large Format Sheets in the Cloud Archive
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Additional Binders on the Dashboard and in Cloud Archive
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Additional Binders in the Cloud Archive
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Additional Small Format Sheets in the Cloud Archive
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: iPads including service and support
- Cloud Technology Solution - ADD-ON to Mobile Facilities Dashboard and Cloud Archive: Professional Services Day
- SKYSITE Cloud Archives Basic. Includes up to 20 Gigabytes storage and 10 users
- SKYSITE Cloud Archives Professional. Includes up to 100 Gigabytes storage and 20 users. Includes Intelligent Search and Document Retention Modules.
- SKYSITE Cloud Archives Basic. Additional User licenses
- SKYSITE Cloud Archives Professional. Additional User licenses
- SKYSITE Cloud Archives - 100 Gigabytes additional storage.
- SKYSITE Cloud Archives - 1 Terabytes additional storage.
- SKYSITE Projects - Basic User. Manage, share and distribute construction documents. Unlimited storage and sheets.
- SKYSITE Projects - Professional User. Manage, share and distribute construction documents. Unlimited storage and sheets.
- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: First year purchase for 1-9 buildings. Includes a maximum of 10 Large Format sheets per building searchable in the digital archive all of which will be available on the Mobile Facilities Dashboard. Includes 100 linked photos per building. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive mobile application.
- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Emergency & Life Safety Mobile Facilities Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on 1-9 buildings.
- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: First year purchase for 10-49 buildings. Includes (a) a maximum of 10 Large Format sheets per building searchable in the digital archive all of which will be available on the Mobile Facilities Dashboard. Includes 100 linked photos per building. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive mobile application.
- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Emergency & Life Safety Mobile Facilities

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Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on 10-49 buildings.

- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: First year purchase for 50 or more buildings. Includes (a) a maximum of 10 Large Format sheets per building searchable in the digital archive all of which will be available on the Mobile Facilities Dashboard. Includes 100 linked photos per building. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive mobile application.
- Cloud Technology Solution - Emergency & Life Safety Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Emergency & Life Safety Mobile Facilities Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on 50 or more buildings.
- Cloud Technology Solution - Mobile Facilities Compliance Dashboard and Cloud Archive: First year purchase. Includes a maximum of 20 Binders per building all of which will be available on the mobile facilities dashboard. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive mobile application.
- Cloud Technology Solution - Mobile Facilities Compliance Dashboard and Cloud Archive: Renewal year purchase. Includes a maximum of 20 Binders per building all of which will be available on the mobile facilities dashboard. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive mobile application.
- HYPERLINKING - Plans - Includes: Indexes Callouts, Text References, Navigation Buttons or Panel, Schedules/Keynotes, Highlights, Discrepancy Log, Upload to Sync App
- HYPERLINKING - Revise Plans (Digital Slip-Sheeting)
- HYPERLINKING - Link Highlights on Callouts and Text Ref.
- HYPERLINKING - Specifications - TOC to Spec Sections
- HYPERLINKING - Schedules/Keynotes (Door, Window, Wall, etc.)
- HYPERLINKING - RFI Document Posting & Linking
- HYPERLINKING - Historical Set - Current/Previous buttons
- HYPERLINKING – Dashboard
- HYPERLINKING - Project Setup – Folder Structure and Preparation
- HYPERLINKING - Professional Services (Labor Charge)
- HYPERLINKING - Compare and Overlay – Composite
- HYPERLINKING - O&Ms – Link to List
- HYPERLINKING - As-Builts
- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: First year purchase of less than 1,000,000 total square footage. Includes (a) a maximum of 900 Large Format sheets per 100,000 square feet searchable in the digital archive of which the most recent 10 years will be available on the Mobile Facilities Dashboard; and (b) a maximum of 25 Binders per 100,000 square feet all of which will be available on the Mobile Facilities Dashboard. Includes paper scanning and digital content upload; transportation within 50

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miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive cloud-based mobile application.

- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Mobile Facilities Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on up to 1,000,000 total square footage. Includes software access to a maximum of 900 Large Format sheets per 100,000 square feet and a maximum of 25 Binders per 100,000 square feet searchable in the digital archive and ongoing usage of the Mobile Facilities Dashboard.
- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: First year purchase of between than 1,000,000 and 5,000,000 total square footage. Includes (a) a maximum of 550 Large Format sheets per 100,000 square feet searchable in the digital archive of which the most recent 10 years will be available on the Mobile Facilities Dashboard; and (b) a maximum of 15 Binders per 100,000 square feet all of which will be available on the Mobile Facilities Dashboard. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive cloudbased mobile application.
- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Mobile Facilities Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on up to between 1,000,000 and 5,000,000 total square footage. Includes software access to a maximum of 550 Large Format sheets per 100,000 square feet and a maximum of 15 Binders per 100,000 square feet searchable in the digital archive and ongoing usage of the Mobile Facilities Dashboard.
- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: First year purchase of more than 5,000,000 total square footage. Includes (a) a maximum of 450 Large Format sheets per 100,000 square feet searchable in the digital archive of which the most recent 10 years will be available on the Mobile Facilities Dashboard; and (b) a maximum of 13 Binders per 100,000 square feet all of which will be available on the Mobile Facilities Dashboard. Includes paper scanning and digital content upload; transportation within 50 miles of an ARC processing center; content indexing, organizing and hyperlinking services; and SKYSITE(r) Facilities and Archive cloud-based mobile application.
- Cloud Technology Solution - Mobile Facilities Dashboard and Cloud Archive: Renewal year purchase of ARC's Mobile Facilities Dashboard and SKYSITE(r) Facilities and Archive cloud-based mobile application for use on more than 5,000,000 total square footage. Includes software access to a maximum of 450 Large Format sheets per 100,000 square feet and a maximum of 13 Binders per 100,000 square feet searchable in the digital archive and ongoing usage of the Mobile Facilities Dashboard.
- 300 DPI SF All Color. Individual (101-300) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- WYSIWYK - OFFSHORE - Key Entry & Key Verify. WYSIWYK Key Entry & Key Verify-Manual (16-30 Characters). Unit of Issue-Per Document 16 to 30 Characters per field
- WYSIWYK - DOMESTIC - Key Entry Only .WYSIWYK Key Entry only- Manual (16-30 Characters). Unit of Issue-Per Document 16 to 30 Characters per field WYSIWYK - DOMESTIC - Key Entry & Key Verify. WYSIWYK Key Entry & Key Verify- Manual (Up to 15 Characters). Unit of Issue- Per Document up to 15 Characters per field

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- Large Format Document Re-Assembly. Large Format Document Re-Assembly. Unit of Issue- Per Sheet
- 300 DPI SF Auto Color. Individual (1-100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI SF All Color. Individual (1-100) - Heavy (2-3 hours prep) ON SITE. Unit of Issue-Sheets per scan batch
- IPF-S-CPC. IPF S and SE InfoGraphics and Production Printing (6 color and 8 color pigment inks) Cost per Click . Unit of Issue- Per square foot
- Z-Series Cost Per Click. Z-Series Cost Per Click . Unit of Issue-Per square foot
- WYSIWYK - DOMESTIC - Key Entry & Key Verify. WYSIWYK Key Entry & Key Verify-Manual (16-30 Characters). Unit of Issue-Per Document 16 to 30 Characters per field
- 200 DPI LF Black and White. Scanning. Document Condition: Clean, flat, or loosely rolled. Unit of Issue-Sheets per scan batch
- PDF Bookmarking. PDF Bookmarking. Unit of Issue-Per Bookmark
- IPF-12C-CPC. IPF Graphic Arts & Photography (12 Color) Cost per Click. Unit of Issue-Per square foot
- Cloud Services-5. Cloud Services (Over 100 Users). Unit of Issue-Monthly Per User
- Cloud Services-4. Cloud Services (51-100 Users). Unit of Issue-Monthly Per User
- Cloud Services-3. Cloud Services (26-50 Users). Unit of Issue-Monthly Per User
- Cloud Services-2. Cloud Services (11-25 Users). Unit of Issue-Monthly Per User
- Cloud Services-1. Cloud Services (1-10 Users). Unit of Issue-Monthly Per User
- AltaLink C8035H PPM: 35. Customer Ed/Training/Consulting/Analyst Services, Integrated Office Finisher, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- AltaLink C8035H PPM: 35. Customer Ed/Training/Consulting/Analyst Services, Integrated Office Finisher, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- AltaLInk C8045H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- AltaLInk C8045H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- AltaLInk C8055H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- AltaLInk C8055H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- AltaLink C8070H. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR CPC). Per 48 Month. Unit of Issue-Monthly
- AltaLink C8070H. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR CPC). Per 48 Month. Unit of Issue-Monthly

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- AltaLink C8070H. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR CPC). Per 60 Month. Unit of Issue-Monthly
- AltaLink C8070H. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR CPC). Per 60 Month. Unit of Issue-Monthly
- HP DesignJet T1300 with Encrypted HDD Per 36 Month . Unit of Issue-Monthly
- HP DesignJet T1300 with Encrypted HDD Per 48 Month . Unit of Issue-Monthly
- HP DesignJet T1300 with Encrypted HDD Per 60 Month . Unit of Issue-Monthly
- HP DesignJet T1530ps with Encrypted HDD Per 36 Month . Unit of Issue-Monthly
- HP DesignJet T1530ps with Encrypted HDD Per 48 Month . Unit of Issue-Monthly
- HP DesignJet T1530ps with Encrypted HDD Per 60 Month . Unit of Issue-Monthly
- HP DesignJet T2530ps eMFP with Encrypted HDD Per 36 Month . Unit of Issue-Monthly
- HP DesignJet T2530ps eMFP with Encrypted HDD Per 48 Month . Unit of Issue-Monthly
- HP DesignJet T2530ps eMFP with Encrypted HDD Per 60 Month . Unit of Issue-Monthly
- HP DesignJet T930ps with Encrypted HDD Per 36 Month . Unit of Issue-Monthly
- HP DesignJet T930ps with Encrypted HDD Per 48 Month . Unit of Issue-Monthly
- HP DesignJet T930ps with Encrypted HDD Per 60 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C3530i - CPCBW. PPM: 30. Cassette Feeding Unit-AP1, Inner Finisher-K1, Super G3 Fax Board-AU1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C3530i - CPCBW. PPM: 30. Cassette Feeding Unit-AP1, Inner Finisher-K1, Super G3 Fax Board-AU1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C5540i BASE MODEL. PPM: 40. Cassette Feeding Unit- AM1, Inner Finisher-H1, Super G3 Fax Board AS1 (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C5540i BASE MODEL. PPM: 40. Cassette Feeding Unit- AM1, Inner Finisher-H1, Super G3 Fax Board AS1 (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C5550i BASE MODEL. PPM: 50. Cassette Feeding Unit- AM1, Staple Finisher-Y1, Buffer Pass Unit- L1, Super G3 Fax Board-AS1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C5550i BASE MODEL. PPM: 50. Cassette Feeding Unit- AM1, Staple Finisher-Y1, Buffer Pass Unit- L1, Super G3 Fax Board-AS1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C7565i BASE MODEL. PPM: 65 Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month.\ Unit of Issue-Monthly
- imageRUNNER ADVANCE C7565i BASE MODEL. PPM: 65 Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly

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- imageRUNNER ADVANCE C7570i BASE MODEL. PPM: 70. Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- imageRUNNER ADVANCE C7570i BASE MODEL. PPM: 70. Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- PW-345-36. Configuration includes, print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 36 Month . Unit of Issue- Monthly
- PW-345-48. Configuration includes, print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 48 Month . Unit of Issue- Monthly
- PW-365-48. Configuration includes print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 48 Month . Unit of Issue- Monthly
- 300 DPI LF Black and White. Scanning. Document Condition: Clean, flat, or loosely rolled. Unit of Issue-Sheets per scan batch
- Cloud Data-5. Cloud Data (Over 250 GB). Unit of Issue-Montly Per Gigabyte
- 200 DPI LF Black and White. Scanning. Document Condition: Moderately worn, somewhat aged. ON SITE. Unit of Issue- Sheets per scan batch
- 300 DPI LF Black and White. Scanning. Document Condition: Clean, flat, or loosely rolled. ON SITE. Unit of Issue-Sheets per scan batch
- Cloud Data-4. Cloud Data (101-250 GB). Unit of Issue-Montly Per Gigabyte
- 300 DPI LF Black and White. Scanning. Document Condition: Moderately worn, somewhat aged. Unit of Issue-Sheets per scan batch
- 200 DPI LF Gray/Color. Scanning. Document Condition: Clean, flat, or loosely rolled. Unit of Issue-Sheets per scan batch
- 200 DPI LF Black and White. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. Unit of Issue-Sheets per scan batch
- Cloud Data-3. Cloud Data (51-100 GB). Unit of Issue-Monthly Per Gigabyte
- 300 DPI LF Black and White. Scanning. Document Condition: Moderately worn, somewhat aged. ON SITE. Unit of Issue- Sheets per scan batch
- 200 DPI LF Gray/Color. Scanning. Document Condition: Moderately worn, somewhat aged. Unit of Issue-Sheets per scan batch
- 200 DPI LF Gray/Color. Scanning. Document Condition: Clean, flat, or loosely rolled. ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI LF Gray/Color. Scanning. Document Condition: Clean, flat, or loosely rolled. Unit of Issue-Sheets per scan batch
- 200 DPI LF Black and White. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI LF Black and White. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. Unit of Issue-Sheets per scan batch
- 200 DPI LF Gray/Color. Scanning. Document Condition: Moderately worn, somewhat aged. ON SITE. Unit of Issue-Sheets per scan batch

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- 200 DPI LF Gray/Color. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. Unit of Issue-Sheets per scan batch Data Migration. Data Migration into PWC. Unit of Issue-Per Gigabyte
- Cloud Data-2. Cloud Data (21-50 GB). Unit of Issue-Monthly Per Gigabyte
- 300 DPI LF Gray/Color. Scanning. Document Condition: Moderately worn, somewhat aged. Unit of Issue-Sheets per scan batch
- 300 DPI LF Gray/Color. Scanning. Document Condition: Clean, flat, or loosely rolled. ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI LF Black and White. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. ON SITE. Unit of Issue-Sheets per scan batch
- 200 DPI LF Gray/Color. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI LF Gray/Color. Scanning. Document Condition: Moderately worn, somewhat aged. ON SITE. Unit of Issue-Sheets per scan batch
- 300 DPI LF Gray/Color. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. Unit of Issue-Sheets per scan batch
- Data Migration. Data Migration. Unit of Issue
- 300 DPI LF Gray/Color. Scanning. Document Condition: Tattered & Worn, folded, or aged with some background. ON SITE. Unit of Issue-Sheets per scan batch
- Cloud Data-1. Cloud Data (1-20 GB). Unit of Issue-Monthly Per Gigabyte
- IPF670-60. iPF670 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF670-48. iPF670 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF510-60. iPF510 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF510-48. iPF510 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF670-36. iPF670 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF5100-60. IPF5100 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 17" Width. . (MUST PURCHASE IPF-12C-CPC) Per 60 Month . Unit of Issue-Monthly
- IPF510-36. iPF510 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF5100-48. IPF5100 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 17" Width. . (MUST PURCHASE IPF-12C-CPC) Per 48 Month . Unit of Issue-Monthly
- IPF680-60. iPF680 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF6400SE-60. iPF6400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF610-60. iPF610 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHSE IPF-TECH-CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF680-48. iPF680 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly

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- IPF6400SE-48. iPF6400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF610-48. iPF610 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHSE IPF-TECH-CPC) - Per 48 Month . Unit of Issue-Monthly
- KIP-7170-SSA. KIP 7170 Services and Supplies Agreement. Unit of Issue-Monthly
- KIP-770-SSA. KIP-770 Services and Supplies Agreement - Monthly. Unit of Issue-Monthly
- IPF5100-36. IPF5100 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 17" Width. . (MUST PURCHASE IPF-12C-CPC) Per 36 Month . Unit of Issue-Monthly
- IPF6400S-60. iPF6400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF6400-60. IPF6400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 60 Month . Unit of Issue-Monthly
- IPF655-60. iPF655 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF685-60. iPF685 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- HP Designjet T790PS . HP Designjet T790PS 24in ePrinter Gov. (MUST PURCHASE TSERIES COST PER CLICK) - Per 60 Month . Unit of Issue-Monthly
- IPF6400S-48. iPF6400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF6400-48. IPF6400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 48 Month . Unit of Issue-Monthly
- IPF680-36. iPF680 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF6400SE-36. iPF6400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 36 Month . Unit of Issue-Monthly
- IPF770-60. IPF770 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF610-36. iPF610 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHSE IPF-TECH-CPC) - Per 36 Month . Unit of Issue-Monthly
- IPF655-48. iPF655 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF685-48. iPF685 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- HP Designjet T790PS . HP Designjet T790PS 24in ePrinter Gov. (MUST PURCHASE TSERIES COST PER CLICK) - Per 48 Month . Unit of Issue-Monthly
- IPF6450-60. IPF6450 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 60 Month . Unit of Issue-Monthly
- IPF770-48. IPF770 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF6400S-36. iPF6400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 24" Width. . (MUST PURCHASE IPF-S-CPC) - Per 36 Month . Unit of Issue-Monthly

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- IPF6450-48. IPF6450 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 48 Month . Unit of Issue-Monthly
- IPF6400-36. IPF6400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 36 Month . Unit of Issue-Monthly
- IPF655-36. iPF655 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF685-36. iPF685 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 24" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF780-60. iPF780 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF8400SE-60. iPF8400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 60 Month . Unit of Issue-Monthly
- HP Designjet T790PS . HP Designjet T790PS 24in ePrinter Gov. (MUST PURCHASE TSERIES COST PER CLICK) - Per 36 Month . Unit of Issue-Monthly
- IPF770-36. IPF770 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF785-60. iPF785 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF8400S-60. iPF8400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF780-48. iPF780 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF8400SE-48. iPF8400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF6450-36. IPF6450 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 24" Width. . (MUST PURCHASE IPF-12C-CPC) Per 36 Month . Unit of Issue-Monthly
- IPF785-48. iPF785 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- IPF8400S-48. iPF8400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF815-60. iPF815 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 44" Width. (MUST PURCHASE IPF-TECHCPC) - Per 60 Month . Unit of Issue-Monthly
- IPF8400-60. IPF8400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 44" Width. . (MUST PURCHASE IPF-12C-CPC) Per 60 Month . Unit of Issue-Monthly
- IPF780-36. iPF780 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF8400SE-36. iPF8400SE InfoGraphics & Production Printing, 6 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 36 Month . Unit of Issue-Monthly
- IPF815-48. iPF815 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 44" Width. (MUST PURCHASE IPF-TECHCPC) - Per 48 Month . Unit of Issue-Monthly
- HP Designjet Z5400. HP Designjet Z5400 44" PS Gov. (MUST PURCHASE Z-SERIES COST PER CLICK) - Per 60 Month . Unit of Issue-Monthly

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- IPF8400-48. IPF8400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 44" Width. . (MUST PURCHASE IPF-12C-CPC) Per 48 Month . Unit of Issue-Monthly
- IPF785-36. iPF785 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 36" Width. . (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF8400S-36. iPF8400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 44" Width. . (MUST PURCHASE IPF-S-CPC) - Per 36 Month . Unit of Issue-Monthly
- HP Designjet Z5400. HP Designjet Z5400 44" PS Gov. (MUST PURCHASE Z-SERIES COST PER CLICK) - Per 48 Month . Unit of Issue-Monthly
- Data Verification/Normalization. Data Verification/Normalization. Unit of Issue-Per hour/Onetime
- KIP-7770-SSA. KIP 7770 Services and Supplies Agreement . Unit of Issue-Monthly
- PW-500-SSA. PW-500 Services and Supplies Agreement . Unit of Issue-Monthly
- iPF770MFP-60. iPF770 Multifunction System- 5 Color, Dye Pigment Inks. 36" Print Width,40" Scan Width. . (MUST PURCHASE IPFMFP-CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF815-36. iPF815 Technical & General Use Printer - 5 Color, Dye Pigment Inks. 44" Width. (MUST PURCHASE IPF-TECHCPC) - Per 36 Month . Unit of Issue-Monthly
- IPF8400-36. IPF8400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 44" Width. . (MUST PURCHASE IPF-12C-CPC) Per 36 Month . Unit of Issue-Monthly
- iPF770MFP-48. iPF770 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP-
- CPC) - Per 48 Month . Unit of Issue- Monthly
- IPF780MFP-60. iPF780 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF785MFP-60. iPF785 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 60 Month . Unit of Issue-Monthly
- HP Designjet Z5400. HP Designjet Z5400 44" PS Gov. (MUST PURCHASE Z-SERIES COST PER CLICK) - Per 36 Month . Unit of Issue-Monthly
- HP Designjet Z6200. HP Designjet Z6200 42in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK - Per 60 Month . Unit of Issue-Monthly
- HP Designjet T7200 Gov. HP Designjet T7200 Gov. (MUST PURCHASE T-SERIES COST PER CLICK) - Per 60 Month . Unit of Issue-Monthly
- IPF780MFP-48. iPF780 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF815MFP-60. iPF815 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF9400S-60. iPF9400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 60" Width. . (MUST PURCHASE IPF-S-CPC) - Per 60 Month . Unit of Issue-Monthly

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- IPF785MFP-48. iPF785 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 48 Month . Unit of Issue-Monthly
- iPF770MFP-36. iPF770 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 36 Month . Unit of Issue-Monthly
- HP Designjet Z6200. HP Designjet Z6200 42in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK - Per 48 Month . Unit of Issue-Monthly
- X bizhub C284e. PPM: 25. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub secure, ESP Diagnostic Power Filter 120V/15A, Postscript, Auto Doc Feed (MUST PURCHASE EITHER BLACK AND WHITE OR COLOR COST PER CLICK). Unit of Issue-Monthly
- imageRUNNER ADVANCE C3530i - CPCBW. PPM: 30. Cassette Feeding Unit-AP1, Inner Finisher-K1, Super G3 Fax Board-AU1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month . Unit of Issue-Monthly
- imageRUNNER ADVANCE C5540i BASE MODEL. PPM: 40. Cassette Feeding Unit- AM1, Inner Finisher-H1, Super G3 Fax Board AS1 (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month . Unit of Issue-Monthly
- IPF815MFP-48. iPF815 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 48 Month . Unit of Issue-Monthly
- IPF9400S-48. iPF9400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 60" Width. . (MUST PURCHASE IPF-S-CPC) - Per 48 Month . Unit of Issue-Monthly
- AltaLink C8035H PPM: 35. Customer Ed/Training/Consulting/Analyst Services, Integrated Office Finisher, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- IPF825MFP-60. iPF825 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 60 Month . Unit of Issue-Monthly
- IPF780MFP-36. iPF780 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 36 Month . Unit of Issue-Monthly
- IPF9400-60. IPF9400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 60" Width. . (MUST PURCHASE IPF-12C-CPC) Per 60 Month . Unit of Issue-Monthly
- MP C6004EX - CPC-BW. PPM: 60. ESP XGPCS- 15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. BLACK AND WHITE. Unit of Issue-Per impression
- HP Designjet T7200 Gov. HP Designjet T7200 Gov. (MUST PURCHASE T-SERIES COST PER CLICK) - Per 48 Month . Unit of Issue-Monthly
- IPF785MFP-36. iPF785 Multifunction System - 5 Color, Dye Pigment Inks. 36" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 36 Month . Unit of Issue-Monthly
- X bizhub C364e. PPM: 35. Paper feed unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter, 120V/15A, Postscript,

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Auto Doc Feeder (MUST PURCHASE EITHER BLACK AND WHITE OR COLOR COST PER CLICK). Unit of Issue-Monthly

- HP Designjet Z6200. HP Designjet Z6200 42in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK - Per 36 Month . Unit of Issue-Monthly
- IPF825MFP-48. iPF825 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 48 Month . Unit of Issue-Monthly
- AltaLInk C8045H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- IPF9400-48. IPF9400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 60" Width. . (MUST PURCHASE IPF-12C-CPC) Per 48 Month . Unit of Issue-Monthly
- IPF815MFP-36. iPF815 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 36 Month . Unit of Issue-Monthly
- IPF9400S-36. iPF9400S InfoGraphics & Production Printing, 8 Color, Pigment Ink. 60" Width. . (MUST PURCHASE IPF-S-CPC) - Per 36 Month . Unit of Issue-Monthly
- X bizhub C284e - CPC-CLR. PPM: 25. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub secure, ESP Diagnostic Power Filter 120V/15A, Postscript, Auto Doc Feed - COLOR. Unit of Issue-Per square foot
- X bizhub C284e - CPC-BW. PPM: 25. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub secure, ESP Diagnostic Power Filter 120V/15A, Postscript, Auto Doc Feed - BLACK AND WHITE. Unit of Issue-Per square foot
- PW-345-60. Configuration includes, print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 60 Month . Unit of Issue- Monthly
- X bizhub C454. PPM: 45. Paper Feed Unit, Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included (MUST PURCHASE EITHER BLACK AND WHITE OR COLOR COST PER CLICK). Unit of Issue-Monthly
- HP Designjet Z6800. HP Designjet Z6800 60in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK) - Per 60 Month . Unit of Issue-Monthly
- MP C6004EX. PPM: 60. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- AltaLInk C8055H. PPM: 45. Customer Ed/Training, Consulting/Analyst Services, Office Finisher LX, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- HP Designjet T7200 Gov. HP Designjet T7200 Gov. (MUST PURCHASE T-SERIES COST PER CLICK) - Per 36 Month . Unit of Issue-Monthly KIP-7170-60. Multifunction Single Footprint System. 6 ‘D’ per min, 2 Roll System, Includes KIP Print Management, Applications Suite, System Features Include: 12.1” Smart Multi-Touch Display, Super-View Image Controls, KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended

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Warranty, KIP Cloud Connect, High Resolution 600 x 2400 Print Quality, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Products Include: 2 Roll Multifunction System, Start-Up Toner For Installation - 2 x 400 gram cartridges, Original and Print Receiving Tray, PDF Format Printing Keycode - Includes support, for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 60 Month . Unit of Issue-Monthly

- Multifunction Single Footprint System. System Features Include: KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended Warranty, KIP Cloud Connect, Integrated USB Printing & Scanning, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Product Includes: 1 Roll Copy, Print and Color Scan System Plus Auto-Feeding Paper Tray, 1 Roll Copy, Print and Color Scan System, Start-Up Toner For Installation - 2 x 200 gram cartridges ,Integrated Sheet Cassette, PDF Format Printing Keycode - Includes support for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit, Includes 770 Printer and any accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 60 Month . Unit of Issue-Monthly
- PW-365-60. Configuration includes print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 60 Month . Unit of Issue- Monthly
- IPF825MFP-36. iPF825 Multifunction System - 5 Color, Dye Pigment Inks. 44" Print Width, 40" Scan Width. . (MUST PURCHASE IPFMFP- CPC) - Per 36 Month . Unit of Issue-Monthly
- HP Designjet Z6800. HP Designjet Z6800 60in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK) - Per 48 Month . Unit of Issue-Monthly
- IPF9400-36. IPF9400 InfoGraphics & Production Printing. Graphic Arts & Photography - 12 Color, Pigment Inks. 60" Width. . (MUST PURCHASE IPF-12C-CPC) Per 36 Month . Unit of Issue-Monthly
- X bizhub C554e. PPM: 55. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included (MUST PURCHASE EITHER BLACK AND WHITE OR COLOR COST PER CLICK). Unit of Issue-Monthly
- imageRUNNER ADVANCE C5550i BASE MODEL. PPM: 50. Cassette Feeding Unit- AM1, Staple Finisher-Y1, Buffer Pass Unit- L1, Super G3 Fax Board-AS1. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month . Unit of Issue-Monthly
- KIP-7170-48. Multifunction Single Footprint System. 6 ‘D’ per min, 2 Roll System, Includes KIP Print Management, Applications Suite, System Features Include: 12.1” Smart Multi-Touch Display, Super-View Image Controls, KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended Warranty, KIP Cloud Connect, High Resolution 600 x 2400 Print Quality, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Products Include: 2 Roll Multifunction System, Start-Up Toner For Installation - 2 x 400 gram cartridges, Original and Print Receiving Tray, PDF Format Printing Keycode - Includes support, for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi page support,

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image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 48 Month . Unit of Issue-Monthly

- Multifunction Single Footprint System. System Features Include: KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended Warranty, KIP Cloud Connect, Integrated USB Printing & Scanning, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Product Includes: 1 Roll Copy, Print and Color Scan System Plus Auto-Feeding Paper Tray, 1 Roll Copy, Print and Color Scan System, Start-Up Toner For Installation - 2 x 200 gram cartridges , Integrated Sheet Cassette, PDF Format Printing Keycode - Includes support for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit, Includes 770 Printer and any accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 48 Month . Unit of Issue-Monthly
- HP Designjet Z6800. HP Designjet Z6800 60in Printer Gov. (MUST PURCHASE ZSERIES COST PER CLICK) - Per 36 Month . Unit of Issue-Monthly
- X bizhub C654e. PPM: 65. Paper Feed Unit (3500 Sheets Standard), Finisher (100 sheet staple finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included (MUST PURCHASE EITHER BLACK AND WHITE OR COLOR COST PER CLICK). Unit of Issue-Monthly
- KIP-7170-36. Multifunction Single Footprint System. 6 ‘D’ per min, 2 Roll System, Includes KIP Print Management, Applications Suite, System Features Include: 12.1” Smart Multi-Touch Display, Super-View Image Controls, KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended Warranty, KIP Cloud Connect, High Resolution 600 x 2400 Print Quality, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Products Include: 2 Roll Multifunction System, Start-Up Toner For Installation - 2 x 400 gram cartridges, Original and Print Receiving Tray, PDF Format Printing Keycode - Includes support, for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 36 Month . Unit of Issue-Monthly
- PW-365-36. Configuration includes print engine, 2 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 36 Month . Unit of Issue- Monthly
- AltaLink C8070H. PPM: 70. Customer Ed/Training, Consulting/Analyst Services, BR Booklet with 2/3 Hole Punch, 1 Line Fax. (MUST PURCHASE BLACK AND WHITE AND COLOR CPC). Per 36 Month. Unit of Issue-Monthly
- Multifunction Single Footprint System. System Features Include: KIP Color Plus Copy & Scan, KS8 Controller Technology w/Extended Warranty, KIP Cloud Connect, Integrated USB Printing & Scanning, Convenient Front Stacking Tray, KIP Track & Cost Review Applications. Product Includes: 1 Roll Copy, Print and Color Scan System Plus Auto-Feeding Paper Tray, 1 Roll Copy, Print and Color Scan System, Start-Up Toner For Installation - 2 x 200 gram cartridges , Integrated Sheet Cassette, PDF Format Printing Keycode - Includes support for Postscript levels 1, 2 & 3 , PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license, Removable Secure Hard Drive Connection Kit, Includes 770 Printer and any

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accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 36 Month . Unit of Issue-Monthly

- imageRUNNER ADVANCE C7565i BASE MODEL. PPM: 65 Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- PW-550-60. Configuration includes print engine, 4 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 60 Month . Unit of Issue- Monthly
- imageRUNNER ADVANCE C7570i BASE MODEL. PPM: 70. Booklet Finisher-V2, Super G3 Fax Board-AS2. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 36 Month. Unit of Issue-Monthly
- PW-550-48. Configuration includes print engine, 4 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 48 Month . Unit of Issue- Monthly
- PW-750-60. Configuration includes print engine, 4 rolls, post script & scanner. PW750 2 Roll Print Engine + Freight w/ Setup, PW750 Power Logic Controller, PW750 PLC Base License, PW750 2 Roll Draw, Cable & USB Kit, Adobe Post Script, Bond Roll, Initia Supplies, Admin Logon, Customer Application Enabler, App Enabler Script, TC4 Color Scanner + Freight w/ Setup, Used with PW750, Account Console, 2 Help Desk Incident Reports. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 60 Month . Unit of Issue-Monthly
- PW-550-36. Configuration includes print engine, 4 rolls, post script & scanner. (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 36 Month . Unit of Issue- Monthly
- PW-750-48. Configuration includes print engine, 4 rolls, post script & scanner. PW750 2 Roll Print Engine + Freight w/ Setup, PW750 Power Logic Controller, PW750 PLC Base License, PW750 2 Roll Draw, Cable & USB Kit, Adobe Post Script, Bond Roll, Initia Supplies, Admin Logon, Customer Application Enabler, App Enabler Script, TC4 Color Scanner + Freight w/ Setup, Used with PW750, Account Console, 2 Help Desk Incident Reports. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 48 Month . Unit of Issue-Monthly
- KIP-7770-60. Production System with 2300 Scanner. Includes KIP Print Management Applications Suite, All Network Print System Features Included, Plus: KIP 2300 High Production CCD Scanning System, Secure Print at Touchscreen, Color and Black & White Copy Set Editing, KIP TRU Speed Technology-Data Transfer up to 2.3 GB/sec, Scan Thick Originals up to .6” (16mm), Advanced Grayscale & Fine Line Enhancement, Swipe, Pinch, Spread and Rotate Image Preview, Patented High Definition Print Technology, Windows 7 & 8 Certified 32 & 64 Bit Drivers. Products Include: 2 Roll Network Print System, Start- Up Toner For Installation - 2 x 550 gram cartridges, 2 Roll Drawer Field Upgrade, KIP Color Plus Copy and Print to Inkjet, Features integrated collated sets printing and advanced color print management for up to three connected printers. Removable Secure Hard Drive Connection Kit, KIP 2300 Scanner - Includes KIP Color, Plus - Color Scan to File, Includes 7770 Printer and any accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 60 Month . Unit of Issue-Monthly

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- KIP-7770-48. Production System with 2300 Scanner. Includes KIP Print Management Applications Suite, All Network Print System Features Included, Plus: KIP 2300 High Production CCD Scanning System, Secure Print at Touchscreen, Color and Black & White Copy Set Editing, KIP TRU Speed Technology-Data Transfer up to 2.3 GB/sec, Scan Thick Originals up to .6” (16mm), Advanced Grayscale & Fine Line Enhancement, Swipe, Pinch, Spread and Rotate Image Preview, Patented High Definition Print Technology, Windows 7 & 8 Certified 32 & 64 Bit Drivers. Products Include: 2 Roll Network Print System, Start- Up Toner For Installation - 2 x 550 gram cartridges, 2 Roll Drawer Field Upgrade, KIP Color Plus Copy and Print to Inkjet, Features integrated collated sets printing and advanced color print management for up to three connected printers. Removable Secure Hard Drive Connection Kit, KIP 2300 Scanner - Includes KIP Color, Plus - Color Scan to File, Includes 7770 Printer and any accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 48 Month . Unit of Issue-Monthly
- PW-750-36. Configuration includes print engine, 4 rolls, post script & scanner. PW750 2 Roll Print Engine + Freight w/ Setup, PW750 Power Logic Controller, PW750 PLC Base License, PW750 2 Roll Draw, Cable & USB Kit, Adobe Post Script, Bond Roll, Initial Supplies, Admin Logon, Customer Application Enabler, App Enabler Script, TC4 Color Scanner + Freight w/ Setup, Used with PW750, Account Console, 2 Help Desk Incident Reports. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). – Per 36 Month . Unit of Issue-Monthly
- KIP-7770-36. Production System with 2300 Scanner. Includes KIP Print Management Applications Suite, All Network Print System Features Included, Plus: KIP 2300 High Production CCD Scanning System, Secure Print at Touchscreen, Color and Black & White Copy Set Editing, KIP TRU Speed Technology-Data Transfer up to 2.3 GB/sec, Scan Thick Originals up to .6” (16mm), Advanced Grayscale & Fine Line Enhancement, Swipe, Pinch, Spread and Rotate Image Preview, Patented High Definition Print Technology, Windows 7 & 8 Certified 32 & 64 Bit Drivers. Products Include: 2 Roll Network Print System, Start- Up Toner For Installation - 2 x 550 gram cartridges, 2 Roll Drawer Field Upgrade, KIP Color Plus Copy and Print to Inkjet, Features integrated collated sets printing and advanced color print management for up to three connected printers. Removable Secure Hard Drive Connection Kit, KIP 2300 Scanner - Includes KIP Color, Plus - Color Scan to File, Includes 7770 Printer and any accessories on order. . (MUST PURCHASE SERVICES AND SUPPLIES AGREEMENT (SSA) AND SSA COST PER CLICK). - Per 36 Month . Unit of Issue-Monthly Advanced Search - SF. Advanced Search - Small Format Documents. Unit of Issue-Per Module/Onetime
- Advanced Search - LF. Advanced Search - Large Format Documents. Unit of Issue-Per Module/Onetime
- MP C3504EX. PPM: 35. ESP XG-PCS-15D, Network & Scan Connect, Internal Finisher SR3130, Memory Unit Type M19 4GB, Paper Feed Unit PB3240, Fax Memory Unit Type M19 64MB, Fax Option Type M19, Postscript3 Unit Type M33. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- MP C3504EX. PPM: 35. ESP XG-PCS-15D, Network & Scan Connect, Internal Finisher SR3130, Memory Unit Type M19 4GB, Paper Feed Unit PB3240, Fax Memory Unit Type M19 64MB, Fax Option Type M19, Postscript3 Unit Type M33. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly

Docusign Envelope ID: 332A47BE-5F26-40BC-843F-0382B9B79D68

- MP C4504EX. PPM: 45. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Finisher SR3210, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33 (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- MP C4504EX. PPM: 45. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Finisher SR3210, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33 (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- MP C6004EX. PPM: 60. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 f4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 48 Month. Unit of Issue-Monthly
- MP C6004EX. PPM: 60. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. (MUST PURCHASE BLACK AND WHITE AND COLOR COST PER CLICK). Per 60 Month. Unit of Issue-Monthly
- imageRUNNER ADVANCE C7565i BASE MODEL - CPC-BW. PPM: 65 Booklet Finisher-V2, Super G3 Fax Board-AS2. BLACK AND WHITE . Unit of Issue-Per impression
- X bizhub C454 - CPC-BW. PPM: 45. Paper Feed Unit, Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - BLACK AND WHITE. Unit of Issue-Per square foot
- MP C6004EX - CPC-CLR . PPM: 60. ESP XG-PCS-15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Booklet Finisher SR3220, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. COLOR. Unit of Issue-Per impression
- X bizhub C554e - CPC-BW. PPM: 55. Paper Feed Unit (Cabinet 1K sheet included), Finisher (inner finisher), Fax Option, bizhub SECURE, ESP Diagnostic Power Filter 120V/20A, Postscript, ADF included - BLACK AND WHITE . Unit of Issue-Per square foot
- MP C4504EX - CPC-BW. PPM: 45. ESP XGPCS- 15D, Network & Scan Connect, Paper Feed Unit PB3240, Bridge Unit BU3070, Finisher SR3210, Memory Unit Type M19 4GB, Fax Option Type M20, Fax Memory Unit Type M19 64MB, Postscript3 Unit Type M33. BLACK AND WHITE . Unit of Issue- Per impression

ITEM # 28

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Chad Van Meeteren, Fire Chief

SUBJECT: **HISTORIC SEAGRAVE FIRE ENGINE RESTORATION**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the 1958 Seagrave restoration project completed by West Coast Customs

2) Authorize a budget transfer from the Arts & Public Places Fund Account number 2510 in the amount of $150,000 to General Fund Fire Rescue – Suppression account (No. 10102110-810000) for the Historic Fire Engine Restoration project.

3) Establish a corresponding expense allocation of $150,000 in the Fire-Rescue - Fire Suppression activity expenditure account (No.10102110- 543067) Miscellaneous Vehicle Repairs.

4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The estimated cost of restoration is $149,311.00. The FY 2024-25 Adopted Budget for this project is $70,000. The Heritage Arts Advisory Committee (HAAC) reviewed the recommendation presented at a committee meeting approximately three months ago and agreed to fund the historic fire engine restoration up to $150,000.00 from their budget. Therefore, the FY 2024-25 budgeted amount will only be used for unforeseen restoration issues.

BACKGROUND

When the Santa Fe Springs Fire Department was established in 1958 and assumed the responsibility of providing fire protection services for the citizens of Santa Fe Springs, fire apparatus was borrowed from neighboring cities in Los Angeles County. Through City Council action, the City purchased three new Seagrave fire apparatus, of which only one remains in the City's possession.

ANALYSIS

The 1958 Seagrave represents a piece of the City's history and heritage. Restoring and keeping a well-maintained vintage fire truck symbolizes community, civic pride, and engagement while preserving the cultural and historical significance of firefighting in the community.

Investing in repairs and upgrades reduces long-term maintenance costs, extends the overall life of the vintage truck, and enhances functionality without compromising authenticity.

This will allow for its continued use in City events such as the Red Ribbon Parade, Fire Open House, Walk to School Day, the Santa Float, and many others.

Per the City's purchasing policy, the Department of Fire-Rescue attempted to contact additional vendors requesting quotes for the restoration project; however, none of the vendors we contacted would agree to take on the challenging task of restoring a vintage fire truck, except for West Coast Customs.

DISCUSSION

The 1958 Seagrave is currently showcased and used for parades and community events, enhancing public outreach and educating the public about the evolution of firefighting technology and the history of the Santa Fe Springs Department of Fire-Rescue. The restoration project is expected to last approximately six months.

SUMMARY/NEXT STEPS

It is requested that the City Council approve the Historic Fire Engine Restoration project with West Coast Customs, preserving the City's connection to its past, and approve the transferring of funds from the Heritage Arts Advisory Committee (HAAC) to Fire-Rescue Budget account 10102110-543067 (Miscellaneous Vehicle Repairs) for $150,000.00. Once approved, the restoration project will begin in January 2025, after the City's holiday events.

ATTACHMENT(S):

A. West Coast Customs Quotation #2415

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

West Coast Customs
2101 W. Empire Ave.
Burbank, CA 91504
USA

Voice: (818) 237-1287
Fax: (818) 237-1287

ARD# 220754

QUOTATION

Quote Number: 2415
Quote Date: Oct 18, 2024
Page: 1

Quoted To:
Santa Fe Springs Fire Department 11300 Greenstone Ave Sante Fe Springs, CA 90670

Vehicle:
1958 Seagrave Fire Fire Truck

Customer ID	Good Thru	Payment Terms	Sales Rep
Santa Fe Springs FD	1/10/25	Prepaid	Lorenzo Strong

Quantity	Item	Description	Unit Price	Amount
		Santa Fe Fire Department 1958 Seagrave Fire Truck Restoration		
40.00	Labor - Standard	Complete Disassembly of Fire Truck	375.00	15,000.00
1.00	Materials	Original Engine Rebuild w Existing Block	25,000.00	25,000.00
150.00	Labor - Standard	Custom Body Work and Prep for Paint	375.00	56,250.00
40.00	Labor - Standard	Custom Paint Pantone Fire Engine Red	375.00	15,000.00
20.00	Labor - Standard	Custom Fire Department Graphics	375.00	7,500.00
1.00	PNT-18	Remove wheels & tires. Prep wheels for paint. Paint wheels to customer specifications. Mount & balance wheels.	2,275.00	2,275.00
1.00	Materials	Custom Weather Strip Kit	1,845.00	1,845.00
1.00	Materials	Drive Line Seal Kit and Fluids	644.00	644.00
1.00	Materials	Custom Fabricate Polished Diamond Plate Running Boards and Rear Deck Board	12,532.00	12,532.00
30.00	Labor - Standard	High Polish All Stainless	375.00	11,250.00
1.00	Materials	Custom Chrome All Parts	8,740.00	8,740.00
1.00	Materials	Replace Interior Materials w Like for Like TBD	6,150.00	6,150.00
35.00	Labor - Standard	Remove and Replace Interior with New Materials	375.00	13,125.00
1.00	Labor - Standard	West Coast Customs X Santa Fe Springs Fire Collaboration Discount	26,000.00	-26,000.00

Subtotal	149,311.00
Sales Tax	
TOTAL	**149,311.00**

Client Authorization:_____

ITEM # 29

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Chad Van Meeteren, Fire Chief

SUBJECT: **DONATION OF USED FIRE EQUIPMENT TO NAVOJOA FIRE DEPARTMENT**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) The City Council authorizes donating used firefighting equipment to the City of Navojoa Fire Department.

2) Take such additional, related action that may be desirable.

FISCAL IMPACT

The City of Navojoa will pay for all costs to transport used firefighting equipment.

BACKGROUND

The Department of Fire-Rescue has a surplus of miscellaneous used fire equipment replaced over the last year with grants and general funds. While this equipment has been replaced with newer technology equipment in Santa Fe Springs, it still has a valuable life for fighting fires and performing rescues. This equipment is needed in Navajoa to meet the call volume demands of their growing community. The list of equipment and tools is:

1. (1) 16” Ramfan
2. (1) 20” SuperVac fan
3. (2) 10’ sections hard suction
4. (1) Dayton tripod light
5. (2) Single light tripod lights

6. (3) SCBA Brackets
7. (1) SKED
8. (2) Utility hooks
9. (1) Hydrant wrench
10. (1) Pair of wildland boots
11. (4) 20’ sections SCBA hose
12. (4) SCBA Escape Packs
13. (64) Honeywell SCBA packs
14. (9) RIC bags with hoses
15. (9) McGuire Sleds
16. (7) CBRN Mask
17. (7) CBRN Canisters
18. (16) Spare SCBA mask lens
19. (1) Box misc. spare parts
20. (1) Box spare gaskets
21. (99) Voice amplifiers
22. (80) SCBA masks
23. (157) SCBA Bottles

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

In discussions with our Sister City, Navojoa, they stated that any fire-related firefighting equipment is needed for their 1600 square-mile community of over 150,000 residents. The equipment donated would benefit the Navojoa Fire Department through fire suppression activities and firefighter safety measures.

SUMMARY/NEXT STEPS

Upon the City Council's approval of the recommended action, the Department of Fire-Rescue staff will coordinate the pick-up of the equipment with the City of Navojoa Fire Department personnel.

ATTACHMENT(S):

None

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ITEM # 30

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Chad Van Meeteren, Fire Chief

SUBJECT: **RESOLUTION NO. 9934 – SB-1205 ANNUAL INSPECTION OF CERTAIN PROPERTIES**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Acknowledge Receipt of Department of Fire-Rescue Report Regarding the Annual Inspection of Certain Properties.

FISCAL IMPACT

None

BACKGROUND

The State legislature, through the passage of SB 1205, requires the chief of every fire department to conduct annual inspections on all public or private schools, hotels, motels, lodging houses, apartment houses, and certain residential care facilities (Health and Safety Code 13146.3, 13146.2, 17921(b)).

Beginning on January 1, 2019, every fire department must report on these state-mandated annual inspections (Health and Safety Code 13146.4, *Added by Stats. 2018, Ch. 854, Sec. 1. (SB 1205) Effective January 1, 2019).* This report must be in the form of a resolution or other formal document.

Definitions of key terms:

R1 – Residential occupancies with transient (<30 days) occupants

- Boarding houses (transient) no more than ten occupants
- Congregate residents (transient) no more than ten occupants
- Hotels, motels

R2 – Residential – Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent, including apartments

R2.1 – 24-hour living facilities may contain > six non-ambulatory and/or bedridden clients.

- Assisted living facilities such as residential care facilities, residential care facilities for the elderly (RCFEs), adult residential facilities, group homes, etc.
- Social rehabilitation facilities such as halfway houses, community correctional centers, community treatment programs, alcoholism or drug abuse recovery or treatment

R4 – 24-hour living facilities with more than six ambulatory clients, but not more than 16 persons; maximum of six non-ambulatory or bedridden clients

- Assisted living facilities such as residential care facilities, residential care facilities for the elderly (RCFEs), adult residential facilities, group homes, etc.
- Social rehabilitation facilities such as halfway houses, community correctional centers, community treatment programs, alcoholism or drug abuse recovery or treatment

E – Facilities used for educational purposes through the 12th grade.

The Fire Suppression Division assigns annual inspections to Fire Prevention Division staff and Fire Engine Companies to meet this mandate. Inspections are logged into the Department's records management system. In 2024, all R1, R2, R2.1, R4, and E occupancies were inspected, achieving 100% compliance with the State Fire Marshal mandate.

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

None

ATTACHMENT(S):

A. Resolution No. 9934

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

RESOLUTION NO. 9934

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SANTA FE SPRINGS DEPARTMENT OF FIRE-RESCUE REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES UNDER SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018 and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 require all fire departments, including the Santa Fe Springs Department of Fire-Rescue, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments, including the Santa Fe Springs Department of Fire-Rescue, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and

WHEREAS, the City Council of the City of Santa Fe Springs intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Santa Fe Springs Department of Fire-Rescue compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Fe Springs that said City Council expressly acknowledges the receipt of the report of compliance of the Santa Fe Springs Department of Fire-Rescue with California Health

and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the City of Santa Fe Springs, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools used by more than six persons at any one time for educational purposes through the 12th grade. Twelve (12) Group E occupancies, buildings, structures, and/or facilities are within the City of Santa Fe Springs.

During 2024, the Santa Fe Springs Department of Fire-Rescue completed the annual inspection of twelve (12) Group E occupancies, buildings, structures, and/or facilities. This is a compliance rate of 100% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

For the purposes of this resolution, Residential Group R occupancies are generally those occupancies containing sleeping units, including hotels, motels, apartments (three units or more), etc., as well as other residential occupancies (including several residential care facilities). These residential care facilities have several different sub-classifications, and they may contain residents or clients with a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the City of Santa Fe Springs are forty-two (42) Group R (and their associated sub-categories) occupancies of this nature.

During the calendar year 2024, the Santa Fe Springs Department of Fire-Rescue completed the annual inspection of forty-two (42) Group R occupancies, buildings, structures, and/or facilities. This is a compliance rate of 100% for this reporting period.

APPROVED and ADOPTED this 12th day of November 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Jay Sarno, Mayor

ATTEST:

_____
Fernando N. Muñoz, CMC, Deputy City Clerk

ITEM # 31

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS FINAL REPORT (TERMINATION OF EMERGENCY DECLARATION)**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Pursuant to California Public Contract Code Section 22050, by a four-fifths vote terminate the Emergency Declaration; and

2) Authorize the City Manager to issue final payments for all related expenses as listed herein; and

3) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The final purchase orders and invoices executed to date are as follows:

- **Purchase Order #2240222:** $43,610.60 for testing and construction demolition with Restoration Unlimited (Santa Fe Springs, CA)
- **Purchase Order #2240262:** $128,637 for waterproofing with Innovative Painting Waterproofing (Santa Fe Springs, CA)
- **Purchase Order #2240337:** $45,985.38 for replacement of drywall, flooring and other finishes and furniture in order to restore the building interior with Restoration Unlimited (Santa Fe Springs, CA)
- **Plumbing Repairs:** $6,538 invoice from Olson Superior Plumbing for sewer mainline repairs
- **Gymnasium Floor Mats:** $3,310 invoice from ETE Fitness Equipment for

replacement of the rubber floor mats in the gymnasium

- **Railroad Flagging Services:** $24,800 in invoices from Railpros for flagging services as required by the BNSF Right of Entry permit.

The total cost of the emergency repairs is $252,880.98.

BACKGROUND

The severe storms that hit Southern California the week of February 4, 2024, resulted in historic rainfall totals throughout the region, prompting Governor Newsom to proclaim a state of emergency in various counties, including Los Angeles. The County of Los Angeles followed with the proclamation of a local state of emergency.

The intense and prolonged rainfall caused significant flooding of the City's Police Services Staging Facility located adjacent to the Municipal Services Yard. Flooding was experienced in both the Men's and Women's Locker Rooms and Restroom/Showers as well as the adjacent gym. The flooding rendered these areas uninhabitable and in need of repairs before the space can be reoccupied.

Public Works maintenance staff worked throughout the storms to sweep and vacuum the water to minimize the extent of the flooding, but were ultimately unable to keep up with the volume of water entering the building from the rear wall adjacent to the railroad right-of-way. Eventually, maintenance crews ceased water removal and began removing gym equipment and mats so that the source of the flooding could be more easily identified.

Although one location was identified where the majority of the water was entering the building, the extent of the flooding has saturated the walls in a significant portion of the facility. Under the City Manager's authority pursuant to Santa Fe Springs Municipal Code Section 34.23, staff continues to negotiate with contractors to provide various services to repair the damage.

The first step in the repair process required demolition work to assess the full extent of the damage and expose the source of the flooding in order to develop a scope of work for repairs to prevent future flooding and restore the damaged interior.

Staff contracted with Restoration Unlimited (Santa Fe Springs, CA) for the initial testing and demolition work. Sampling for preconstruction testing was conducted on March 6. Based on testing results, demolition was started on March 18, exposing the likely source of the rainwater intrusion. Staff solicited proposals from two waterproofing contractors. Waterproofing must be completed before restoration work to prevent further water damage. The proposal from Innovative Painting & Waterproofing, LLC (Santa Fe Springs) was selected and a purchase order was executed. The interior waterproofing work was completed on June 12, 2024.

A Right-of-Entry permit is required from BNSF Rail Road in order to complete the waterproofing work on the exterior rear wall of the building. The permit application was submitted on April 23 and BNSF provided the Right-of-Entry Agreement on May 21 with final approval of insurance documentation received on June 12. Staff scheduled the start of the exterior waterproofing work with BNSF on September 9 and the work was completed on October 7, 2024.

Staff contracted with Restoration Unlimited (Santa Fe Springs, CA) for the restoration of the interior of the building. This work was started on June 24 and completed at the end of July. The building was made available for police staff to move in on August 1, 2024.

ENVIRONMENTAL

Not applicable.

DISCUSSION

Staff has been in close communication with the City Manager of the City of Whittier and police administration since the flooding began. Given the extent of the flooding, the City of Whittier provided notice on February 7, 2024, that they would temporarily vacate the facility until permanent repairs are completed. Limited staff and equipment was temporarily relocated to the City's Police Services Building on Jersey Avenue and the majority of the patrol operations were moved to the Whittier Police Station. The Police Staging building was vacated on February 26, 2024.

Interior repairs were completed by the end of July, with the exception of the exterior waterproofing which did not affect the occupancy of the building. Whittier PD re-occupied the building on August 1, 2024.

SUMMARY/NEXT STEPS

Upon the approval of the City Council of the recommended actions, City staff will issue final payments related to the emergency and process the Notice of Completion with the office of the Los Angeles County Registrar-Recorder.

ATTACHMENTS:

None.

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ITEM # 32

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **LOS ANGELES COUNTY TRAFFIC SIGNAL SYNCHRONIZATION PROJECTS (TSSP): SLAUSON AVENUE, NORWALK BOULEVARD, LEFFINGWELL ROAD – ADD PROJECTS TO CAPITAL IMPROVEMENT PROGRAM**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve adding the Los Angeles County Traffic Signal Synchronization Projects (TSSPs) including Slauson Avenue, Norwalk Boulevard and Leffingwell Road to the Capital Improvement Program; and

2) Appropriate $63,305 from the Utility Users Tax (UUT) Capital Improvement Fund to the Los Angeles County Traffic Signal Synchronization Project (TSSP) on Slauson Avenue; and

3) Appropriate $53,000 from the Utility Users Tax (UUT) Capital Improvement Fund to the Los Angeles County Traffic Signal Synchronization Project (TSSP) on Norwalk Boulevard; and

4) Authorize payment of City's share of project cost for the Slauson Avenue Project in the amount of $63,305, and Norwalk Boulevard Project in the amount of $53,000 to Los Angeles County via the County's City Service Request Tracking System; and

5) Take such additional, related action that may be desirable.

FISCAL IMPACT

The City is responsible for the estimated cost of the City's share for each project, with a combined total of $116,305. There is no City contribution for the Leffingwell Road project as the County has agreed to cover the cost of the minimal improvements located within Santa Fe Springs for this project. The County requires payment of the estimated cost in advance via the County's City Service Request Tracking System. Final Costs will be based on post-project accounting. The recommended appropriation is from the Utility Users Tax (UUT) Capital Improvement Fund.

BACKGROUND

The City and County have previously cooperated in implementing traffic signal synchronization projects on various arterials. The list of arterials includes Florence Avenue, Imperial Highway, Rosecrans Avenue, Valley View Avenue, Telegraph Road, Alondra Boulevard, and Carmenita Road. The construction of a similar project on Washington Boulevard is set to begin later this year.

The Los Angeles County Department of Public Works has secured funding to modify and synchronize traffic signals along three additional arterial corridors running through the City. These three project corridors are:

1. Slauson Avenue from Paramount Boulevard to Scott Avenue
2. Norwalk Boulevard from Beverly Boulevard to Carson Street
3. Leffingwell Road from Imperial Highway to Valley Home Avenue

Within the project corridors, Slauson Avenue, located between Norwalk Boulevard and Santa Fe Springs Road, falls within the City limits. Additionally, portions of Norwalk Boulevard between Washington Boulevard and Lakeland Avenue are also included. For the Leffingwell Road project corridor, the only affected area within the City is the southern leg of the intersection at Leffingwell Road and Imperial Highway.

ANALYSIS

The total cost for the Slauson Avenue Transportation System Safety Project (TSSP) is $1,411,366 for the entire project corridor. After accounting for the grants received by the County, the City's share of the estimated costs for this project is $63,305. Although the total cost of the Norwalk Boulevard project has not been determined at this time, the estimated City share for the Norwalk Boulevard TSSP is $53,000.

For the Leffingwell Road project, the City's estimated share is less than $10,000, and this amount will be covered by the County. All cost estimates are based on the County's

projections, and the final amounts will be determined by the final project audit upon completion.

ENVIRONMENTAL

Pursuant to the guidelines of the California Environmental Quality Act (CEQA), the Fire Station Headquarters Furniture Improvement project is categorically exempt under Class 1(c) for existing facilities. Under CEQA, a project is exempt if the scope of work is limited to the repair, maintenance, and minor alterations of an existing facility.

DISCUSSION

The Traffic Signal Synchronization Projects involve upgrading traffic signal equipment where necessary to enable better coordination of traffic signals along the project corridors. The County will manage the overall implementation of the projects and the signal timing to maintain signal synchronization along the corridors and improve the flow of traffic.

SUMMARY/NEXT STEPS

The construction of the projects is set to begin in the summer of 2025.

ATTACHMENT:

None.

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ITEM # 33

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **CITY HALL WEST WING OFFICE RENOVATION – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve adding the City Hall West Wing Office Renovation project to the Capital Improvement Program; and
2) Appropriate $1,665,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the City Hall West Wing Office Renovation project; and
3) Approve the Plans and Specifications for the subject project; and
4) Authorize the City Engineer to advertise for construction bids; and
5) Authorize the purchase of office furniture for the City Hall West Wing from Tangram, utilizing cooperative purchasing through Sourcewell Contract Number 091423-STI and authorize the Finance Director to issue a purchase order to Tangram in the amount of $410,844.14; and
6) Authorize the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, purchase orders, agreements, amendments, payment requests and so forth, which may be necessary for the completion of project; and
7) Authorize the City Clerk to file a Notice of Exemption for the subject project with the Los Angeles Registrar-Recorder; and
8) Take such additional, related action that may be desirable.

FISCAL IMPACT

Staff is recommending the City Hall West Wing Office Renovation project be funded by the Utility Users Tax (UUT) Capital Improvements Fund in the amount of $1,665,000.

The total project cost breakdown is estimated as follows:

ITEM		BUDGET
Construction (Includes: Furniture, Interior Office Renovation, Digitizing Plans)	$	1,200,000
Design	$	60,000
Engineering	$	90,000
Inspection	$	115,000
Contingency	$	200,000
Estimated Total Project Cost:	**$**	1,665,000

Staff is recommending authorization for the Director of Finance to issue a purchase order to Tangram in the amount of $410,844.14 for the City Hall West Wing office furniture and approval to utilize a cooperative contract with Sourcewell utilizing Contract Number 091423-STI (Attachment A) in accordance with SFSMC 34.18. The purchase order would include removal of existing office furniture and furnishing/installing new office furniture. Sourcewell solicited bids and Steelcase was the lowest bidder and utilizes Tangram as a local vendor. Tangram's quote is included in Attachment B.

Staff is recommending to authorization the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, purchase orders, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the project.

BACKGROUND

The proposed City Hall West Wing Office Renovation project is located at 11710 Telegraph Road. The project includes furniture and interior improvements to the West Wing of City Hall encompassing Public Works, Building/Safety, Community Development and minor interior improvements to Finance and Human Resources. The North and East Wing recently replaced office furniture, carpet and interior painting. The West Wing's existing office furniture has reached the end of its useful service life and requires replacement to allow for additional staff work stations and enhance operational functionality.

The City Hall West Wing Office Renovation project scope of work includes removing all existing office furniture and replacing with new furniture. The construction contract will be advertised separate from the furniture purchase and includes removing and replacing all carpet flooring, base cove trim, abatement of lead/asbestos, removal of all popcorn ceiling south of the lobby, demolition of doors/cabinets/kitchenettes/wall paper, painting interior walls and all ceilings. Lastly, the construction of two Plexiglas storefronts.

ANALYSIS

In an effort to minimize the construction duration and impact to the services provided at City Hall. The contractor will be allowed to work seven days a week and have the option to work twenty-four hours per day. The construction of the improvements will require the contractor to have full access to the City Hall West Wing. Staff is recommending the public services counter temporarily be relocated to the City Hall lobby. In addition, Public Works, Building/Safety and Community Development will be relocated to the Town Center Hall Meeting Room or work remotely during the anticipated forty (40) calendar day construction duration. The Finance Department and Human Resources Division will also be relocated for approximately two weeks during the removal of the acoustic ceiling (includes asbestos abatement) and painting of the ceiling.

ENVIRONMENTAL

Pursuant to the guidelines of the California Environmental Quality Act (CEQA), the City Hall West Wing Office Renovation project is categorically exempt under Class 1(c) for existing facilities. Under CEQA, a project is exempt if the scope of work is limited to the repair, maintenance, and minor alterations of an existing facility.

DISCUSSION

The completion of the City Hall West Wing Office Renovation project will increase office functionality, adds additional work stations to accommodate a growth in staffing and provides an aesthetically pleasing work environment.

SUMMARY/NEXT STEPS

Upon approval of the City Council of the recommended actions, City staff will advertise the project and await the construction bid opening, as well as execute the office furniture purchase order. The furniture is a long lead item and will be ordered with the anticipation of the construction completion in March 2025

ATTACHMENT:

A. Sourcewell Contract Information
B. Tangram Quote

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A

091423-STI

Solicitation Number: RFP #091423

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Steelcase Inc., 901 44th Street SE, Grand Rapids, MI 49508 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Furniture Solutions with Related Accessories and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires December 4, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

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2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

"Supplier", when used in connection with a purchase order, shall refer to the Dealer responsible for activities related to fulfilling the purchase order including, but not limited to, specifying, quoting, ordering, delivering, installing, invoicing and collection in accordance with the terms of this Contract. In certain situations, or in locations where no Dealer is available, Supplier may act as the Vendor under this Agreement.

"Dealer" means always an authorized dealer of Supplier, who will become bound to the terms and conditions of this Agreement through signing a separate document, solely between Supplier and Dealer, agreeing to the same.

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3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

Unless otherwise provided herein, when providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase, excluding applicable sales or use taxes and/or surcharges, which will be captured on the applicable invoice.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed

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from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

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Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone

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agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;

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- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment and Products provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment and Products purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract. Any such audit will include transactions which have occurred within two (2) years of the agreed upon audit date.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

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10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

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12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

   a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

   b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices,

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informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.

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3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect,

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contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:
$2,000,000 per claim or event
$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

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Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

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B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-

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federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit

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Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a members of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

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I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier will work with Participating Entities on a case-by-case basis to determine if it can comply with Buy American provisions.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

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P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	Steelcase Inc.
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Megan Maguire 0F725437B2334EF...
By: _____	By: _____
Jeremy Schwartz	Megan Maguire
Title: Chief Procurement Officer	Title: Pricing and Contracts Manager
Date: 12/1/2023 | 2:52 PM CST	Date: 12/1/2023 | 8:39 PM CET

DocuSign Envelope ID: 9D968841-38F6-41A0-B9EB-97A20C3F3932

Approved:

By: DocuSigned by: Chad Coauette 48BAF71B0894454...

Chad Coauette

Title: Executive Director/CEO

Date: 12/1/2023 | 5:33 PM CST

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ADDITIONAL DEFINITIONS

For the purpose of this Agreement, the following definitions are agreed upon and may be used in both the singular and the plural without affecting their significance.

Designated Location– The physical delivery location as specified on Participating Entities' purchase order and acknowledged by Dealer.

Drop Ship – Pursuant to FCA (Incoterms®2010) and FOB (Uniform Commercial Code), freight is prepaid and pricing for Products includes delivery from the applicable Steelcase factory to the receiving dock of Participating's Designated Location. For drop shipments, it will be Participating Entities' responsibility to inspect the Products upon delivery and report claims to Dealer within a reasonable time frame to ensure that proper claims procedures are followed in the event of damage.

EDI (Electronic Data Interchange) – A computer-to-computer transfer of business documents used for the transmission of purchasing documents such as purchase orders, modifications, and invoices.

Large Order – One quantity of Products to be shipped at one time to one location with a minimum list price value of:

Steelcase Products (other than exceptions below).....USD 500,000 or equivalent
Coalesse.....USD 75,000 or equivalent
Turnstone, Steelcase Health .....USD 150,000 or equivalent

List Price – The price set forth in Steelcase's published Price List.

Negotiate – Mutually agreed upon price to be arrived at between Participating Entities, Dealer, and Steelcase.

New Products – Products are considered new for a period of two years from the date on which they are first shipped in a particular market.

Order Size – One quantity of Product to be shipped at one time to one location.

Port of Embarkation – The port from which a vessel (ship or airplane) departs upon the start of a voyage when Product is exported.

Price List – A general term which covers a variety of specific naming conventions such as Specification Guides, Price Guides, Price and Product Manuals, Catalogs, and Electronic Catalogs (ECAT's).

Special Products – Products that are not available as such in Steelcase's standard Price Lists and require variations in design, i.e., dimensions, features, function, colors and/or other type of finishes, in order to meet customer specific requests.

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PARTICIPATING DEALERS

LIST OF PARTICIPATING STEELCASE DEALERS

Participating Dealers as of the date of this Agreement are listed below. Additions to and/or deletions from this list may be requested at any time by Sourcewell. The most current listing of authorized Steelcase dealers can be consulted at WWW.STEELCASE.COM.

Sourcewell may add or delete an authorized dealer to participate in this Agreement at its discretion. In such event, Sourcewell shall provide a written notification to Steelcase. In the event that Sourcewell desires to add an authorized dealer, Steelcase will secure such authorized dealer's written acceptance of the terms of the Agreement. In the event of a deletion, such deletion will become effective thirty (30) days from receipt of Sourcewell's written notification.

Changes to this Exhibit [ ] need not be incorporated into a written amendment to the Agreement.

UNITED STATES:

CANADA:

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ORDERS - PROCEDURE; CANCELLATION AND CHANGES

A. Procedure

Participating shall initiate orders by sending to Dealer a written or electronically transmitted (EDI) purchase order ("Order") containing the minimum required information listed below:

- Participating's Order reference number.
- Designation of Products (e.g., style number) and/or services covered by the Order.
- Designation of surface materials.
- Quantity ordered.
- Price.
- Requested delivery date.
- "Ship to" address including contact name, dock information, etc.
- Billing address for invoices.
- Any special shipping or handling requirements.

Dealer and Steelcase will use their best efforts to comply with delivery dates requested by Participating on Orders. For Large Orders, Steelcase recommends that Participating provide as much notice as possible to Dealer in advance of the Order to reserve manufacturing capacity. Dealer shall acknowledge receipt of each Order to Participating, noting the acknowledged Steelcase ship from factory and scheduled local delivery dates.

B. Cancellation and Changes

Participating shall have the right to change or cancel any Order by delivering written notice to Dealer. Except as otherwise provided herein, any such change or cancellation shall be without charge prior to commencement of production of such Order. If production has begun (including the ordering of parts and materials), a charge may be applied up to the full invoice amount of the Order.

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DELIVERY AND INSTALLATION PROVISIONS

Whenever delivery and/or installation is performed by Dealer, the following general provisions shall apply:

A. Labor Charges

Installation will be performed by an authorized Steelcase dealer and is based on delivery during normal working hours within the authorized Steelcase dealer's standard service area, utilizing non-union labor. Additional labor charges may result from the following, and shall be confirmed to Participating Entities in advance:

- Work performed outside of the normal working hours at Participating Entities' request.
- Delivery and Installation outside the standard service area, which is typically outside of a 25-mile radius from a servicing dealer.
- Use of union labor due to trade regulations.
- Installation of, or work in connection with, furniture lighting, HVAC, cabling, wiring, prewired panels, power hook-up and various electrical work.
- Work disruptions due to other trades, unions or subcontractors.

B. Special Markings, Packaging or Handling

If special markings, packaging or handling is requested by Participating Entities, it may be subject to additional charges.

C. Condition of Job Site

The job site shall be clean and free of debris prior to installation. Adequate facilities for offloading, staging, moving, and handling of Products shall be provided without charge by Participating Entities.

D. Job Site Service

Electric current, heat, hoisting and/or elevator service, and containers for the disposal of packing materials will be furnished without charge by Participating Entities.

E. Storage

In the event that physical delivery and/or installation are delayed at Participating Entities's Designated Location due to causes outside the control of Dealer or Steelcase, the Products will be stored at Participating Entities's expense. All charges related to the delay (e.g., storage costs, labor for loading and unloading) will be confirmed to Participating Entities by Dealer at the time of the delay. Invoices for Products placed into storage will be sent by Dealer to Participating Entities to be paid as if the Products had been delivered as scheduled.

After the Products arrive at the designated site, safe and adequate storage space will be provided by Participating Entities if immediate installation cannot be accomplished. If the space provided is inadequate, requiring excessive sorting or movement, a charge may be applied based upon agreement between Participating Entities and Dealer.

F. Assembly

Dealer's ability to assemble Products shipped knocked down or to attach, affix, or bolt in place movable Products is sometimes dependent on union jurisdictional agreements. If trade regulations in force at the time of installation require the use of union tradesmen or tradesmen other than Dealer's own installation personnel at the site, all resulting additional charges (e.g., the differential between union's or other tradesmen's hourly rate and the non-union hourly rate of Dealer's personnel) will be paid by Participating Entities.

G. Damage

Pursuant to the applicable Incoterm, any loss or damage to the Products by weather, other trades (such as painting or plastering), fire, or other elements shall be the responsibility of Participating Entities after the Products are delivered by Dealer; and Participating Entities agrees to hold Dealer harmless from loss for such reason. Notwithstanding the foregoing, however, any loss or damage to the Products caused by Dealer, its employees or subcontractors during installation shall be the responsibility of Dealer.

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H. Insurance

During the term of this Agreement, Dealer and Steelcase will each maintain all applicable insurance coverage consistent with local insurance requirements and local practices, adequate to meet their liabilities under the Agreement; and Dealer's insurance shall be primary. Insurance certificates are available from Dealer or Steelcase upon request. Fire, tornado, flood, earthquake, windstorm, and other all risks insurance coverage and other applicable insurance at the site will be the responsibility of Participating Entities (including any deductibles thereunder).

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RFP 091423 - Furniture Solutions with Related Accessories and Services

Vendor Details

Company Name:	Steelcase Inc.
Address:	901 44th Street SE Grand Rapids, MI 49508
Contact:	Nate Kolakowski
Email:	nkolakow@steelcase.com
Phone:	616-430-0356
Fax:	616-246-4918
HST#:	380819050

Submission Details

Created On:	Thursday August 03, 2023 09:08:30
Submitted On:	Thursday September 14, 2023 10:36:28
Submitted By:	Jenny Knodell
Email:	jknodell@steelcase.com
Transaction #:	b72060d1-0813-4bad-8e88-9b5abb49c66b
Submitter's IP Address:	107.219.68.16

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Steelcase Inc.	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Our family of brands include Steelcase®, AMQ®, Coalesse®, Designtex®, HALCON, Orangebox®, Smith System® and Viccarbe®. We offer a comprehensive portfolio of furniture and architectural products and services designed to help customers create workplaces that help people reach their full potential at work, wherever work happens.	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	All listed DBA names include Steelcase®, AMQ®, Coalesse®, Designtex®, HALCONTM, Orangebox®, Smith System® and Viccarbe®.	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	39880	*
5	Proposer Physical Address:	901 44th Street SE Grand Rapids, MI 49508	*
6	Proposer website address (or addresses):	www.steelcase.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Nate Kolakowski Industry Sales Leader, State & Local Government 901 44th Street SE Grand Rapids, MI 49508 nkolakow@steelcase.com 616.430.0356	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Nate Kolakowski Industry Sales Leader, State & Local Government 901 44th Street SE Grand Rapids, MI 49508 nkolakow@steelcase.com 616.430.0356	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jeff Fredrickson Director, Steelcase Government Solutions 901 44th Street SE Grand Rapids, MI 49508 jfredric@steelcase.com 616.292.9904	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Established in 1912, Steelcase is a global design and thought leader in the world of work. We help people do their best work by creating places that work better. Along with more than 35 creative and technology partner brands, we design and manufacture innovative furnishings and solutions for the many places where work happens — including learning, health and work from home. Our solutions come to life through our community of expert Steelcase dealers in approximately 770 locations, as well as our online Steelcase store and other retail partners. Founded in Grand Rapids, Michigan, Steelcase is a publicly traded company with fiscal year 2023 revenue of $3.2 billion. With our 12,000 global employees and dealer community, we come together for people and the planet — using our business to help the world work better.	*

11	What are your company's expectations in the event of an award?	In the event of an award, Sourcewell and Steelcase would work closely together to execute an aggressive go-to-market strategy for the new contract. Steelcase has been a Sourcewell supplier for over 16 years, and we see significant potential to grow our business together in both the US and Canada. Our vast Dealer Network has years of expertise in executing the Sourcewell contract and developing new customers. In addition, regularly scheduled webinars would be put in place on an ongoing basis to continue to train and market our Sourcewell contract to the Steelcase field sales teams and Steelcase dealer sales organization. We also expect to establish and maintain regular communication with Sourcewell for feedback and review on mutual contract progress and performance. The continuing goal is to provide superior total solutions and value to Sourcewell and its network of members, promoting membership while increasing contract utilization and growth.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Steelcase has led the office furniture industry in sales since 1974. We are a financially strong and fiscally responsible company, with a FY23 revenue of $3.2 billion. Our scale allows us to bring insights and resources to local markets beyond anything local competitors can offer. For an in-depth look at our financials, please see the Financial Strength & Stability attachment.	*
13	What is your US market share for the solutions that you are proposing?	Based on information available to us and our best efforts to estimate market share, we believe our market share is approximately a low double-digit percentage in the Americas, which is the leading market share in our industry. As a public company, Steelcase does not specifically call out market share data in our annual report or related filings. Further, we only delineate volume by Americas, EMEA and APAC categories in our public filings. Steelcase's total revenues from our latest fiscal year (FY23) is $3.2 billion. For additional reference, our largest customer accounted for approximately 2% of our consolidated revenue in FY23, and our five largest customers collectively accounted for approximately 6% of our consolidated revenue. However, these percentages do not include revenue from various US federal government agencies. In FY23, our sales to US government agencies represented approximately 3% of our consolidated revenue. We do not believe our business is dependent on any single or small number of end-use customers, the loss of which would have a material adverse effect on our business. No single independent Steelcase dealer accounted for more than 4% of our consolidated revenue in FY23. The five largest independent Steelcase dealers collectively accounted for approximately 14% of our consolidated revenue in FY23. We do not believe our business is dependent on any single independent dealer, the loss of which would have sustained material adverse effect on our business.	*
14	What is your Canadian market share for the solutions that you are proposing?	Please refer to our previous response in T2.13.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, Steelcase has never petitioned for bankruptcy.	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B. Steelcase is a manufacturer. We go to market through our extensive network of authorized dealers. Steelcase has the largest, most experienced dealer network in the industry with 770 dealer locations worldwide. Our dealers are committed to building long-term customer relationships, and serve as their customers' local, first-point-of-contact for all product, service and warranty requests. These dealerships are independently owned organizations who operate under a set of guiding principles and are upheld to rigorous service standards as set by Steelcase. As business owners themselves, they are committed to providing Sourcewell members with exemplary service no matter their location globally. Steelcase dealers offer local knowledge, skilled labor, workplace installation, regional asset management and other services that may include providing audio-visual technology, floor coverings, ceilings and more to satisfy customer projects and high expectations. For more information about our network of dealers, please see Additional Document T2.16 for our worldwide dealer locations.	*

17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Steelcase is subject to a variety of federal, state, local and foreign laws and regulations requiring registrations, licenses and certifications in pursuit of doing commerce and business in addition to many industry practices. We believe our operations are in substantial compliance with all. At Steelcase, we don't need certifications to do the right thing, but we believe in transparency and accountability—and our customers do, too. We certify our products and evaluate our operations through third parties because it's an important validation for our customers, shows our work and progress and builds trust. Our sustainability certifications include: • BIFMA LEVEL® - Steelcase leads the market in BIFMA LEVEL® certifications with 160 LEVEL® 3 certified products and 292 BIFMA LEVEL® certified products overall. • EcoVadis - Steelcase's EcoVadis Gold rating places us in the top 2% of all companies in the global furniture manufacturing industry. 2023 is the third consecutive year we were awarded a Gold rating for our industry-leading commitments to the wellbeing of people and the planet. • Science-based Targets Initiative (SBTi) – We are carbon neutral and we've set science-based targets to reduce absolute emissions by 50% in our own facilities by 2030. Since our base year of FY20, we have already decreased our absolute emissions by 26%. • CarbonNeutral product Certification - The first certified CarbonNeutral® product in our portfolio was the Steelcase Series® 1 chair, which is available in the Americas, EMEA and APAC. Now we've widened our CarbonNeutral® product certification option to our best work chairs. • Indoor Air Quality (IAQ) - Because this is a baseline requirement for many stakeholders, we hold the expectation that 100% of products going through product development must conform to these stringent third-party indoor air emissions standards. • Declare – With nearly two decades of understanding the human and environmental impacts of the materials we put into our products, pursuing Declare allows us to have our previous and future work verified by a trusted, recognized third party. Because the level of disclosure for a Declare label is so stringent, we maintain a great deal of transparency in our upstream materials supply chain. • Forest Stewardship Council + Program for the Endorsement of Forest Certification (FSC & PEFC) - On average, 80% of the wood in EMEA Steelcase branded products is PEFC certified. For selected products, FSC certified wood can be utilized upon request. • ISO 14001 / ISO 14006 - Out of Steelcase's 20 facilities, 85% are ISO 14001 registered around the world with three additional plants in North America working to achieve ISO registration. As a continuation of ISO 14001 and the environmental management system (EMS), being registered as ISO 14006:2020 confirms that Steelcase has established, implemented, documented, maintained and continually improves the EcoDesign of our products. • The Carbon Disclosure Project (CDP) - We are committed to transparency, integrity and the environment, which is why we've been reporting to CDP since 2011 on our carbon emissions, emissions reduction goals and initiatives, climate-related risk management and governance. In fact, we have received the highest CDP score in our industry and continue to focus on progress and continue to pursue opportunities to improve our disclosure and commitments. • Environmental Product Declarations (EPDs) - Because we know that these types of third-party verified documents are increasingly important for product choice and LEED credits, we are actively working to increase the amount of these documents daily, across a mix of product types and regions. EPDs can be accessed on Origin.build.com.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	As a 100+ year old industry-leading company with global operations, Steelcase Inc. naturally gets involved in periodic legal proceedings including contract disputes and other claims arising from time to time in the normal course of business. Steelcase business practices have been sound throughout our existence, and we believe there is no past, current or contemplated future situation that would have any material adverse effect on Steelcase's integrity, financial stability or reputation, or that should cause our customers concern regarding Steelcase's overall business practices or continuing ability to serve them.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	

19	Describe any relevant industry awards or recognition that your company has received in the past five years	Steelcase is recognized by its peers and third-party organizations around the world for its commitments to people, the planet and our communities. Listed below are just a few of the awards Steelcase has received over the past five years. For details on these awards and more, please visit https://www.steelcase.com/discover/steelcase/awards/. 2023 • The Civic 50 • World's Most Admired Company • Ecovadis Sustainability Rating • US Department of Energy Better Plants Award • MVAA Silver-Level Veteran-Friendly Employer • CDP Supplier Engagement Leader 2022 • The Civic 50 • NBAA Sustainable Flight Department Accreditation • MVAA Silver-Level Veteran-Friendly Employer • Forbes Best Employer for Women • CDP Supplier Engagement Leader • Corporate Equality Index Perfect Score • World's Most Admired Companies 2021 • Most Admired Companies list by Fortune in the Home Equipment and Furnishings industry • Civic 50 award from Points of Light which recognizes the 50 most civic-minded companies in the United States based on investment, integration, institutionalization and impact. • Better Practice award from the U.S. Department of Energy's Better Plants Program which recognizes innovation and industry-leading accomplishments in implementing and promoting practices, principles and procedures of energy management. • A perfect score of 100 points on the Corporate Equality Index issued by the Human Rights Campaign Foundation which designated Steelcase as one of the "Best Places to Work for LGBTQ Equality" in the United States. • Supplier Engagement Leader by CDP which ranked Steelcase in the top 7% of companies who build sustainable business models and work with suppliers to reduce their emissions. • Americas Best Large Employers list by Forbes which ranked Steelcase at 147 out of 500 companies with at least 1,000 employees. 2020 • 100 points on the Corporate Equality Index issued by the Human Rights Campaign Foundation • One of Newsweek's 2020 Most Responsible Companies in America • Civic 50 Award • One of Wall Street Journal's 100 Most Sustainably Managed Companies 2019 • World's Most Admired Company list by Fortune ranking number one in the Home Equipment and Furnishings industry sector • Women's Forum of New York's Breakfast of Champions recognition for women holding over 30% of Steelcase Board of Director seats Association • HR Executive magazine, #34 in the top 50 companies most admired for HR: people management, innovation and management quality.	*
20	What percentage of your sales are to the governmental sector in the past three years	In the governmental sector, our percentage of sales represented approximately 6.90%, 7.56% and 8.11% of the Americas segment revenue in 2023, 2022 and 2021, respectively.	*
21	What percentage of your sales are to the education sector in the past three years	In the education sector, our percentage of sales represented approximately 18%, 12% and 16% of the Americas segment revenue in 2023, 2022 and 2021, respectively.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcewell is the primary national cooperative contract Steelcase utilizes to service state & local government, education and non-profit clients. We utilize Sourcewell as a national contracting vehicle due to its broad acceptance and ability to reach the preceding noted client groups.	*

23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcewell is the primary national cooperative contract Steelcase utilizes to service state & local government, education and non-profit clients. We utilize Sourcewell as a national contracting vehicle due to its broad acceptance and ability to reach the preceding noted client groups. Other cooperative procurement contracts that Steelcase holds: • Educational and Institutional Cooperative (E&I) • Vizient – Healthcare GPO • HPG – Healthcare GPO • Premier – Healthcare GPO • Green Health Exchange – Healthcare GPO • NASPO Valuepoint • GSA Contract – Federal Government • BuyBoard • Omnia partners • Kinetic • State contracts: AL, AK, AR, CO, CT, FL, GA, HI, ID, KS, KY, LA, MN, MS, MT, NV, NJ, NM, NY, NC, ND, OH, OR, PA, SC, TX, UT, VT, WI	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Francis Tuttle Technology Center	Minna Lairet	405-717-7799	*
City of Sioux Falls, South Dakota	Scott Rust	605-321-5501	*
County of Larimer	Connie Gunter	970-498-5909	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Customer 1	Government	District of Columbia - DC	252	$17,964	$167,329,539	*
Customer 2	Education	California - CA	253	$5,765	$77,121,188	*
Customer 3	Government	Texas - TX	196	$11,853	$14,586,661	*
Customer 4	Government	BC - British Columbia	145	$15,721	$13,651,095	*
Customer 5	Education	New York - NY	198	$10,864	$10,339,005	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	

26	Sales force.	Steelcase's sales force is a unified effort between Steelcase sales—both at the corporate and local levels—and our Authorized Dealer Network. While each Steelcase dealer maintains its own sales force, the Steelcase sales representatives complement the market and work closely together to bring our customers quality solutions and unparalleled service. Steelcase Sales Network Many Steelcase sales and support staff have a 'home base' in their local region called a WorkLife Center. The Steelcase WorkLife Centers are designed to illustrate how space can amplify the performance of individuals, teams and enterprises, and feature the latest and greatest products in a range of applications. There are nine WorkLife Centers in the US and Canada and are located in: • Atlanta, Georgia • Boston, Massachusetts • Chicago, Illinois • Dallas, Texas • Los Angeles, California • New York, New York • San Francisco, California • Toronto, Canada • Washington, D.C. Additionally, our Global Business Center Headquarters is located in Grand Rapids, Michigan and has over 2,200 employees whose roles cross a variety of functions, including providing support to the sales field and dealers. Our Business Center in Monterrey, Mexico will also have teams that support Sourcewell Members. Leading our sales efforts through a newly awarded contract would be Nate Kolakowski. He will serve as the primary point of contact for Sourcewell and accountability for Steelcase. Nate has responsibility for the successful implementation and fulfillment of any resulting Sourcewell contract, if awarded. He reports to Jeff Fredrickson, the Director for Steelcase Government Solutions. Jeff works closely with Nate to further enhance and promote Sourcewell and provide service to Sourcewell Members. This continuity has helped Steelcase maintain an emphasis on the contract requirements and bring management focus to the contract with Sourcewell. Selling through our Dealer Network Through approximately 380+ Steelcase dealer sales locations in the U.S. and Canada, each Steelcase dealer maintains its own sales force who work closely with Steelcase sales representatives throughout the selling process. The attention of our Steelcase sales force is fully focused on selling the entire Steelcase Inc. portfolio and Partner products being offered in this Sourcewell RFP proposal response and are not responsible for selling other products that are not part of this offering. Both Steelcase and our dealers have specific sales representatives assigned to Sourcewell Member sectors as well as specialized workplace consultants in the higher education and healthcare segments. Please see Additional Document T6.26 for more information, including the Steelcase team supporting Sourcewell.	*

27	Dealer network or other distribution methods.	Steelcase goes to market through our industry-leading dealer distribution network. Our dealers are a worldwide community of experts who understand their local market and serve as a strategic partner for your workplace journey. Dealers perform installation, warranty work and other valuable services, such as navigating local guidelines, regulations and resources. The relationship we have with our dealers is extremely unique—instead of signed agreements we have trusted long-term relationships with our dealers and treat them as business partners. Steelcase thoroughly assesses each candidate, including the principal owner(s) of the business and proposed management team, before being appointed as an Authorized Steelcase Dealer. We hold our dealers to a high level of quality and exceptional performance and will utilize all our resources to ensure customer needs are met. Steelcase management conducts annual formal sessions with dealer management to identify any training or resource needs. Steelcase also awards dealers as Platinum Partners when they standout for exceptional service and extraordinary results through strongly engaging with Steelcase, customers and their local community. Your local Steelcase dealer is connected to a network in 250 cities across North America, and more than 770 dealer locations globally. The Steelcase Authorized Dealer Network is comprised of 380+ dealer locations throughout North America and Canada. Our dealers provide the local point of contact and significant scalability to execute large, complex projects consistently within budget and on-time. Their teams offer local knowledge, skilled labor, workplace installation, regional asset management and other services that may include providing audio-visual technology, floor coverings, ceilings and more to satisfy customer projects and high expectations. Steelcase is responsible for providing insights-based, high quality and innovative products to our dealers to meet the evolving needs of our customers and Sourcewell Members. Each dealership utilizes its own sales and services force – supported closely by Steelcase – to provide Members with the specific services they require. As experienced business owners, dealers recognize that they can only be successful by fully meeting or exceeding their customers' needs. To that end, they are committed to providing Sourcewell Members exemplary service in their local marketplace. Our dealers also work on a common business platform called Hedberg Business Management System, wholly owned by a subsidiary of Steelcase, to support the entire sales, planning, order management, receiving, warehousing and financial management life cycle. Through Hedberg, dealers can: • Create a direct link between the designers' drawing and the corresponding quote. • Automate and manage all discount levels supplied to Sourcewell. • Color code sections of the order to efficiently manage the staging of a project while maintaining a tight project schedule. • Convert the quote into an electronic order that connects directly to the manufacturing process. • Manage all deficiency reorders and track metrics to measure performance. The Hedberg system allows dealers to manage product lead times by individual product electronically and proactively. The lead time for every item is provided—based on the actual order at the manufacturing facility—and can be run many times throughout the quote and post-order stages. This ensures we properly align any reservation dates and logistical requirements regarding the quote, such as overall cubage and delivery groupings. The Hedberg platform would require a single enablement for each Member. Steelcase is responsible for the software development, hosting, implementation management and all technical aspects of site setup, configuration, integration and testing. Dealers are responsible for local content definition and management of catalogs plus additional content/customization in support of each Member. Please see Additional Document T6.27 to review more information about our dealers and their offered services.	*

28	Service force.	Over 380 Steelcase dealer locations—with dealer sales, sales management, installers and support staff located throughout North America—serve as our customers' local, first-point-of-contact for all product, service and warranty questions and requests. As experienced business owners, dealers recognize that they can only be successful by fully meeting or exceeding their customers' needs. A significant percentage of the products sold by Steelcase dealers are the Steelcase and partner products being offered in this Sourcewell RFP proposal response. Most of our Steelcase dealer sales force attention focuses on selling the entire Steelcase Inc. portfolio and partner products we are proposing. They are committed to providing their customers exemplary service and to building long-term relationships with them. To further ensure that dealer's customers have a positive experience: • In-house experts receive specialized training from Steelcase workplace consultants, designers, order entry, project management and installers. For example, there are approximately 1,700 dealer installers and, on average, Steelcase provides additional training to more than 400 installers a year. If a Sourcewell Member did have their own installers, they could have access to Steelcase training, however, every third party must be sponsored by a dealer or Steelcase. • Steelcase also provides easy online access to our product installation instructions 24/7 here: www.steelcase.com/installers/ • Documented project processes are in place to address every step from solution development to final installation. To support our dealers in their customer service efforts, each dealer has dedicated Customer Service Representatives in the Order Fulfillment Team at Steelcase. Additionally, dealers and Sourcewell Members have access to a variety of Steelcase customer service experts by calling 1-888-STEELCASE. This toll-free number serves as the single point of contact for all dealer questions and to reach experts in billing services, sales services, service parts and problems, complaints and warranty issues. Ensuring A Smooth Process Steelcase dealer customer service representatives use our Hedberg Data Systems, a fully owned subsidiary of Steelcase, which is tightly integrated with Steelcase's business systems. Hedberg ensures a streamlined order process and virtually eliminates order errors. Through EDI transactions Hedberg provides a constant, audited flow of your information. With Hedberg, Sourcewell Members can: • Receive electronic quotes, orders, invoices and reports. • Assign required delivery dates. • Add special delivery requirements. • Include tagging, etc. • Send the order to Steelcase via EDI. Steelcase receives EDI orders Monday through Friday from 7:45am until 11:45pm and Saturday at 6:45pm. Once Steelcase receives the order in SAP, your representative will review the order to ensure your needs have been met. Additionally, your dealer will receive an acknowledgement via EDI at the same time. Real time status of the order can be viewed via Web Tracks.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Placing an order When Sourcewell Members are ready to place an order for Steelcase products, their Steelcase participating dealer will accept and enter the order as the seller using their Hedberg Business Management System. Our proprietary software technology, Hedberg, greatly increases accuracy and saves our customers time and money. Hedberg fully integrates with our dealer partner's system and supports the entire sales, planning, order management, receiving, warehousing and financial management life cycle. Partnered with Steelcase's business systems through EDI transactions that provide a constant, audited flow of your information, Hedberg provides you with electronic quotes, orders, invoices, reports and more. Members shall initiate orders by sending to Steelcase Participating Dealer(s) a written or EDI purchase order containing the minimum required information listed below: • Member's order reference number • Sourcewell Steelcase contract number • Sourcewell Member number • Designation of products (e.g., style number) and/or services covered by the order • Designation of surface materials • Order Q\quantity • Price • Requested delivery date • Shipping address including contact name, dock information, etc. • Billing address for invoices • Special shipping or handling requirements • For Worktool products, specify "ship complete" unless split shipments are acceptable

		Steelcase participating dealers and Steelcase will use their best efforts to comply with delivery dates requested by Member on orders. For large orders, Steelcase recommends that Members provide as much notice as possible to Steelcase participating dealer in advance of the order to reserve manufacturing capacity. Steelcase participating dealer shall acknowledge receipt of each order to Member, noting the acknowledged Steelcase ship and scheduled local delivery dates. Changes and Cancellations Sourcewell Members can cancel or change their order with written notice to their participating Steelcase dealer. Steelcase and our dealers will work to minimize any charges to the Member because of a request for change or cancellation and will use commercially reasonable efforts to accommodate their requests. Due to any changes or cancellations, Steelcase cannot guarantee production schedules will be available to match requested changes. No charges shall exceed the invoice amount of the changed/cancelled portion of the order plus any Steelcase participating dealer-related costs (e.g., design), if applicable. In no event shall the change/cancellation charge(s) include any penalties to the Member. Additional charges and schedule impact will vary depending on the complexity of the change and schedule impact. Applicable charges for any changes or cancellations includes: • If production has begun (including the ordering of parts and materials), a charge may be applied up to the full invoice amount of the order. In determining applicable charges for change or cancellation, each request shall be reviewed on an individual basis taking into consideration the complexity and the scheduled ship date. • Steelcase shall identify any applicable charges at the time the change/cancellation request is received by Steelcase. The Member shall, at that time, determine if it wishes to proceed with such change/cancellation. • Special Products, Products using Customer's Own Material ("COM"), Partner Products, Quick Ship orders, Turnstone and service parts, Large Orders and imported Coalesse are not subject to change or cancellation without charge once the order has been received by Steelcase. • Changes and cancellations of Architectural Solutions products may be made but may result in additional charges and/or schedule adjustments after order has been placed with Steelcase or after shop drawings have been approved. All questions relating to change order or cancellation must be made with your Steelcase participating dealer who will contact the project manager and the Steelcase on your order. Reporting and Contract Compliance To verify contract compliance and reporting to our Sourcewell contract, Steelcase uses a trusted participating facilities designation, loading and recognition procedure. Our formalized process reconciles our sales with the Sourcewell Membership list. Orders by Members that are processed with our dealers have the Sourcewell contract number noted in the order, which ensure easy dealer access to Sourcewell quotes and correct contract pricing. The Membership list provided by Sourcewell, along our automated reporting system, provides the foundation of how we designate, load and recognize Sourcewell sales. We download the Membership roster from Sourcewell's website and convert this into a usable file that can link to our internal reporting system, quotes and unique site IDs each Member has. Our internal reporting team uses the converted file to match Members to the Sourcewell master quote and any quotes that are linked to the Sourcewell agreement. The Sourcewell master quote and linked quotes are unique numbers that provide accuracy to insure Sourcewell sales are recognized by Steelcase. So, any Member electing to purchase through the Sourcewell agreement receives pricing from an authorized participating Steelcase dealer who must use Sourcewell quote numbers to complete Member transactions. In addition, our reporting system deploys a matching algorithm which automatically matches member sites (every member as a unique site ID) to Sourcewell sales through our authorized participating dealers. If we do find that an error and eligible sales were not reported, we will reconcile and report those eligible sales in the next reporting cycle and pay any associated fees, consistent with our agreement and our values and business practices.	
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Between your servicing Steelcase dealer(s) and Steelcase Account team, Sourcewell Members will have access to a wide breadth of teams and resources to meet your needs—all of whom will apply a high level of customer service. Response times vary depending on scope of issue, yet Steelcase and your dealer will work quickly and efficiently towards a prompt resolution. Our customer service teams and processes include:	

Steelcase Order Fulfillment Team (OFT). Steelcase dealers have dedicated customer service representative teams based at our Business Center Headquarters in Grand Rapids, Michigan. The OFT links Steelcase and dealers to provide Members timely order and delivery information, keep Members up to date on project status and provide value-added services to make sure project requirements are met.

Customer Service Availability. Most Steelcase teams are available from 8am-5pm Monday through Friday. Nate Kolakowski, the Sourcewell Account Manager can delegate issues/tasks to Steelcase or dealer team Members to ensure your needs are met quickly and efficiently, even outside of normal business hours. Once an order has been processed, Nate will follow up with Steelcase to ensure purchase orders have been received and there are no questions or delays. He will update any status reports, monitor lead times and ship dates, and identify any potential problems with deliveries.

Additional responsibilities include:
- Prepare quotations, provide information to set up new vendors and place orders and ensure accuracy—all in our operating system, Hedberg.
- Track order, contact vendor as necessary to obtain ship dates.
- Verify order acknowledgements from vendors.
- Prepare status reports.
- Schedule delivery and installation with our operations team.
- Coordinate truck schedule with the manufacturer.
- Resolve processing of Completion Report orders in a timely fashion.

Product Performance Resolution. For order, delivery and installation issue resolution, our dealers use our Lean After Ship Experience Rationalization (LASER) system to submit post-delivery "trouble tickets." A dedicated Steelcase team monitors the LASER system to bring swift resolution to damage claims and other post-delivery issues. After resolution, we work to minimize future issues through corrective action.

Issue Escalation. All significant issues are directed to the manufacturing location or distribution center from where the issue originated. The in-plant teams work to conduct investigations and drive root cause corrective actions to eliminate issues from occurring again in the future. Plants produce monthly reports on their top contributing complaints and the corrective action project plans to address the issues.

Customer Service Resolution. For concerns with service and our performance, we take a streamlined approach that ensures transparency as the process moves towards resolution. Our dealers begin a four-step escalation plan that supports our collective resolution process. The issue and resolution process are tracked for final resolution and continuous improvement. The escalation steps include:
- Step 1: Dealers are the first point of contact for any issues and are responsible for escalation to Steelcase.
- Step 2: Dealers will next engage your Steelcase representative if a resolution is not found in the first step.
- Step 3: If your Steelcase representative is unable to find a resolution, the issue is then escalated to the Regional Steelcase Sales Manager to solve your concerns effectively.
- Step 4: If necessary, Executive Steelcase representatives would become involved if the previous steps do not provide resolution. This action is not anticipated.

Warranty Claims. If you receive a Steelcase product that is freight damaged, malfunctions or requires warranty service, Steelcase has a plan in place to make sure issues are resolved quickly and to your satisfaction. To place a service request, first call the selling participating Steelcase dealer. The Member servicing dealer will evaluate the defect and the product’s manufacturing date to determine warranty coverage under Steelcase Warranty Policy. The issue will be explained in detail to the OFT representative by the servicing dealer and they will submit a request for a replacement product and/or part, if necessary. Steelcase will provide the servicing dealer with the product or replacement part, and the servicing dealer will deliver and install it swiftly and at no charge to the Member.

Ongoing Quality Assurance. To closely monitor our quality initiatives, Steelcase leverages LEAN manufacturing principles to improve our operations practices and organizational processes. LEAN allows us to see where we’re going and monitor all operating functions to ensure efficiency and increase customer value. Management watches performance indicators regularly to pursue continuous improvement while delivering on our quality promise.

31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Steelcase has the capacity, capability and willingness to service all provinces, local municipalities and any other qualifying Sourcewell Members in the United States, as long as the laws and statutes allow for such a cooperative contract to be used by Sourcewell Member entities. As the largest furniture provider in the world, Steelcase offers the same extensive coverage in Canada as we do in the U.S. through our Steelcase sales force and authorized dealer network. Our expansive dealer network connects 380+ US- and Canadian-based dealers to dealers located around the world to provide the broadest range of support and services for all Sourcewell Member's needs.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Please see answer above T6.31.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Steelcase and our dealers have been serving all geographic areas and Sourcewell market segments within the United States and Canada. We are eager to continue serving all geographic areas and plan to continue to develop new strategies to grow our reach with this proposed contract to Sourcewell Members in the United States and Canada.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Steelcase will offer and promote an awarded contract of comprehensive solutions to all Sourcewell Member segments and all Sourcewell-defined vertical markets.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	All shipments to Alaska and Hawaii (and the US Islands if and when they become a viable option to be included) will be shipped F.O.B. factory – freight prepaid and allowed to port of embarkation. Steelcase reserves the right to select shipping method and the port of embarkation. All charges beyond the point of embarkation are to be quoted by and payable to the dealer. For Alaska and Hawaii (in the United States), additional freight charges apply and will be quoted upon request. For deliveries in Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), a service charge equal to five percent (5%) of list price shall be assessed for Orders up to $200,000 list price. The service charge for orders above $200,000 list price shall be negotiated. Remote Location(s) Installation & Service: Any location outside of a 25-mile radius of the Steelcase dealer's location(s) are considered remote. Upon request, the dealer would provide a NOT TO EXCEED estimate with respect to travel, per diem, lodging and equipment rental, if needed, at the time of project quotation. Member would pay ACTUAL invoice of these items upon verification of the fees. For the Northwest Territories, Nunavut and Yukon (in Canada), additional freight charges apply and will be quoted upon request.	*

Table 7: Marketing Plan

Line Item	Question	Response *	

36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Upon award, Steelcase would take the following steps over the initial 90 days to proactively launch and promote our agreement with: Effective Communication. • Steelcase will provide Sourcewell with multiple layers of communication touchpoints during our post-award kick-off meeting. • We will work collaboratively with Sourcewell to craft and release press release statements regarding our new agreement and who can utilize this agreement moving forward. • Steelcase's agreement owner, Nate Kolakowski, will direct any inquiries related to the Sourcewell agreement. Project-specific questions from sector clients would first be directed to one of our local participating Steelcase dealers. Should there be a need for further escalation, Nate would be the primary point of contact. • Post summary information of the Sourcewell-Steelcase relationship on our public website. Complete agreement information including pricing, terms, Member information and dealer Participation Letters will be loaded to our Steelcase intranet site. Sourcewell Material Development. • We will craft relevant co-branded marketing materials that elaborate on the nature of our relationship, the scope of our agreement and the process by which clients may procure Steelcase solutions through the Sourcewell-Steelcase agreement. • Steelcase will develop relevant promotion materials that will help both Steelcase and dealer sales representatives' best position Sourcewell and the value of the Sourcewell-Steelcase agreement to prospective clients in the sectors Sourcewell serves. Steelcase has many branded sales materials, all Steelcase brochures, cut-sheets and technical specification documents with which we market and promote our offering to Sourcewell sectors. • We will build a comprehensive launch package for Steelcase dealers that includes a Sourcewell overview including key positioning points, Sourcewell-Steelcase agreement highlights, pricing overview, Sourcewell Membership information and a detailed Participation Letter, which must be signed and returned to Steelcase prior to being added to the Agreement as a Steelcase Subcontractor/authorized participating dealer. • Steelcase will create a Sourcewell specific page on our intranet site which contains all listed items and communicate broadly to Steelcase dealers, via our intranet, regarding the scope/availability of the Sourcewell-Steelcase agreement. • Steelcase will work collaboratively with Sourcewell to establish a list of priority accounts/opportunities based on the current Sourcewell Membership list. We will also follow-up on all leads provided by Sourcewell in a timely way. Ongoing Reviews and Training. • Establish regular touchpoints between Steelcase POC, Nate Kolakowski, and Sourcewell Contract Administrator for business reviews, protocols for communication engagement between Sourcewell, Steelcase and Steelcase dealers and guidance for issue resolution. • Host webinars with Steelcase Dealers and Sourcewell representatives to review the agreement, terms, Membership specifics, Sourcewell marketing/sales support and key targets by region. • Steelcase will continue to regularly attend national, regional and supplier-specific trade shows and expos on an annual basis to grow awareness, build relationships and enhance our Sourcewell partnership. Please see the attached Marketing Plan/Samples document for more information.	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Steelcase utilizes multiple technologies and digital platforms to market our comprehensive offering to all market segments, recruit and scout for talent, showcase the latest Steelcase news and awards and further our ESG story. Our teams use a variety of social media and digital promotional strategies to advance their marketing in several ways: • Social media platforms such as LinkedIn, Facebook, Threads, Twitter/X, Instagram, YouTube and Pinterest are used to showcase Steelcase's products and services, share industry news and insights, attract and recruit new talent and engage with customers and followers. • We use digital data to track customer behavior and preferences, which helps us to create targeted marketing campaigns and personalized content. Steelcase also uses digital data to analyze customer feedback and reviews, which helps the company to improve its products and services and address any issues or concerns.	*

38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Sourcewell's role in promoting contracts will continue to demonstrate the highest level of integrity, business practices and ethics with their participating entities and vendors. Sourcewell will also grow membership while providing the best value solutions to their contract users. Sourcewell will work collaboratively with Steelcase to provide Members the highest level of service to grow contract awareness and utilization via marketing materials, tools, social media, training, trade show participation and direct Member contact. Steelcase would integrate a new Sourcewell contract into our sales process by launching a sales campaign post-award that would be focused on education and awareness. We have been a Sourcewell contract holder for over 16 years, and we would want to reinforce the benefits and updates to our contract with our extensive dealer and field sales network located in the United States and Canada. To further address contract benefits and contract education, our teams would like to enhance our shared materials by leveraging Sourcewell's in-house technology assets to collaborate and create a video series about our partnership along with the latest contract updates.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Steelcase offers our eBusiness web-based solution, Exchange. Designed to simplify the furniture procurement process, Exchange helps our dealers and Sourcewell Members save time, manage costs and simplify furniture purchases. Exchange provides one portal for all buying needs and enhances the experience for both Sourcewell and their members through: Simplified Purchasing and Services. Exchange enables simplified and efficient purchasing of frequently purchased approved products, improving the speed and accuracy within the ordering process. Sourcewell Member's tailored site can be developed with or without eProcurement integration. Members can also request service or warranty support through the online portal anytime and upload floorplans or photos. Electronic Quoting. Exchange enables fast and efficient electronic quoting and ordering, saving you time and improving accuracy. Your customized portal facilitates projects that require collaboration with your dealer resulting in a quote published to your site where you can review, revise and approve. Project quotes can be initiated and approved through Exchange providing electronic transfer to your eProcurement system – meaning no more manually entering purchase orders. eProcurement Integration. Exchange links your procurement platform (i.e., Ariba, Coupa, Jaggaer) with your dealer and Steelcase. With a single click, an entire project can be approved, placed within an online cart and a requisition populated in your purchasing system. Streamlined Reporting. Exchange allows you to access insightful reports easily, providing an even deeper level of information transparency. Members can view furniture quotes, purchase order status, delivery schedules, invoice and payment details and see historical spend through our reporting function. Information includes order details and status, approved and in process quotes, payment status and order history in real time. User Experience. Your customized site makes navigating, shopping and purchasing easy. Exchange can help control spending and reduce administrative purchasing costs with pre-approved products at contract pricing so members can shop and purchase with 24/7 availability. Sourcewell Members can efficiently checkout with either purchase order or secure credit card handling and complemented with shopper-friendly order confirmations and status updates.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	

40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Our dealer and Steelcase teams are well-versed in previous and current Sourcewell contracts. If there are new changes or additions to a Sourcewell contract, proper training and education will take place for all personnel. Steelcase and our dealer network can provide a variety of training and educational programs for Sourcewell Members. We've included a list of examples below and are happy to discuss more opportunities with Sourcewell. Costs for dealer services may vary depending on scope and nature of agreement. • Move-in Experience. Steelcase and our dealers can help through the pre-move, move and post-move processes with a variety of tools, like move booklets and signage templates, to contribute to a successful move-in experience. Please note that if the move-in experience is part of an Applied Research + Consulting engagement, it is not subject to additional fees. • Product Training. Most Steelcase dealers will conduct seminars about proper and safe use of furniture for end-users. Additionally, Steelcase can provide Sourcewell Members with online instructional videos that demonstrate how to adjust your new furniture and use all settings and features appropriately. Training collateral, such as videos, are included as part of your purchase. • Cleaning and Care. Steelcase provides cleaning instructions that can support a wide range of protocols depending on the environment our products are located, such as an office, hospital or education facility. Our high-performance materials support cleaning protocols with bleach, virox and other hospital grade disinfectants. • Ergonomic + Wellbeing Training. Steelcase has an in-house, board-certified professional ergonomist—along with a number of field specialists and sales support personnel—who can provide hands-on training to assist employees with the proper use of ergonomic products. Through a multi-channel training approach, Steelcase dealer employees acquire an in-depth knowledge of research, products, applications, specification, installation and service to create great solutions for customers, which include: • A Dedicated Steelcase Team. We create regular learning and training opportunities for dealers around Steelcase research, applications, products and installation best practices. All training is focused on delivering the knowledge and insights needed to best serve our customers. • In-person & Virtual Events. Steelcase hosts both in-person and virtual training events for our dealers. Onsite training provides hands-on learning with our portfolio and applications, while virtual training covers a variety of topics, including new products, research and design trends. • Steelcase U. This on-line, on-demand learning portal is designed just for dealer employees and features a range of topics, including product installation and leadership development. • Dealer Leader Coaching. Senior executives at Steelcase engage with dealer leaders for coaching and business development. They meet regularly via virtual meetings to share experiences, insights and continuous improvement opportunities. • Peer-to-Peer Learning. Steelcase provides opportunities for dealers to connect and learn from each other via Communities of Practice sessions, online platforms and regular business meetings.	*

41	Describe any technological advances that your proposed products or services offer.	At Steelcase, our solutions holistically consider technology and space to support work in the many places where work happens. In collaboration with our technology partners at Microsoft, Zoom, Logitech and Creston, we bring our expertise together and have developed best practices for integrating tech and space to create more inclusive, easy-to-use and safer hybrid workplaces. Our latest additions and partnerships to our innovative solutions can help you create hybrid workspaces that leverage the latest communication technology enhancements, including: • Occular Hybrid Collaboration tables. Designed for hybrid collaboration, Ocular tables provide better sightlines for both remote and in-person participants in small to larger meeting spaces. • Flex Collection. The Steelcase Flex Collection is a range of flexible and reconfigurable workplace solutions designed for dynamic, collaborative teams. From mobile power to markerboards and storage to screens — the Steelcase Flex Collection empowers people to adapt their space on demand, and work better. • Steelcase Roam Collection, for the Microsoft Surface Hub 2S family of devices, allows teams to come together – even when working apart. Co-developed with Microsoft, the Roam system of mobile stands and easy-to-install wall mounts support large-scale collaboration. • Steelcase partnered with Zoom to design a range of Zoom Rooms that braid the digital and physical — integrating video conferencing technology kits into collaboration spaces. • Steelcase partners with Logitech to seamlessly integrate enhanced cameras, audio and room control into a range of open and closed collaboration spaces. We're excited to collaborate and learn about unique work environments and integrate real, measurable data into the best solutions for Sourcewell Members. Please see the Additional Document T8.41 for more information about our technology partners and latest innovations. For further information about our technology partnerships, please visit https://www.steelcase.com/technologies/	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	At Steelcase, we are dedicated to continuously improving the environmental sustainability performance of our operations, products and services. We are operationally carbon neutral, and we've set targets approved by the Science Based Targets initiative (SBTi) to reduce our greenhouse gas emissions aligned with the most ambitious temperature trajectory of the Paris Climate Accord—keeping global temperature rise to 1.5C above pre-industrial levels. This means we expect to reduce absolute emissions from our operations 50% by 2030, relative to a baseline year of 2019 and cut indirect emissions from business travel and waste generated in operations by 14% over the same period. Since most of our emissions are considered indirect (or scope 3) emissions, we are engaging suppliers representing 80% (by emissions) of transportation and purchase goods activities to set their own science-based targets by 2025. We will also continue to invest in renewable energy equivalent to 100% of our global electricity consumption and providing financial support to projects like reforestation, to maintain carbon neutrality for our direct operations. In addition to our commitment to reduce greenhouse gas emissions, we are making efforts to mitigate water-related challenges like scarcity and pollution. We report our global water consumption in operations, identify opportunities to improve water use efficiency and continue to manage the quality of discharged wastewater. Through a renewed focus on responsible materials management, we are minimizing total waste through scrap reduction and prevention in our manufacturing operations. We are also focusing on eliminating the single-use plastics in packaging by 2030 and to use higher recycled content packaging in the same timeframe. We help connect customers to product end-of-use service providers to find landfill alternatives for old products to promote a more circular economy. At a product level, we have established goals focused on sustainable product design, stressing the importance of addressing embodied carbon, recyclability, recycled content, and transparency and optimization of product chemistry. To showcase product sustainability transparency and help customers make informed choices, Steelcase shares product-specific data in a public database at the following link: https://origin.build/#/ Steelcase publishes an annual Impact Report outlining its vision, goals and progress related to environmental, social and governance initiatives globally. Steelcase reports in accordance with internationally recognized standards and the report offers additional information about our sustainability strategy and progress. The 2022 Impact Report is publicly available and can be accessed at https://www.steelcase.com/resources/documents/steelcase-esg-impact-report-2022/ Please see Additional Document T8.42 for further information about our sustainability certifications and commitments.	*

43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	We certify our products and evaluate our operations through third parties, extending our commitment to sustainability and delivering products that deliver on our quality promise. Our sustainability certifications include: • BIFMA LEVEL® • CarbonNeutral product Certification • Indoor Air Quality (IAQ) • Declare • NF Environment • Blue Angel • Forest Stewardship Council + Program for the Endorsement of Forest Certification (FSC & PEFC) • Green Tick • ISO 14001 / ISO 14006 • The Carbon Disclosure Project (CDP) • Environmental Product Declarations (EPDs) • LEED® certification program • SCS Indoor Advantage™ Please see Additional Document T8.42 for further information about our sustainability certifications and commitments. For more information about how Steelcase advances our sustainability commitments, please review our 2022 Impact report, which is publicly available and can be accessed at https://www.steelcase.com/resources/documents/steelcase-esg-impact-report-2022/	*
44	Describe any quality management and environmental system certifications attained by your organization (LEED, Greenguard Indoor Air Quality, ANSI, BIFMA or others).	Steelcase currently has several quality management certifications, including: In the Americas: • All manufacturing centers have received ISO Quality 9001:2015 certification. • All manufacturing centers have received ISO Environment 14001:2015 certification. • Our Athens, AL; Grand Rapids, MI (Wood); and Tijuana, Mexico facilities are certified by the Forest Stewardship Council (FSC). In EMEA: • All manufacturing centers have received certifications for ISO 14001:2015 Environmental management systems, ISO 9001:2015 Quality management systems and Program for the Endorsement of Forest Certification (PEFC). • The Madrid, Spain manufacturing center has also received certifications from the Forest Stewardship Council and for ISO 14006:2011 Environmental management systems, ISO 14025:2006 Environmental labels and declarations (EPD Process) and FEMB Level certification for sustainability requirements for office and non-domestic furniture for indoor use. • The Rosenheim, Germany manufacturing center is certified by the Eco-Management and Audit Scheme (EMAS) III. • The Rosenheim, Germany and Sarrebourg, France manufacturing centers have been certified for ISO 45001:2018 Occupational health and safety management systems. In APAC: • Dongguan, China and Pune, India manufacturing centers have been certified for ISO 45001:2018 Occupational health and safety management systems, ISO 14001:2015 Environmental management systems and ISO 9001:2015 Quality management systems. Steelcase currently has several sustainability certifications, including: 1. Several Steelcase facilities in North America are FSC Chain of Custody certified with the option to provide customers with products that use FSC certified wood. More than 90% of the wood used by the Steelcase APAC Dongguan facility is procured from FSC-certified suppliers. 2. Steelcase has ISO 14001 certification for its environmental management system, which means the company has implemented processes to minimize its environmental impact. Steelcase has LEED certification for many of its buildings, which means they meet high standards for energy efficiency and sustainability. Steelcase has 17 locations that are certified under USGBC's LEED criteria, including two platinum certifications. For a full list, please visit http://www.usgbc.org/projects?keys=steelcase.	

45	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	While Steelcase is not a certified as WMBE, SBE or veteran-owned business, we are committed to diverse channels around the world. Since 1991, the Steelcase Supplier Diversity Program has focused on building and developing minority-, women- and veteran-owned U.S. businesses by integrating them into our procurement processes. Our supplier diversity vision is to grow, develop and retain our diverse businesses by creating a strong supplier diversity program that meets the needs of our stakeholders. Steelcase Inc. purchases 10% or more of its annual spend each year with over 100 diverse suppliers across 22 states and were pleased to meet our spend goal of 10% in our most recent fiscal year (FY23). We purchase an additional 34% of this spend from over 1000 small business enterprises. These are goods and services supplied to our factories that we use to manufacture products for sale as well as finished products made by other companies that we design or resell. We also purchase goods and services from diverse suppliers in the day-to-day operating of our business. While we are making substantial efforts to increase our spend, as a made-to-order manufacturer our spend fluctuates depending on what products are sold. Key metrics are reviewed monthly by our procurement management team. We share diverse spend information aggregated by disadvantaged minority codes and by our supply chain models. We enhance our efforts with diverse suppliers by: • Participating in/sponsoring trade shows, conferences, networking events to identify potential suppliers. • Maintaining relationships with diverse business and small business associations. • Engaging in diverse and small business dialogues with customers. • Completing GSA reporting and contracting agreements. • Providing customer supplier diversity reports to over 55 organizations. Please see WMBE/NBE/SBE or Related Certificates for more information, including our Diversity Supplier Spend.	*

46	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Steelcase is dedicated to creating a great experience for Sourcewell and its Members. Our ability to translate research into workplace insights, develop products that meet evolving workplace needs, leverage our team to deliver great experiences and our willingness to assess ourselves critically allows us to deliver a trusted, proven partnership. Our unique value propositions include our: Commitment to Research. Steelcase invests heavily in research, design and developmental activities to drive insight-based solutions that understand the needs of work, workers and the workplace. Our independent research group within Steelcase analyzes emerging trends and makes that information publicly available in our WorkBetter magazine. With our research and insights, we are able to deliver solutions that address real workplace challenges for Sourcewell Members. Innovation + Process Enhancements. Through our research, we found that many workspaces are accelerating their digital transformation, and their spaces need to be optimized to support collaboration and connection. Our portfolio continues to grow as we find new ways to support and positively impact the workplace. Additionally, Steelcase continues to streamline our processes to further improve the experience for Sourcewell and its members. Our proprietary software technology, Hedberg Data Systems, is just one of the many systems that we reevaluate and adjust to improve our efficiency, which in turn means more time and cost savings for you. Healthy Plant + Healthy People. Our dedication to sustainability is a natural extension of who we are. At Steelcase, we design our products and operations around a commitment to help reduce climate change, reinforced by sustainable practices across our company. Steelcase is currently carbon neutral, and our goal is to reduce greenhouse gas emissions by 50% by 2030. Our high-performance seating line is now offered with CarbonNeutral® product certification. The result is cradle-to-grave product carbon neutrality that's leading the way for our industry. Product Breadth + Depth. Our wide range of products provide a variety of aesthetics, budgetary levels and selection for spaces. Complemented by our ancillary partners, your members have access to a range of selections that fit their needs. From community centers to wellness hubs, we make finding what you need easy. With one collection, you can significantly simplify your project execution and mitigate risk by using one source to create beautiful places that work, your way. In fact, we're the only manufacturer currently in consideration for all categories — private offices, workstations, seating, storage, architectural products, ancillary and conference solutions and more. Technology + Space. Our partnerships with leading technology organizations give us insights on how to best create spaces for an increasingly collaborative work environment. With an increasing demand for collaborative workspaces, our growing portfolio of technology solutions are a direct result of our expanding technology brand partnerships. Solutions like our latest family of Occular tables work hand-in-hand to create an equitable and enjoyable experience for in-person and hybrid collaboration. Workplace Consulting Services. Available to Sourcewell members, Steelcase and our dealers offer a selection of workplace consulting services that can guide and optimize your workplace experience. Services range from collaborative workshops to discovery exercises to better understand the needs of spaces and the teams that use them. They also offer concept reviews of applications that help our customers to visualize the ways Steelcase products can support specific workplace needs. Extensive Dealer Network + Services. Dealers are your one point of contact to integrate a growing portfolio from Steelcase of 50+ brands and partners, as well as other furniture, architecture and technology elements. Backed by generations of experience, they offer expertise at every phase – imagine, co- create, execute, measure and iterate – to make a complex process, simple. Steelcase dealers offer the full spectrum of services, from Day 1 to beyond installation, to assist customers through their workplace transformation.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
47	Do your warranties cover all products, parts, and labor?	The Steelcase Limited Lifetime Warranty provides consistent coverage for both parts and labor for Steelcase products. Please see our attached Warranty Information document for more information, including Steelcase warranty and the warranties for our partners.	*
48	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	The Steelcase warranty provides rates warranty coverage regardless of shift usage. Steelcase doesn't limit warranty coverage to single shift only—and we offer 24/7 coverage. Please see our attached Warranty Information document for our partner warranties and information regarding usage for their products.	*
49	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	In the Americas, Steelcase and our Dealers do not charge customers for labor or associated expenses. Steelcase reimburses the Dealer for travel and labor expenses. Steelcase will pass along any warranty with respect to Partner Products.	*
50	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Certified technicians are available in all regions across the Americas and Canada. If a Sourcewell Member receives a Steelcase product that is freight damaged, malfunctions or requires warranty service, Steelcase has a plan in place. To place a service request: 1. Call the servicing Steelcase dealer. 2. The servicing dealer will evaluate the defect and the product's manufacturing date to determine if it's covered under Steelcase Warranty Policy. The dealer will then contact Steelcase and explain the issue to the Order Fulfillment Team representative. 3. The servicing dealer submits a request for replacement product and/or parts to the Order Fulfillment Team representative (service vehicles are typically stocked with common parts such as pneumatic cylinders, controls, lock cylinders, fasteners and hardware so these issues can be handled in one service call). 4. Steelcase will provide the dealer with the product or replacement part. 5. The dealer will deliver and install the new product or part swiftly and at no charge to Sourcewell.	*
51	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	No, the Steelcase Warranty does not cover other manufacturers' products. Steelcase shall pass along any warranty it receives with respect to other manufacturers' branded products, including Bolia, FLOS and others.	*
52	What are your proposed exchange and return programs and policies?	All Steelcase products are manufactured to your specifications and, therefore, are not subject to return. Non-conforming products will be repaired or replaced at no charge to you. A product is considered non-conforming if it is defective or if it fails to comply with information published in the Steelcase Specification Guide or your purchase order. If a product is believed to be non-conforming a notification request must be submitted by the ordering dealership to start the investigation and approval process. Replacement orders for non-conforming products are processed immediately and receive expedited shipping.	*
53	Describe any service contract options for the items included in your proposal.	Steelcase can offer extended warranty plans providing coverage beyond the standard warranty for the products in our proposal. These extended warranties safeguard against unexpected expenses due to product failures, ensuring peace of mind for Sourcewell members. Extended warranty can differ based on the product category and the duration of the original warranty coverage. For further information about our Limited Lifetime Warranty, please see our attached Warranty Information document.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods.	The payment terms in place with our current Sourcewell/Steelcase contract will be extended to any new contract. The current agreement indicates: Invoicing and Terms of Payment. Invoices, inclusive of applicable sales or use taxes and/or surcharges will be issued by Dealer upon delivery of the Products/Services and will be paid within ten (10) days from the date of invoice. For large orders Members will be invoiced 40% at time of order placement, 50% at delivery and the 10% balance upon completion of installation. A service charge of 1 ½% per month (18% per annum) may be added to invoiced unpaid as of the due date. If partial delivery of an order is made, the Member will make payment for products delivered and services provided. Dealer will invoice Member for shortages or replacement upon delivery of those items.	*

55	Describe any leasing or financing options available for use by educational or governmental entities.	Steelcase Financial Services offers flexible and convenient financial alternatives that let you create an inspiring workplace while conserving capital, preserving bank lines and reducing tax liabilities. Wholly owned by Steelcase Inc., Steelcase Financial Services is the office furniture industry's only captive finance company. That means greater flexibility because our goal is to build long- term, ongoing relationships with our customers and give you the best value possible. Financing offers your business solid options to: • Conserve capital • Protect credit lines • Manage your balance sheet • Realize tax benefits • Maximize your purchasing power • Increase flexibility with payment and end-of-term options Steelcase Financial Services offers 100% financing at highly competitive rates with a wide range of options in the United States and Canada. Financing and leasing plans are available for contracts as low as $5,000 with terms ranging from 24 to 60 months. Capabilities include: • One-stop shopping • Fixed-rate financing • Operating leases • Rapid approvals • Easy add-ons Options $1 Buy-out • Depreciation benefits and interest rates are usually tax deductible • Fixed purchase price End-of-term flexibility • Purchase product for $1 10% Purchase Option • Lower payment than $1 Buy-out • Depreciation benefits and interest are usually tax deductible • Provides a fixed purchase price End-of-term flexibility • Purchase product for 10% of the original amount financed • Renew the lease • Return product to Steelcase Financial Services Fair Market Value • Lowest payment of the three options listed • Payment is usually tax deductible • May qualify for off-balance sheet, operating lease treatment for reporting purposes End-of-term flexibility • Purchase product for fair market value • Renew the lease • Return product to Steelcase Financial Services Deposit Financing Finance your dealer order deposit and fold it in to your monthly payment. Tax-Exempt Financing Tax-exempt financing is an economical alternative to traditional methods of acquiring products from the Steelcase brands. State and local governments or political subdivision, whose interest payments are exempt from federal income taxes under Section 103 of the Internal Revenue Code, may qualify for this type of financing. Please see Additional Document T10.55 for more information about our financing and leasing services.	*

56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	There are two primary standard transaction documents that are core to our daily business operations. The first document is our standard quotation form that is created by our dealer partners in our proprietary system, Hedberg. This quotation is what is presented to Sourcewell members and includes all relevant product, pricing and discount information. Once accepted by the customer, this document can then be electronically submitted by the dealer to Steelcase for order entry and processing. The second standard transaction document is our customer invoice document. Each of our independently owned authorized dealers have variable processes, systems and transaction steps, which can vary the layout of these transaction documents. Although there will be slight variation from dealer to dealer, our attached sample transaction documents reflect the expected information that will be recorded and confirmed for day-to-day or project transactions. Please see our attached Standard Transaction Documents for our included document examples.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Steelcase dealers execute orders and process payment made on this contract as participating dealers. While many dealers accommodate and accept procurement cards, those costs have not been factored into our pricing. The Sourcewell Member would work with the selling dealer regarding specific payment methods. Alternative payment terms such as accepting a P-card may be negotiated between Member and Participating Dealer and mutually agreed upon prior to order placement.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Our proposed pricing model is a “catalog discount by product category” where product line discounts are provided as a percentage off list pricing drop ship. The published Product Catalog includes list pricing for all parts and unit numbers for the products lines on the discount schedule, which is submitted as a Price List PL 200 with this proposal. Sourcewell’s participating entities’ total cost of acquisition is the drop ship product pricing and any services quoted. The proposal pricing submitted is based on our current Steelcase price list, PL 200 which is in effect today. If awarded, we would propose to be on the current price list when announced nationally as it becomes effective. All the proposed product line discounts would remain the same. The discounts shown are based on drop ship delivery to the customer’s designated location. Exceptions include Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), where additional freight charges apply and will be quoted upon request. Installation and other services are available from participating dealers per the rates submitted, subject to the terms and conditions in the attached discount schedule. Please refer to the attached pricing zip file for more detailed information about our pricing proposal.	*
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	As mentioned in T11.58, our proposed product pricing response will be a “discount by product category.” To provide Sourcewell and all participating members the best pricing, we have provided product line discounts as a percentage off list drop ship. For the products listed, our overall discount range is 1.25%-63% off our published list price and Service Parts are listed at 35% off. The discount range by product line and services are shown in our pricing proposal found in the attached pricing zip file.	*

60	Describe any quantity or volume discounts or rebate programs that you offer.	Steelcase product category purchases as defined, may be combined to reach higher tiers and better discounts on individual purchases. The proposed product discounting established by the Sourcewell discount schedule, provided in the attached pricing zip file, is also “ceiling pricing,” meaning prices may be reduced with higher discounting to allow for volume considerations and to meet the specific and unique needs of a Sourcewell Member. Please note there are tiers of pricing noted for virtually all product line categories, meaning Sourcewell Members can negotiate better discounting than what is provided in the 3rd tier where appropriate. At no time may the proposed products/services be offered pursuant to this contract at prices above the ceiling price without approval by Sourcewell. Please see our discount schedule for more detailed information on our tiered discounting levels and complete terms and conditions related to this method of volume discounting.	*
61	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	For facilitating “sourced products or related services” as defined by the RFP document, our method ensures that the Steelcase/Sourcewell contract includes as many Steelcase Inc. and partner product categories as possible. Our simple strategy alleviates the number of times in which a proposed solution includes products that are not listed on the existing Sourcewell contract that has served Sourcewell Members well over the past contracts. If and when, new products or related services become available during the term of the contract, Steelcase will submit a request for approval to add those items per the Sourcewell process and appropriate form(s). Additionally, there may be instances where members may need “Open Market Items” not on the Sourcewell contract. If the Open Market Items further provide a complete comprehensive solution to the Member, it may be quoted and sold along with the contract items/services to complete the PO. The dealer may supply a quote to include such Member request with the Open Market Item listed as such on a separate line item. No admin fee will be paid on Open Market items and Open Market Items will not be included in any reporting. Open Market Items are not to be quoted separately and associated with this contract.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All elements for the total cost of acquisition are identified and reflected in our proposed discounting schedule for products and related services. The structure of our offering is flexible so that our dealers can provide the best value and solutions to meet participating member’s individual needs. The discounting structure is set up as a ceiling price on the product only on drop ship basis yet allows participating dealers to facilitate discussions about the scope of services at the best price. Our Steelcase dealers can determine the scope of labor and appropriate services required, providing a complete project with a total acquisition price that allows flexibility for each individual Member’s needs and requirements. Our effective method focuses on providing complete solutions to each Sourcewell Member. With millions worth of business being sold through the contract in the past, we have not received any participating entity complaints related to a customer not receiving the value and the total cost expected. Please refer to question T11.58 and the attached pricing zip file for more detailed pricing and cost information.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Deliveries from Dealer to Sourcewell Members shall be FOB, Sourcewell Members Designated Location for Orders within the United States, and FCA, Sourcewell Members Designated Location for Orders outside of the United States. Exceptions include Alaska, Hawaii, the Northwest Territories, Nunavut and Yukon, where additional freight charges apply and will be quoted upon request. For deliveries in Alaska, a service charge equal to five percent (5%) of list price shall be assessed to Sourcewell for Orders up to $200,000 list price. The service charge for Orders above $200,000 list price shall be negotiated.	*

64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	All shipments to Alaska and Hawaii and the US Islands are shipped FCA factory; freight prepaid and allowed to port of embarkation. Steelcase reserves the right to select shipping method and the port of embarkation. All charges beyond the point of embarkation are collect. For Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), additional freight charges apply and will be quoted upon request.	*
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Our strategically located Regional Distribution Centers (RDCs) work hand-in-hand with our manufacturing network to support and facilitate our manufacturing model. Our manufacturing centers and distribution centers work together for the good of the customer by improving quality, cost, consistency and speed to market. For the US and Canada, we utilize these optimally located RDCs. Distribution Centers 1. Grand Rapids, Michigan, U.S. 2. Hazleton, Pennsylvania, U.S. 3. Atlanta, Georgia, U.S. 4. Desoto, Texas, U.S. 5. Rancho Cucamonga, California, U.S. 6. Puyallup, Washington, U.S. 7. Aurora, Colorado, U.S. Our manufacturing process focuses on predicting, identifying and solving problems before they happen. Often, products from different facilities will be used to fill your project order. In these instances, we will consolidate shipments in our country-specific warehouses before delivery to your site.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Steelcase's goal is to provide the best value at the best price to Sourcewell and its participating entities. Our pricing proposal offers competitive discounting when compared against similar GPOs, cooperative procurement organizations or state purchasing departments. Flexing to meet the specific and unique needs of Sourcewell Members, the proposed product discounting is also "ceiling pricing" meaning prices may be reduced with higher discounting to allow for specific project and volume considerations. The structure of our offering allows our dealers to extend the best value and solutions to each individual project.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	

67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Steelcase utilizes a participating facilities designation, loading and recognition procedure to verify compliance in recognizing and reporting for our Sourcewell contract. This acts as a formalized process to reconcile our sales with the current Sourcewell Membership list from the Sourcewell website. Also, orders processed by Members with participating Steelcase dealers are to have the Sourcewell contract number noted, and dealers utilize competitive discount authorization quotes specific to Sourcewell, which ensures Members get the correct contract pricing. The Membership list provided by Sourcewell and our automated reporting system is the basis of how we designate, load and recognize Sourcewell product sales. We download the Membership roster from the Sourcewell website quarterly and convert this into a usable file linked to our internal reporting system, quotes and unique site IDs for each Member. Our internal reporting team uses the converted file to match participating entities to the Sourcewell master and any related quotes to the Sourcewell agreement through bilateral agreements and letters of commitment. The Sourcewell master quote and linked quotes are unique numbers that provide as accuracy to insure Sourcewell sales are recognized by Steelcase. So, any Member electing to purchase through the Sourcewell agreement receives pricing from an authorized participating Steelcase dealer who must use the Sourcewell quote number to complete Member transactions. In addition, our reporting system deploys a matching algorithm that automatically matches Member sites (every Member as a unique site ID) to Sourcewell sales through our authorized participating dealers. If we do find that an error was made, and eligible sales were not reported, we will notify Sourcewell, reconcile and report those eligible sales in the next reporting cycle and pay any associated fees, consistent with our agreement and our values and business practices previously mentioned and listed below. The Steelcase reconciliation process for reporting sales data is based upon Sourcewell providing consistent roster formatting. Changes to this format will require a redesign of our data processing. In the event format changes are needed, Steelcase will require advance notification and a reasonable timeframe to determine if a new process can be deployed to maintain accurate reporting.	*
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Steelcase and our dealers believe that continuous measurement and improvement are vital to the success of our partnership. Our data-driven tools and capabilities give us creative freedom and engineering flexibility and, at the center, add customer value and augment our performance. Our comprehensive performance view identifies key areas for improvement and our teams closely monitor the overall contract and key customer sales to ensure growth and satisfaction. Every order, no matter how large or small, is tracked from quote request to successful delivery and installation. Some Key Performance Indicators we recommend tracking and reporting include: • Quote turnaround time • Product lead time (PO receipt to delivery at site) • Percentage of shipments received on the date requested • Percentage of on-time and complete shipments • Number of freight, quality and warranty claim issues • Time required to complete punch list issues • Dealer performance and reliability • Weekly backlog reports, indicating orders being shipped in the upcoming weeks	*

69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	The current Steelcase Sourcewell contract stipulates a 1% administrative fee payable to Sourcewell on a quarterly basis on contract product purchases. We propose the fee on the new contract be calculated at the existing 1% percentage on contract product purchases upon award of the contract payable to Sourcewell for facilitating, managing and promoting the Sourcewell contract.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	At Steelcase, we help people do their best work by creating places that work better. Through our family of brands that include Steelcase®, Designtex®, Coalesse®, AMQ®, Smith System®, Orangebox®, and Viccarbe®, we offer a comprehensive portfolio of furniture and architectural products and services designed to help customers create workplaces that help people reach their full potential at work. Our brands provide a comprehensive portfolio of furniture and architectural products for individual and collaborative work across a range of price points. We have expanded our offerings through investments in product development, acquisitions and marketing partnerships. Our furniture portfolio includes furniture systems, seating, storage, fixed and height-adjustable desks, benches and tables and complementary products such as work accessories, lighting, mobile power and screens. Our seating products include task chairs, which are highly ergonomic seating that can be used in collaborative environments and casual settings and specialty seating for specific vertical markets such as education and healthcare. Our interior architectural products include full and partial height walls and free-standing architectural pods. We also offer services designed to enhance the performance of people, space and real estate. These services include workplace strategy consulting, lease origination services and furniture and asset management. For more information on our product lines, please see the Additional Document T14A.70/71.	*
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Steelcase brand extensions include: • Steelcase Learning, which works with leading educational institutions to create places that enhance the success and well-being of students, educators and administrators. • Steelcase Health, which works with leading healthcare organizations to create places that deliver greater connection, empathy and well-being for everyone involved in the experience of healthcare. • Designtex offers applied materials that enhance environments and is a leading resource for applied surfaces knowledge, innovation and sustainability. Designtex products include premium fabrics and surface materials and imaging solutions designed to enhance seating, walls, workstations and floors. These materials provide privacy, wayfinding, motivation, communications and artistic expression. • Coalesse is led by intuition, backed by research and driven by design. Coalesse creates thoughtful furnishings that bring new life to the modern workplace and ancillary settings. The brand blends beauty and utility into their designs to help customers make great spaces that inspire great work, by empowering social connection, creative collaboration, focus and rejuvenation. • AMQ offers high-quality, affordable height-adjustable desking, benching, storage, screens, tables and seating for workstations, collaborative environments and training rooms. AMQ specializes in in-stock furniture that ships in just five business days, for adaptable, quick, modern designs that fit contemporary, active office spaces. • Smith System is a designer and manufacturer of high-quality furniture for the pre-K-12 education market. Smith System offers desking, seating and storage products. Smith System designs and manufactures products that support inspired learning and strive to create better learning outcomes – addressing the needs of the student, the demands of the curriculum and the realities of space, maintenance and budget. • Orangebox is a designer and manufacturer of furniture and free-standing architectural pods for the changing workplace with a focus on "Smartworking" solutions: furniture and architecture that fosters collaboration while providing contemporary aesthetics, visual and acoustical privacy and commercial-grade performance. • Viccarbe offers contemporary furniture for high-performance collaborative and social spaces, including contract, hospitality, retail and outdoor settings. For more information on our subcategories of our proposed solutions, please see the Additional Document T14A.70/71.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
72	Desks and workstations (stationary, sit-to-stand, control and dispatch consoles, charging stations)	(•) Yes ( ) No	From office desks to classroom tables, we offer a variety of high-quality desk solutions to complement your space and support the ways people work. Steelcase desking and workstation offerings are designed to fit the needs of any workplace: • Desk systems: Our contemporary desk systems support private offices or open group settings. We offer desk solutions configured with storage and built-in technology. • Benching: Our benching systems accommodate the needs of various workstyles to support collaborative and solo work in office, classroom or hospital environments. • Individual desks: Our selection of modern desks is crafted to fit the unique needs of office, education, work-from-home and healthcare spaces. • Height-Adjustable desks: We offer dozens of height-adjustable desk options that allow workers to easily change postures from sitting to standing height throughout the day which can positively impact physical health. • Private Offices: Our private office furniture is designed to not only evoke a sense of home in the workplace, but also to allow people to focus and innovate without distractions. For more information about this product line, please see our Additional Document T14B.72-82.	*

73	Chairs	(•) Yes ( ) No	Our seating products include task chairs which are highly ergonomic seating that can be used in collaborative environments and casual settings and specialty seating for specific vertical markets such as education and healthcare. They are designed to support workers during a variety of settings. These innovative and ergonomic chairs deliver performance, style and adjustability. When it comes to office seating, our chairs deliver ergonomic performance with a contemporary design. From desk to conference, we have the seating solutions for your space. We've widened our CarbonNeutral® product certification options to our best work chairs. This rigorous standard means we can bring you all the same essential ergonomics and quality while offsetting the carbon impact of the chair's entire lifecycle. For more information about this product line, please see our Additional Document T14B.72-82.	*
74	Tables	(•) Yes ( ) No	Steelcase has a full line of occasional, conferencing and collaborative table solutions from Steelcase, Coalesse and our ancillary partners. We have modern designs and built-in functionality to enhance a variety of settings. For more information about this product line, please see our Additional Document T 14B.72-82.	*
75	Modular and demountable walls	(•) Yes ( ) No	Our architecture and space division line includes a selection of modular walls, pods, glass partitions and panels designed to create areas to facilitate quiet thinking, private meetings and focused work without obstructing open settings. We have several modular wall solutions that meet our customers' varying price points while offering acoustic performance and aesthetic options. For more information about this product line, please see our Additional Document T14B.72-82.	*

76	Cubicles	(•) Yes ( ) No	Our panel systems and divider screens integrate seamlessly with Steelcase workstations and desking solutions to provide the right amount of space division and privacy with endless reconfiguring options. • Flexibility: Our panel systems are created from a dynamic frame that allows you to change your space as your needs change. They also support extensive integration of storage and worksurfaces to efficiently support specific work types in exactly the footprint you need. • Materiality: Steelcase panel systems feature a broad range of options, including fabrics, glass and more. • Integrated power: Our products support extensive power and data routing and access for individual workstations as well as collaborative spaces. For more information about this product line, please see our Additional Document T14B.72-82.	*
77	Patio or outdoor	(•) Yes ( ) No	Leveraging our partnerships with several different outdoor furniture designers, we offer social, collaborative and personal outdoor spaces that provide even greater choice for safer work environments. Our established partnerships with Extremis, Emu, Viccarbe, Blu Dot, Nanimarquina, Bolia, Mattiazzi and Bend Goods will give your participating entities access to endless outdoor furnishing options. For more information about this product line, please see our Additional Document T14B.72-82.	*

78	Seating (benches, fixed stools, ottomans, integrated power systems)	(•) Yes ( ) No	Our high-performance seating helps you do your best work with better design, better comfort and better choice. We offer a broad range of dynamic options, all backed by Steelcase research, innovation and our unwavering standards for quality and sustainability. • Benches, ottomans & stools: Our ancillary partnerships will give your participating entities endless options for common and public spaces. We have benches, poufs, ottomans, lounge systems, daybeds, footstools and more in an endless array of styles, fabrics and price points that will work for offices, higher education and healthcare spaces. • Fixed stools: Our variety of stools check the box for stool-height office chairs, side and guest chairs, conference, cafeteria, lounge and outdoor. All are available in a variety of heights, materials and styles. • Integrated power systems: Several of our lounge systems have the ability to integrate power systems, including Regard for healthcare, and Brody, a popular lounge seating option commonly used in higher education and open offices. We also offer several options for integrated power through our tech products like Thread, a free-standing power distribution system and Flex Mobile Power, an ultra-mobile power solution that lets you connect to nearby power at all times. Our other seating options include lounge, e-sport seating, reception, storage benches, conference chairs, side and guest chairs, cafeteria seating, sofas and outdoor seating. For more information about this product line, please see our Additional Document T14B.72-82.	*

79	Casegoods	(•) Yes ( ) No	From lateral file cabinets to large bookcases, our storage units are visually appealing and provide versatile storage solutions for offices, classrooms or patient rooms. We offer: • Systems storage: These functional storage systems include bookshelves, personal storage and cabinets designed for office, education and healthcare spaces. • Lockers: Our selection of storage lockers allows employees or students to keep personal belongings in a secure and organized place in private or open settings. • Cabinets & shelves: From wall-mounted shelves to cabinets and bookshelves, Steelcase offers a wide variety of storage solutions that include credenzas, shelving, mobile pedestals, bookcases and sideboards for office, education and healthcare spaces. • Mobile carts: We offer a range of mobile storage carts designed to allow your equipment to stay mobile. Perfect for meeting rooms, classrooms, lounge spaces and everything in between. For more information about this product line, please see our Additional Document T14B.72-82.	*
80	Residential hall furnishings	(•) Yes ( ) No	Higher Education Solutions Steelcase Learning is passionate about helping to create the conditions for lifelong learning. Our insight-led solutions and settings inspire people to become engaged, active learners within and beyond the classroom. Our work with higher education spaces is highlighted in the following case studies: • Francis Tuttle's Danforth Campus: https://www.steelcase.com/research/articles/topics/learning/encouraging-the-extraordinary/ • University of Glasgow's New Learning Hub: https://www.steelcase.com/eu-en/research/articles/topics/case-studies/glasgows-new-learning-hub-investment-students-future/ For more information about this product line, please see our Additional Document T14B.72-82.	*

81	Related services including rental, design, space planning, installation, assembly, safety inspection, repair, renovation, refurbishment, re-manufacture, retrofit or recycling services to the offering above; and	(•) Yes ( ) No	Every Steelcase dealer is an engaged partner who can help you navigate every aspect of your workplace journey — providing the capabilities and tailored solutions you need. Our Authorized Steelcase Dealers have multiple services and ways to engage with your needed space strategy. With dedicated services that merge with every step of your project phase, you can rely on their expertise and talented team members. Dealer services include: • Workplace Consulting • Space Planning • Project Coordination • Procurement • Installation • Relocation • Inventory Management • Life Cycle Management • Warranty Service For more information about our Dealer Services, please see our Additional Document T6.27.	*
82	Proposers may also include related storage and technology integrated furniture solutions, ergonomic solutions and accessories, workspace systems and accessories to the extent that the offering is ancillary or complementary to an offering of Furniture Solutions as described in Lines 72-81 above.	(•) Yes ( ) No	In addition to the product categories detailed above, Steelcase and our partners offer additional product lines that include: • Technology: We collaborate with industry leaders to help you create hybrid workspaces that leverage the latest communication technology enhancements. These brands help create more inclusive, easy-to-use and safer hybrid workplaces. Our partnerships include Microsoft, Zoom, Logitech, Crestron and VergeSense. • Steelcase Health: A major segment of our business is dedicated to healthcare clients. We create solutions and spaces that lead to better health outcomes for everyone involved in the complex work of care. Through Steelcase and our Healthcare partners West Elm Health Collection, Kwickscreen and Moduform, we offer solutions for waiting spaces, patient rooms, exam rooms and virtual care rooms. • Steelcase Learning: We have a dedicated branch of our offering for K-12 and higher learning clients with products that include classroom chairs, classroom storage, education lounge seating, whiteboards, accessories and education desks and tables. • Accessories: We offer a wide range of office accessories, rugs, decorative items, lighting and other worktools to complete your space.	

			We also offer the following additional services to our clients: • eBusiness solutions: a web-based solution to help your organization save time, manage costs and simplify furniture purchases. • Applied Research & Consulting: a consulting practice that helps clients define and leverage their work experience strategy. • Global Research Team: Steelcase has the largest in-house research bench in the industry. We have a multidisciplinary team of 18 researchers worldwide with expertise in design, strategy, technology and social sciences. We regularly publish our findings and integrate our findings into product and design solutions. • Codesign & Custom Solutions: Through an iterative, participatory approach, we collaborate with our customers to discover, prototype and manufacture applications and products that reflect their vision, brand and values. • After-Install Support: We are there for you, even after product installation. We have a variety of tools and support to help users through the pre-move, move and post-move process. • Ergonomic Training: Steelcase and our authorized dealers offer ergonomic training sessions and programs through our dedicated, company ergonomist who will ensure employees maximize comfort and productivity. For more information about all these solutions and services, please refer to our attached Additional Document.	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - Pricing - Steelcase - 9-14-23.zip - Thursday September 14, 2023 09:31:06
- Financial Strength and Stability - FinancialStrength - Steelcase - 9-14-23.pdf - Thursday September 14, 2023 09:25:58
- Marketing Plan/Samples - Marketing Plan - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 09:26:27
- WMBE/MBE/SBE or Related Certificates - WMBE - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 09:26:44
- Warranty Information - Warranty - Steelcase - 9-14-23.pdf - Thursday September 14, 2023 09:26:54
- Standard Transaction Document Samples - StandardTransaction - Sourcewell.pdf - Thursday September 14, 2023 09:27:05
- Requested Exceptions - RequestedExceptions - Steelcase - 9-14-23.docx - Thursday September 14, 2023 09:27:22
- Upload Additional Document - Additional Document - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 10:23:08

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Nate Kolakowski, Leader, Federal Government Sales, Steelcase Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Furniture_Solutions _RFP_091423 Tue September 5 2023 03:34 PM	☑	2
Addendum_3_Furniture_Solutions _RFP_091423 Thu August 31 2023 12:47 PM	☑	5
Addendum_2_Furniture_Solutions _RFP_091423 Tue August 29 2023 02:17 PM	☑	2
Addendum_1_Furniture_Solutions _RFP_091423 Fri August 18 2023 11:06 AM	☑	2

ATTACHMENT B

tangram™

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SANTA FE SPRINGS, CA 90670
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Quote: 685320

Quote Date: 10/28/24
mm/dd/yy
Project: 667740
Customer: SAN016
Terms: CPO#/NET 30 DAYS
Contact: Peyton Romo

Quote To

Accounts Payable
City of Santa Fe Springs
11710 Telegraph Rd
Santa Fe Springs CA 90670-3658

Ship To

City of Santa Fe Springs
11710 Telegraph Rd
Santa Fe Springs CA 90670-3658

Phone: +1 (562) 868-0511
ap@santafesprings.org

Sales Location SANTA FE SPRINGS SALES

City of SFS
Quote valid for 30 days.
-
Steelcase & AMQ Pricing per Sourcewell Contract #091423-STI
Member ID #17974
-
Purchase order is required prior to processing your order.
-
All product is made to order. No changes or cancellations after order placement. No returns.
-
Client is responsible for proper care and cleaning of products. Please consult your Tangram representative for further information on appropriate cleaning procedures. Products whose materiality or appearance is affected by improper use of cleaning agents will not be covered by manufacturer warranty.
-
Contact with any questions:
Peyton Romo
Sales
promo@tangraminterriors.com
949.599.4716
-
Thank you for the opportunity to provide this quote.

	Description	Quantity	Unit Price	Extended Price
	01. WORKSTATIONS - AREA 1			
1	**APS2** - Activ2.0Desk, Stage 2 **Width:** 70.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum	1	598.92	598.92

Accepted by_____ Title_____ Date_____

tangram

9200 SORENSEN AVENUE
SANTA FE SPRINGS, CA 90670
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NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

	Description	Quantity	Unit Price	Extended Price
1	AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 29/70/-2S-C			
2	**AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 CFI-D-C	1	250.00	250.00
3	**AMQTSAPBWS66** - Connector Panel Wallstart AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 WS	1	15.24	15.24
4	**JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 JAKU	1	405.82	405.82
5	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 30/42m	2	194.82	389.64
6	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 42.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN	1	235.35	235.35

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
6	**Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 42/42m			
7	**AMQTS2PBBFU** - PedestalBox/box/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 BBF	1	231.26	231.26
8	**AMQTS2PFFU** - PedestalFile/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 FF	1	212.67	212.67
9	**AMQTSATH** - Tektis - H-Leg **Depth:** 11.00000 **Leg Finish:** Textured Paint 7243 - SEAGULL AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 H/11	1	80.68	80.68
10	**AMQTSAPTC** - Trim Vertical Corner **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	1	41.64	41.64

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	Description	Quantity	Unit Price	Extended Price
10	**End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 J42			
11	**AMQTSAPTE** - Trim Vertical End of run **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 E42	1	30.49	30.49
12	**AMQTSAWLR** - Worksurface Straight **Width:** 60.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 24/60	1	123.06	123.06
13	**AMQCRTB** - Tackboard **Height:** 20.25000 **Width:** 60.00000 **Tackboard Finish:** Billiard 5H19 - CUMULUS **Application:** Wall Mount **Fabric Direction:** HORIZONTAL APPLICATION ONLY AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 TB/60/20.2500	1	230.97	230.97
14	**AMQCROHHD** - 15" H Overhead - Hinged Doors **Width:** 60.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Storage:** Personal **Door:** Hinged Doors **Attachment Bracket:** Wall Mount Brackets **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME	1	551.79	551.79

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
14 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 1 OH/60/15			
Sub Total			3,397.53
SANTA FE SPRINGS, CITY OF			33.98
LOS ANGELES, COUNTY OF			118.96
CALIFORNIA, STATE OF			203.86
Total			**3,754.33**
01. WORKSTATIONS - AREA 2			
15 **APS2** - Activ2.0Desk, Stage 2 **Width:** 70.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 29/70/-2S-C	4	598.92	2,395.68
16 **AMQTSAE986694B** - BASE POWER IN 4 CIRCUIT **Wiring:** 4 CIRCUIT 3I+1 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 BPI	2	163.96	327.92
17 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 CFI-D-C	4	250.00	1,000.00
18 **AMQTSATCANT** - Cantilever On module application **Support Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 CANT	7	43.50	304.50
19 **AMQTSAPBCOH** - Connector Panel Change of height In line Corner **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	2	15.24	30.48

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
19	AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 COHI/C			
20	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 1 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2	1	117.86	117.86
21	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 2 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2	1	117.86	117.86
22	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 3 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2	1	158.76	158.76
23	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 4 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2	1	158.76	158.76
24	**JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 JAKU	4	405.82	1,623.28
25	**AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 42.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	2	244.64	489.28

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Description	Quantity	Unit Price	Extended Price
25 **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 OH/42			
26 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 48.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 OH/48	4	256.91	1,027.64
27 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 60.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 OH/60	1	395.22	395.22
28 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 24/66m	1	200.03	200.03
29 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	2	217.50	435.00

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
29 **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 30/54m			
30 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 30/66m	1	321.23	321.23
31 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 30/66m	3	227.17	681.51
32 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000	4	241.29	965.16

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
32 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 36/66m			
33 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 42.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 42/66m	2	365.47	730.94
34 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 48.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 48/66m	4	392.62	1,570.48

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
35 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 60/54m-12	4	305.24	1,220.96
36 **AMQTS2FILLER** - Pedestal filler **Filler Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 PF	1	25.65	25.65
37 **AMQTS2PBBFU** - PedestalBox/box/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 BBF	4	231.26	925.04
38 **AMQTS2PFFU** - PedestalFile/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO	4	212.67	850.68

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
38	**Tag For** 01. WORKSTATIONS - AREA 2 FF			
39	**AMQTSATP27** - Post leg Glides **Leg Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 PL	2	65.44	130.88
40	**AMQTSAPSG** - Stacker Panel Glass **Width:** 60.00000 **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2	4	362.13	1,448.52
41	**AMQTSATH** - Tektis - H-Leg **Depth:** 20.00000 **Leg Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 H/20	2	105.22	210.44
42	**AMQTSAPTC** - Trim Vertical Corner **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 J54	1	41.64	41.64
43	**AMQTSAPTC** - Trim Vertical Corner **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 J66	6	41.64	249.84
44	**AMQTSAPTXC** - Trim Vertical Corner Change of height **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO	1	30.49	30.49

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
44 **Tag For** 01. WORKSTATIONS - AREA 2 COH12			
45 **AMQTSAPTE** - Trim Vertical End of run **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 E54	2	30.49	60.98
46 **AMQTSAPTE** - Trim Vertical End of run **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 E66	5	30.49	152.45
47 **AMQTSAWLR** - Worksurface Straight **Width:** 42.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 24/42	2	85.88	171.76
48 **AMQTSAWLR** - Worksurface Straight **Width:** 48.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 24/48	4	98.53	394.12
49 **AMQTSAWLR** - Worksurface Straight **Width:** 60.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE	1	123.06	123.06

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
49 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 24/60			
50 **AMQTSAWLR** - Worksurface Straight **Width:** 72.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 2 24/72	2	137.94	275.88
51 **UFB** - Bracket-Flush mount STEELCASE **Tag For** 01. WORKSTATIONS - AREA 2 UFB	2	14.79	29.58
Sub Total			19,393.56
SANTA FE SPRINGS, CITY OF			193.95
LOS ANGELES, COUNTY OF			678.78
CALIFORNIA, STATE OF			1,163.63
Total			**21,429.92**
01. WORKSTATIONS - AREA 3			
52 **APS2B** - Activ2.0Base, 2 Stage **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 AP-29-C	3	429.36	1,288.08
53 **AMQTSAE986694B** - BASE POWER IN 4 CIRCUIT **Wiring:** 4 CIRCUIT 3I+1 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 BPI	1	163.96	163.96
54 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket	3	250.00	750.00

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
54 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 CFI-D-C			
55 **AMQTSATCANT** - Cantilever On module application **Support Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 CANT	3	43.50	130.50
56 **AMQTSAPBCOH** - Connector Panel Change of height In line Corner **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 COHI/C	1	15.24	15.24
57 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 1 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3	1	117.86	117.86
58 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 2 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3	1	117.86	117.86
59 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 3 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3	1	158.76	158.76
60 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 4 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3	1	158.76	158.76

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
61	**JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 JAKU	3	405.82	1,217.46
62	**AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 60.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 OH/60	3	395.22	1,185.66
63	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 30/42m	1	194.82	194.82
64	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway	2	217.50	435.00

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
64	AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 30/54m			
65	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 30/66m	3	321.23	963.69
66	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 36/42m	1	213.04	213.04
67	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY	2	230.88	461.76

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
67 **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 36/54m-12			
68 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 36/66m	1	335.36	335.36
69 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 36/66m	4	241.29	965.16
70 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY	3	432.03	1,296.09

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
70 **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 60/66m			
71 **AMQTS2PBBFU** - PedestalBox/box/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 BBF	3	231.26	693.78
72 **AMQTS2PFFU** - PedestalFile/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 FF	3	212.67	638.01
73 **AMQTSAPSG** - Stacker Panel Glass **Width:** 36.00000 **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3	2	268.06	536.12
74 **AMQTSAPTXS** - Trim Vertical Change of height In line Slim **Height:** 24.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	1	30.49	30.49

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
74	**End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 COH24			
75	**AMQTSAPTC** - Trim Vertical Corner **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 J42	1	41.64	41.64
76	**AMQTSAPTC** - Trim Vertical Corner **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 J54	2	41.64	83.28
77	**AMQTSAPTC** - Trim Vertical Corner **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 J66	4	41.64	166.56
78	**AMQTSAPTXC** - Trim Vertical Corner Change of height **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 COH12	2	30.49	60.98
79	**AMQTSAPTE** - Trim Vertical End of run **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 E42	1	30.49	30.49

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
80 **AMQTSAPTE** - Trim Vertical End of run **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 E54	2	30.49	60.98
81 **AMQTSAPTE** - Trim Vertical End of run **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 E66	1	30.49	30.49
82 **AMQTSAWLR** - Worksurface Straight **Width:** 60.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 3 24/60	3	123.06	369.18
83 **CRCT** - Common Top, Worksurface **Depth:** 28.00000 **Width:** 70.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 01. WORKSTATIONS - AREA 3 CT/28/70	3	112.66	337.98
Sub Total			13,249.04
SANTA FE SPRINGS, CITY OF			132.49
LOS ANGELES, COUNTY OF			463.72
CALIFORNIA, STATE OF			794.96
Total			**14,640.21**

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
01. WORKSTATIONS - AREA 4			
84 **APS2B** - Activ2.0Base, 2 Stage **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 AP-29-C	1	429.36	429.36
85 **APS2** - Activ2.0Desk, Stage 2 **Width:** 70.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 29/70/-2S-C	15	598.92	8,983.80
86 **AMQTSAE986694B** - BASE POWER IN 4 CIRCUIT **Wiring:** 4 CIRCUIT 3I+1 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 BPI	5	163.96	819.80
87 **AMQTSATSIDE** - Bracket Side support AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 SS	3	17.85	53.55
88 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 CFI-D-C	16	250.00	4,000.00
89 **AMQTSATCANT** - Cantilever On module application **Support Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO	37	43.50	1,609.50

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
89 **Tag For** 01. WORKSTATIONS - AREA 4 CANT			
90 **AMQTSAPBCOH** - Connector Panel Change of height In line Corner **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 COHI/C	5	15.24	76.20
91 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 1 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4	3	117.86	353.58
92 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 2 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4	3	117.86	353.58
93 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 3 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4	2	158.76	317.52
94 **AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 4 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4	2	158.76	317.52
95 **JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 JAKU	15	405.82	6,087.30

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
96 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 30.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 OH/30	1	226.05	226.05
97 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 36.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 OH/36	1	234.97	234.97
98 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 42.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 OH/42	24	244.64	5,871.36
99 **AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 48.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 OH/48	6	256.91	1,541.46
100 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY	3	281.82	845.46

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
100 **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/42m			
101 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/66m	3	200.03	600.09
102 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/66m	2	200.03	400.06
103 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	1	194.82	194.82

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
103 **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 30/42m			
104 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 30/54m	8	217.50	1,740.00
105 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 30/54m	4	217.50	870.00
106 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000	2	321.23	642.46

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
106 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 30/66m			
107 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 30/66m	1	227.17	227.17
108 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 36/42m	1	213.04	213.04

Accepted by_____Title_____ Date_____

Description		Quantity	Unit Price	Extended Price
109	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 36/66m	3	335.36	1,006.08
110	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 36/66m	9	241.29	2,171.61
111	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO	6	335.36	2,012.16

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
111 **Tag For** 01. WORKSTATIONS - AREA 4 36/66m			
112 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 36/66m	11	241.29	2,654.19
113 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 42.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 42/66m	8	365.47	2,923.76
114 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 42.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation	9	365.47	3,289.23

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
114 **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 42/66m			
115 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 48.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 48/42m	6	344.28	2,065.68
116 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 48.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 48/66m	3	392.62	1,177.86
117 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 48.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low	6	298.55	1,791.30

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
117 **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 48/66m			
118 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 48.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 48/66m	4	298.55	1,194.20
119 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 60/54m-12	10	305.24	3,052.40
120 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN	5	305.24	1,526.20

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
120	**Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 60/54m-12			
121	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P528 - TERN **Surface 2 Finish:** Alloy P528 - TERN **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 60/66m	3	337.96	1,013.88
122	**AMQTS2FILLER** - Pedestal filler **Filler Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 PF	1	25.65	25.65
123	**AMQTS2PBBFU** - PedestalBox/box/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 BBF	16	231.26	3,700.16
124	**AMQTS2PFFU** - PedestalFile/file Under worksurface	16	212.67	3,402.72

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
124 **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 FF			
125 **AMQTSASLCL** - Shelf Common Laminate **Width:** 36.00000 **Shelf Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Bracket Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 SH/36	1	66.55	66.55
126 **AMQTSAPSG** - Stacker Panel Glass **Width:** 60.00000 **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4	15	362.13	5,431.95
127 **AMQTSAPTXS** - Trim Vertical Change of height In line Slim **Height:** 24.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 COH24	1	30.49	30.49
128 **AMQTSAPTC** - Trim Vertical Corner **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 J42	1	41.64	41.64
129 **AMQTSAPTC** - Trim Vertical Corner	12	41.64	499.68

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
129	**Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 J54			
130	**AMQTSAPTC** - Trim Vertical Corner **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 J66	23	41.64	957.72
131	**AMQTSAPTXC** - Trim Vertical Corner Change of height **Height:** 12.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 COH12	12	30.49	365.88
132	**AMQTSAPTE** - Trim Vertical End of run **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 E42	1	30.49	30.49
133	**AMQTSAPTE** - Trim Vertical End of run **Height:** 54.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 E54	12	30.49	365.88
134	**AMQTSAPTE** - Trim Vertical End of run **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low	16	30.49	487.84

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
134 AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 E66			
135 **AMQTSAWLR** - Worksurface Straight **Width:** 42.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/42	24	85.88	2,061.12
136 **AMQTSAWLR** - Worksurface Straight **Width:** 48.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/48	12	98.53	1,182.36
137 **AMQTSAWLR** - Worksurface Straight **Width:** 66.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 01. WORKSTATIONS - AREA 4 24/66	1	134.59	134.59
138 **CRCT** - Common Top, Worksurface **Depth:** 28.00000 **Width:** 64.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 01. WORKSTATIONS - AREA 4 CT/28/64	1	100.19	100.19

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
Sub Total			81,772.11
SANTA FE SPRINGS, CITY OF			817.73
LOS ANGELES, COUNTY OF			2,862.02
CALIFORNIA, STATE OF			4,906.30
Total			**90,358.16**
02. LOBBY WORKSTATIONS			
139 **REVIPEDESTAL** - AMQ Revi Pedestal **Storage:** Drawer / File **Storage Finish:** Paint F1 - Platinum **Expandable Bag Drop:** No Bag Drop **Magnetic Seat Cushion:** No Cushion **Pencil Tray:** with Pencil Tray AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS PS/DF	1	300.77	300.77
140 **APS2B** - Activ2.0Base, 2 Stage **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS AP-29-C	3	429.36	1,288.08
141 **APS2** - Activ2.0Desk, Stage 2 **Width:** 70.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 29/70/-2S-C	1	598.92	598.92
142 **AMQTSAE986694B** - BASE POWER IN 4 CIRCUIT **Wiring:** 4 CIRCUIT 3I+1 AMQSOLUTIO	3	163.96	491.88

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
142	**Tag For** 02. LOBBY WORKSTATIONS BPI			
143	**AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS CFI-D-C	4	250.00	1,000.00
144	**AMQTSATCANT** - Cantilever On module application **Support Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS CANT	3	43.50	130.50
145	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 1 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS	1	117.86	117.86
146	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 2 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS	1	117.86	117.86
147	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 3 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS	1	158.76	158.76
148	**JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS JAKU	4	405.82	1,623.28

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
149	**JAKU003** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, White/Grey **Seat Cover Finish:** Brisa BR01 - Black Onyx **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS JAKU	1	425.00	425.00
150	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 24/42m	1	281.82	281.82
151	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 24/42m	2	187.76	375.52
152	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY	3	288.88	866.64

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
152	**Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 30/42m			
153	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 30/42m	3	194.82	584.46
154	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 36/42m	8	307.10	2,456.80
155	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 42.00000	2	213.04	426.08

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
155 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 36/42m			
156 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 60/42m	1	380.35	380.35
157 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 60/42m	2	286.28	572.56
158 **AMQTS2PBBFU** - PedestalBox/box/file Under worksurface	3	231.26	693.78

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
158 **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS BBF			
159 **AMQTS2PFFU** - PedestalFile/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS FF	3	212.67	638.01
160 **AMQTSAPTC** - Trim Vertical Corner **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS J42	10	41.64	416.40
161 **AMQTSAPTE** - Trim Vertical End of run **Height:** 42.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS E42	7	30.49	213.43
162 **AMQTSAWLR** - Worksurface Straight **Width:** 60.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE	3	123.06	369.18

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
162 (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 02. LOBBY WORKSTATIONS 24/60			
163 **CRCT** - Common Top, Worksurface **Depth:** 28.00000 **Width:** 70.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 02. LOBBY WORKSTATIONS CT/28/70	3	112.66	337.98
Sub Total			14,865.92
SANTA FE SPRINGS, CITY OF			148.67
LOS ANGELES, COUNTY OF			520.31
CALIFORNIA, STATE OF			891.96
Total			**16,426.86**
03. BUILDING SAFETY			
164 **REVIPEDESTAL** - AMQ Revi Pedestal **Storage:** Drawer / File **Storage Finish:** Paint F1 - Platinum **Expandable Bag Drop:** No Bag Drop **Magnetic Seat Cushion:** No Cushion **Pencil Tray:** with Pencil Tray AMQSOLUTIO **Tag For** 03. BUILDING SAFETY PS/DF	2	300.77	601.54
165 **APS2B** - Activ2.0Base, 2 Stage **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 03. BUILDING SAFETY AP-29-C	1	429.36	429.36

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
166	**APS2** - Activ2.0Desk, Stage 2 **Width:** 64.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 03. BUILDING SAFETY 29/64/-2S-C	2	583.23	1,166.46
167	**AMQCRBK** - Bookcase-15"D **Width:** 36.00000 **Height:** 66.50000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) AMQSOLUTIO **Tag For** 03. BUILDING SAFETY BC/4/36	1	482.87	482.87
168	**AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 03. BUILDING SAFETY CFI-D-C	3	250.00	750.00
169	**AMQTSATCANT** - Cantilever On module application **Support Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 03. BUILDING SAFETY CANT	1	43.50	43.50
170	**AMQTSAPBWS66** - Connector Panel Wallstart AMQSOLUTIO **Tag For** 03. BUILDING SAFETY WS	1	15.24	15.24
171	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 1 **Controlled Stamp:** No Stamp AMQSOLUTIO	1	117.86	117.86

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
171	**Tag For** 03. BUILDING SAFETY			
172	**AMQTSAEDASB** - DuplexReceptacles,15-Amp-4-Circuit 6pk **Harness:** 4 CIRCUIT 2+2 **Receptacle:** Line 2 **Controlled Stamp:** No Stamp AMQSOLUTIO **Tag For** 03. BUILDING SAFETY	1	117.86	117.86
173	**JAKU006** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 03. BUILDING SAFETY JAKU	3	405.82	1,217.46
174	**AMQTSASUBL** - Overhead Bins with Flat Fronts **Width:** 60.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug AMQSOLUTIO **Tag For** 03. BUILDING SAFETY OH/60	1	395.22	395.22
175	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 03. BUILDING SAFETY 24/66m	1	200.03	200.03
176	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 66.00000	1	321.23	321.23

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
176	**Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 03. BUILDING SAFETY 30/66m			
177	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Surface 1 Finish:** Alloy P527 - BUBBLY **Surface 2 Finish:** Alloy P527 - BUBBLY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** 4 CIRCUIT 2+2 AMQSOLUTIO **Tag For** 03. BUILDING SAFETY 60/66m	1	432.03	432.03
178	**AMQTS2PBBFU** - PedestalBox/box/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Pencil Tray:** with Pencil Tray **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 03. BUILDING SAFETY BBF	1	231.26	231.26
179	**AMQTS2PFFU** - PedestalFile/file Under worksurface **Depth:** 22.00000 **Case Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	1	212.67	212.67

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
179 **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Pull:** Ledge **Drawer Rail:** With Drawer Rail **Key:** Key Plug AMQSOLUTIO **Tag For** 03. BUILDING SAFETY FF			
180 **AMQTSAPTC** - Trim Vertical Corner **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 03. BUILDING SAFETY J66	1	41.64	41.64
181 **AMQTSAPTE** - Trim Vertical End of run **Height:** 66.00000 **Trim Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **End Cap:** Low AMQSOLUTIO **Tag For** 03. BUILDING SAFETY E66	1	30.49	30.49
182 **AMQTSAWLR** - Worksurface Straight **Width:** 60.00000 **Depth:** 24.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE AMQSOLUTIO **Tag For** 03. BUILDING SAFETY 24/60	1	123.06	123.06
183 **CRCT** - Common Top, Worksurface **Depth:** 28.00000 **Width:** 70.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE	1	112.66	112.66

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
183 **Tag For** 03. BUILDING SAFETY CT/28/70			
Sub Total			7,042.44
SANTA FE SPRINGS, CITY OF			70.42
LOS ANGELES, COUNTY OF			246.47
CALIFORNIA, STATE OF			422.53
Total			**7,781.86**
04. BREAK AREA			
184 **TS4TLH40** - Campfire; Big Table-Half depth, 96W x 24D x 40H **TOP OPT:** *OPT:TOP OPTION **LPL TOP:** LPL TOP **TOP-SURF:** TOP SURFACE **LAM LPL:** *TOP-SURF:LAMINATE (LPL) **2L30:** ARCTIC WHITE LPL **CON OPT:** *OPT:CONTRASTING MODESTY PNL OPTION **NOCONMOD:** NO CONTRASTING MODESTY PANEL Campfire Table , 24"d x (60"w) x 40"h **Eng Quote** SF219753 **Eng Quote Product ID** SF00276990 STEELCASE **Tag For** 04. BREAK AREA 24/96	2	1,228.21	2,456.42
185 **COEL400INSERT** - Enea Lottus; Stool-Bar height, Sled base, Polypropylene insert **MTLFRAME:** 4B22 MATTE BRASS **PLASINST:** 003 WHITE **POLYPROP:** 003 WHITE STEELCASE **Tag For** 04. BREAK AREA ENEA LOTTUS	4	494.00	1,976.00
Sub Total			4,432.42
SANTA FE SPRINGS, CITY OF			44.32
LOS ANGELES, COUNTY OF			155.13
CALIFORNIA, STATE OF			265.95
Total			**4,897.82**
05. PUBLC WORKS DIRECTOR			
186 **APS2** - Activ2.0Desk, Stage 2 **Width:** 46.00000	1	519.15	519.15

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
186 **Depth:** 24.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR 24/46/-2S-C			
187 **AMQCRBK** - Bookcase-15"D **Width:** 30.00000 **Height:** 41.78125 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR BC/2/30	1	419.28	419.28
188 **AMQCRBK** - Bookcase-15"D **Width:** 30.00000 **Height:** 72.68750 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR BC/4/30	1	532.92	532.92
189 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR CFI-D-C	1	250.00	250.00
190 **AMQTSATRC** - Channel- Reinforcing **Width:** 48.00000 AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR RC/48	1	23.79	23.79
191 **JAKU004** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, PolishedAluminum Ba se, Black **Seat Cover Finish:** Brisa BR01 - Black Onyx **Packaging:** Knocked Down AMQSOLUTIO	1	419.77	419.77

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
191	**Tag For** 05. PUBLC WORKS DIRECTOR JAKU			
192	**AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR LF/30/FF	1	641.23	641.23
193	**AMQWEM70** - Nimbus Conference Chair **COLOR:** Platinum AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR NIMBUS	5	563.08	2,815.40
194	**AMQCRRECTBL** - Table, Rect **Depth:** 36.25000 **Width:** 72.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Base:** Rectangular Base **Rectangular Base Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Power:** No Power AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR 36.25/72/RB	1	1,072.00	1,072.00
195	**AMQCRDSKSPR** - Desk Single Pedestal, Right Hand **Depth:** 30.00000	1	820.92	820.92

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
195 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Support - Right:** Box/Box/File Pedestal **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR 30/72			
196 **AMQCRCD2HKSSPL** - Credenza Two High with Kneespace, Single Left Hand Pedestal **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Modesty Panel:** Full **Support - Left:** File/File Pedestal **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 05. PUBLC WORKS DIRECTOR 24/72	1	839.38	839.38

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
Sub Total			8,353.84
SANTA FE SPRINGS, CITY OF			83.53
LOS ANGELES, COUNTY OF			292.39
CALIFORNIA, STATE OF			501.24
Total			**9,231.00**
06. PUBLC WORKS ASST DIR			
197 **APS2** - Activ2.0Desk, Stage 2 **Width:** 66.00000 **Depth:** 29.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR 29/66/-2S-C	1	588.03	588.03
198 **AMQCRBK** - Bookcase-15"D **Width:** 30.00000 **Height:** 72.68750 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR BC/4/30	1	532.92	532.92
199 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR CFI-D-C	1	250.00	250.00
200 **AMQTSATRC** - Channel- Reinforcing **Width:** 48.00000 AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR RC/48	1	23.79	23.79
201 **JAKU004** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, PolishedAluminum Ba se, Black **Seat Cover Finish:** Brisa BR31 - Caramel	1	419.77	419.77

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
201	**Packaging:** Knocked Down AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR JAKU			
202	**AMQCRLS2HO** - Low Storage-Two-High, Open **Depth:** 24.00000 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Thickness - Worksurface:** 1.12500 **Application:** Full **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Door:** Open Door AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR O/36	1	470.15	470.15
203	**AMQCRTB** - Tackboard **Height:** 26.25000 **Width:** 60.00000 **Tackboard Finish:** Billiard 5H19 - CUMULUS **Application:** Stacking **Fabric Direction:** HORIZONTAL APPLICATION ONLY AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR	1	251.49	251.49
204	**AMQCRDSKSPR** - Desk Single Pedestal, Right Hand **Depth:** 30.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 25L5 - VIRGINIA WALNUT (LPL) **Headset Finish:** Woodgrain LPL 25L5 - VIRGINIA WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 25L5 - VIRGINIA WALNUT (LPL) **Edge Finish:** Plastic - PG1 6242 - VIRGINIA WALNUT **Support - Right:** Box/Box/File Pedestal **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Counterweight:** With Counterweight	1	820.92	820.92

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
204 **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR 30/72			
205 **AMQCROHSHD** - Stacking Overhead - Hinged Doors **Width:** 60.00000 **Height:** 44.17475 **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Door:** Hinged Doors **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR OC/60	1	640.82	640.82
206 **AMQCRCD2HFSLFL** - Credenza Two High Full Storage, Lateral/Open **Depth:** 24.00000 **Width:** 60.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Storage:** Open/Lateral File **Handedness:** Left Hand **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500	1	935.38	935.38

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
206 AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR 24/60			
207 **AMQCRCD2HFSLFR** - Credenza Two High Full Storage, Open/Lateral **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Storage:** Open/Lateral File **Handedness:** Right Hand **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 06. PUBLC WORKS ASST DIR 24/72	1	1,042.05	1,042.05
208 **WESMDC4NA** - Sterling; Chair-Guest, 4 legs, Armless **Color Scheme:** Contrasting **Back Finish:** Silk 5L37 - BLUE RASPBERRY SLK19 **Seat Finish:** Customers Own Material 5999 - MISC FABRIC HICKORY BUSINESS FURNITURE LLC Purchaser: VENDOR Pattern: MADAM DOTTIE -1001 Color: DEEP -55 Direction: VERTICAL **Base Finish:** Rift Cut/Low Sheen PG2 VP04 - GREY OAK STEELCASE **Tag For** 06. PUBLC WORKS ASST DIR STERLING	2	738.04	1,476.08

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
Sub Total			7,451.40
SANTA FE SPRINGS, CITY OF			74.51
LOS ANGELES, COUNTY OF			260.82
CALIFORNIA, STATE OF			447.09
Total			**8,233.82**
209 **FEE** - Pattern: MADAM DOTTIE -1001 Color: DEEP -55 STCCOM	1	164.10	164.10
07. CONF RMS			
210 **BODICHAIR** - Bodi Task Chair **Frame:** Black Frame, Black Back **Seat Cover Finish:** Brisa BR04 - Truffle **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 07. CONF RMS BODI	18	301.64	5,429.52
211 **BODICHAIR** - Bodi Task Chair **Frame:** Black Frame, Black Back **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 07. CONF RMS BODI	8	301.64	2,413.12
212 **AMQCRRECTBL** - Table, Rect **Depth:** 48.00000 **Width:** 120.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Base:** Rectangular Base **Rectangular Base Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Power:** No Power AMQSOLUTIO **Tag For** 07. CONF RMS 48/120/RB	1	1,754.26	1,754.26
213 **TSBLNSTC1** - Bassline; Credenza, Full back **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL)	1	1,033.01	1,033.01

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
213 **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Base Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Panel Position:** One Sided **Accent Panel:** No Design **Accent Panel Finish:** Textured Paint 7241 - ARCTIC WHITE **Door Type:** Door No Design **Door Finish:** Textured Paint 7241 - ARCTIC WHITE **Leg Type:** Inset STEELCASE **Tag For** 07. CONF RMS ST/28.5H-FB			
214 **TS4WPERLNGE** - 25 1/2" H Lounge Height Personal Table **Size Option:** Modular **Depth:** 16.00000 **Width:** 26.00000 **Top Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Type:** Column **Base Finish:** Smooth Metallic 4799 - PLATINUM METALLIC STEELCASE **Tag For** 07. CONF RMS 16/26/25.5	2	286.45	572.90
215 **CODAV60** - Davos; Bench-Large, 13 1/4D x 59 1/2W x 17 1/2H **Upholstery Finish:** BILLIARD 5H25 - STORM CLOUD **Acrylic Latex Backing:** FABRIC BACKER NOT REQUIRED STEELCASE **Tag For** 07. CONF RMS DAVOS	3	1,349.00	4,047.00
216 **CRRECTBL** - Table, Rectangle **Width:** 96.00000 **Depth:** 42.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Base Type:** Rectangular Base **Rectangular Base Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Thickness - Worksurface:** 1.12500 **Grommet:** No Grommet	2	1,226.79	2,453.58

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
216 STEELCASE **Tag For** 07. CONF RMS 42/96/RB			
Sub Total			17,703.39
SANTA FE SPRINGS, CITY OF			177.04
LOS ANGELES, COUNTY OF			619.62
CALIFORNIA, STATE OF			1,062.20
Total			**19,562.25**
08. PO 3,4,5			
217 **APS2** - Activ2.0Desk, Stage 2 **Width:** 46.00000 **Depth:** 24.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 08. PO 3,4,5 24/46/-2S-C	3	519.15	1,557.45
218 **AMQCRBK** - Bookcase-15"D **Width:** 30.00000 **Height:** 72.68750 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) AMQSOLUTIO **Tag For** 08. PO 3,4,5 BC/4/30	1	532.92	532.92
219 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 08. PO 3,4,5 CFI-D-C	3	250.00	750.00
220 **AMQTSATRC** - Channel- Reinforcing **Width:** 48.00000 AMQSOLUTIO **Tag For** 08. PO 3,4,5 RC/48	3	23.79	71.37

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
221	**JAKU004** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, PolishedAluminum Ba se, Black **Seat Cover Finish:** Brisa BR01 - Black Onyx **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 08. PO 3,4,5 JAKU	1	419.77	419.77
222	**JAKU004** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, PolishedAluminum Ba se, Black **Seat Cover Finish:** Brisa BR11 - Cambridge **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 08. PO 3,4,5 JAKU	2	419.77	839.54
223	**AMQWESMDC4NA** - Sterling Armless 4 Wood Leg Guest Chair **Color Scheme:** Non Contrasting **Back Finish:** Billiard 5H20 - PEWTER **Seat Finish:** Billiard 5H20 - PEWTER **Base Finish:** Rift Cut/Low Sheen VP03 - BLACK OAK AMQSOLUTIO **Tag For** 08. PO 3,4,5 STERLING	6	605.13	3,630.78
224	**AMQCRTB** - Tackboard **Height:** 26.25000 **Width:** 72.00000 **Tackboard Finish:** Billiard 5H19 - CUMULUS **Application:** Stacking **Fabric Direction:** HORIZONTAL APPLICATION ONLY AMQSOLUTIO **Tag For** 08. PO 3,4,5	2	300.31	600.62
225	**AMQCRTB** - Tackboard **Height:** 26.25000 **Width:** 72.00000 **Tackboard Finish:** Billiard 5H20 - PEWTER **Application:** Stacking **Fabric Direction:** HORIZONTAL APPLICATION ONLY AMQSOLUTIO **Tag For** 08. PO 3,4,5	1	300.31	300.31

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
226 **AMQCRDSKSPL** - Desk Single Pedestal, Left Hand **Depth:** 30.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Support - Right:** Full Depth End Panel **Support - Left:** Box/Box/File Pedestal **Modesty Panel:** Full **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 08. PO 3,4,5 30/72	3	820.92	2,462.76
227 **AMQCROHSHD** - Stacking Overhead - Hinged Doors **Width:** 72.00000 **Height:** 44.17475 **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Door:** Hinged Doors **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 08. PO 3,4,5 OC/72	3	739.28	2,217.84
228 **AMQCRCD2HFSLFL** - Credenza Two High Full Storage, Lateral/Open **Depth:** 24.00000 **Width:** 60.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Storage:** Open/Lateral File	2	935.38	1,870.76

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
228 **Handedness:** Left Hand **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 08. PO 3,4,5 24/60			
229 **AMQCRCD2HKSSPR** - Credenza Two High with Kneespace, Single Right Hand Pedestal **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Modesty Panel:** Full **Support - Right:** File/File Pedestal **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 08. PO 3,4,5 24/72	3	839.38	2,518.14

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
Sub Total			17,772.26
SANTA FE SPRINGS, CITY OF			177.73
LOS ANGELES, COUNTY OF			622.04
CALIFORNIA, STATE OF			1,066.36
Total			**19,638.39**
09. PLANNING DIRECTOR			
230 **APS2** - Activ2.0Desk, Stage 2 **Width:** 46.00000 **Depth:** 24.00000 **Leg:** C-Leg **Caster or Glide:** Glides **Worksurface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR 24/46/-2S-C	1	519.15	519.15
231 **BODICHAIR** - Bodi Task Chair **Frame:** Black Frame, Black Back **Seat Cover Finish:** Brisa BR04 - Truffle **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR BODI	2	301.64	603.28
232 **BODICHAIR** - Bodi Task Chair **Frame:** Black Frame, Black Back **Seat Cover Finish:** Brisa BR25 - Skyway **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR BODI	1	301.64	301.64
233 **BODICHAIR** - Bodi Task Chair **Frame:** Black Frame, Black Back **Seat Cover Finish:** Brisa BR27 - Stormy **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR BODI	1	301.64	301.64

Accepted by_____Title_____ Date_____

tangram

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	Description	Quantity	Unit Price	Extended Price
234	**AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads **Arm Finish:** Textured Paint 7018 - PEWTER **Bracket:** CF Through Mount Dual Bracket AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR CFI-D-C	1	250.00	250.00
235	**AMQTSATRC** - Channel- Reinforcing **Width:** 48.00000 AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR RC/48	1	23.79	23.79
236	**JAKU004** - Jaku Chair with Smart Sync Mechanism, 3-Way Adjustable Arms, PolishedAluminum Ba se, Black **Seat Cover Finish:** Brisa BR01 - Black Onyx **Packaging:** Knocked Down AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR JAKU	1	419.77	419.77
237	**AMQCRLS2HO** - Low Storage-Two-High, Open **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Application:** Full **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Door:** Open Door AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR O/30	1	387.69	387.69
238	**CROHHD** - Overhead- Hinged Doors **Size Option:** Modular **Width:** 36.00000 **Attachment Brackets:** Wall Mount Brackets **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Keys:** Key Plug STEELCASE	2	365.07	730.14

Accepted by_____Title_____ Date_____

Description			Quantity	Unit Price	Extended Price
238	**Tag For**	09. PLANNING DIRECTOR OH/36.0000/15			
239	**CROHOP** - Overhead- Open, Personal **Size Option:** Modular **Width:** 36.00000 **Attachment Brackets:** Wall Mount Brackets **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) STEELCASE **Tag For**	09. PLANNING DIRECTOR OH/36.0000/15	2	251.12	502.24
240	**CRTBWM** - Tackboard, Wallmount **Size Option:** Modular **Height:** 20.25000 **Width:** 72.00000 **Tackboard Finish:** Alloy P527 - BUBBLY **Fabric Direction:** Horizontal STEELCASE **Tag For**	09. PLANNING DIRECTOR TB/72/20.2500	1	243.81	243.81
241	**AMQCRDSKSPL** - Desk Single Pedestal, Left Hand **Depth:** 36.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Support - Right:** Full Depth End Panel **Support - Left:** Box/Box/File Pedestal **Modesty Panel:** Full **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO		1	859.49	859.49

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
241 **Tag For** 09. PLANNING DIRECTOR 36/72			
242 **CRBK** - Bookcase **Size Option:** Parametric **Depth:** 15.00000 **Width:** 36.00000 **Height:** 78.50000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) STEELCASE **Tag For** 09. PLANNING DIRECTOR BC/4/36	1	577.49	577.49
243 **AMQCRCD2HKSSPR** - Credenza Two High with Kneespace, Single Right Hand Pedestal **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Headset Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Top:** With Top **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Application:** Full **Modesty Panel:** Full **Support - Right:** File/File Pedestal **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 09. PLANNING DIRECTOR 24/72	1	839.38	839.38
244 **LOCK9201FR** - Lock Cylinder-FR Series, Polished Chrome **LOCK:** 9201 POLISHED CHROME **KEYS:** SK SPEC 2-FR501 STEELCASE **Tag For** 09. PLANNING DIRECTOR	2	N/C	N/C

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
245 **CRRTBL** - Table, Round **Diameter:** 48.00000 **Top Surface Finish:** Woodgrain LPL 2LCW - CLAY WENGE (LPL) **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Base Type:** X-Base **X-Base Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Column Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** 09. PLANNING DIRECTOR 48/XB	1	544.38	544.38
246 **BD1CX1SIDTAL** - Coco Tall Side Table **COLOR:** Black Stained Acacia **SKU:** CX1-SIDTAL-BK BLUDOTDESI **Tag For** 09. PLANNING DIRECTOR COCO	1	528.85	528.85
Sub Total			7,632.74
SANTA FE SPRINGS, CITY OF			76.32
LOS ANGELES, COUNTY OF			267.16
CALIFORNIA, STATE OF			457.97
Total			**8,434.19**
10. SMALL WAITING			
247 **CUT YARDAGE-CH-2** - CARNEGIE ORENDA PLAID 6068-1 CARNEGIEFA **Tag For** 10. SMALL WAITING CUT YARDAGE-CH-2	2	121.79	243.58
248 **110037** - Sofy, 25.5x25x34, Guest Chair, Multiple Textiles **Base:** **MAL:** Metal Base **ION:** Ion (Super Matte) **Zipper:** **BK4:** Black **Shell Fabric, Manufacturer:** **~MAH:** Maharam **~MESSENGER:** Messenger - Grade 4 **3011115:** Azure 041	1	1,056.65	1,056.65

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
248 **Seat/Back Cushions Fabric, Manufacturer:** **~MAH:** Maharam **~MESSENGER:** Messenger - Grade 4 **3011115:** Azure 041 OFSSALESCO **Tag For** 10. SMALL WAITING 110037			
249 **110037** - Sofy, 25.5x25x34, Guest Chair, Multiple Textiles **Base:** **MAL:** Metal Base **ION:** Ion (Super Matte) **Zipper:** **BK4:** Black **Shell Fabric, Manufacturer:** **~MAH:** Maharam **~MESSENGER:** Messenger - Grade 4 **3011115:** Azure 041 **Seat/Back Cushions Fabric, Manufacturer:** **~MAH:** Maharam **~MESSENGER:** Messenger - Grade 4 **3011115:** Azure 041 OFSSALESCO **Tag For** 10. SMALL WAITING 110037	1	1,056.65	1,056.65
250 **BD1CX1SIDTAL** - Coco Tall Side Table **COLOR:** Black Stained Acacia **SKU:** CX1-SIDTAL-BK BLUDOTDESI **Tag For** 10. SMALL WAITING COCO	2	528.85	1,057.70
Sub Total			3,414.58
SANTA FE SPRINGS, CITY OF			34.16
LOS ANGELES, COUNTY OF			119.51
CALIFORNIA, STATE OF			204.87
Total			**3,773.12**
11. MISC STORAGE			
251 **26-452** - 26.56"d x 18.15"w x 52"h, 4 Drawer - Legal Size, Lock, 2600 SERIES, UNIVERSAL FILING	2	500.00	1,000.00

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
251 **Metal File Case & Storage Front Paint Finishes {20}:** **COLOR:** Metal File Case & Storage Front Paint Finishes (Color Match **STL:** Steelcase Color Match **Q15:** 1-Platinum Metallic (Metallic) **Lock Option {40}:** **W401:** C-Keyed For Lock #W401 **Interlock Safety Mech (For 4 Openings) {73}:** **LI-4:** M-Interlock (For 4 Openings) **Commercial or GSA Offering:** **~STD:** Non-GSA (Commercial Furniture Offering) GLOBALFURN **Tag For** 11. MISC STORAGE VF			
252 **26-452** - 26.56"d x 18.15"w x 52"h, 4 Drawer - Legal Size, Lock, 2600 SERIES, UNIVERSAL FILING **Metal File Case & Storage Front Paint Finishes {20}:** **COLOR:** Metal File Case & Storage Front Paint Finishes (Color Match **STL:** Steelcase Color Match **Q37:** 1-Midnight Texture (Textured) **Lock Option {40}:** **W401:** C-Keyed For Lock #W401 **Interlock Safety Mech (For 4 Openings) {73}:** **LI-4:** M-Interlock (For 4 Openings) **Commercial or GSA Offering:** **~STD:** Non-GSA (Commercial Furniture Offering) GLOBALFURN **Tag For** 11. MISC STORAGE VF	10	500.00	5,000.00
253 **26-552** - 26.56"d x 18.15"w x 64.25"h, 5 Drawer - Legal Size, Lock, 2600 SERIES, UNIVERSAL FILING **Metal File Case & Storage Front Paint Finishes {20}:** **COLOR:** Metal File Case & Storage Front Paint Finishes (Color Match **STL:** Steelcase Color Match **Q37:** 1-Midnight Texture (Textured) **Lock Option {40}:** **W401:** C-Keyed For Lock #W401	11	703.50	7,738.50

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
253	**Interlock Safety Mech (For 5 Openings) {74}:** **LI-5:** M-Interlock (For 5 Openings) **Commercial or GSA Offering:** **~STD:** Non-GSA (Commercial Furniture Offering) GLOBALFURN **Tag For** 11. MISC STORAGE VF			
254	**4998WHR** - SAFECO 5-DRAWER STEEL FLAT FILE FOR 36X48 DOCUMENTS COLOR: WHITE 41.5"D X 53.5"H SAFCOPRODU **Tag For** 11. MISC STORAGE 4998WHR	8	1,876.92	15,015.36
255	**4999WHR** - SAFECO CLOSED BASE FOR UNIT 49998 COLOR: WHITE 38.755"D X 6"H SAFCOPRODU **Tag For** 11. MISC STORAGE 4999WHR	4	322.05	1,288.20
256	**4981** - SAFECO LOCK KIT FOR 5 DRAWER FILES SAFCOPRODU **Tag For** 11. MISC STORAGE 4981	8	81.03	648.24
257	**DSPOWER** - Powerstrip-Desktop **Power Configuration:** 3 Power **Power Finish:** Plastic - PG1 6053 - SEAGULL **Power Mount:** C-Clamp **Utility Power:** No Utility w/OCP **Plug:** STANDARD NEMA 5-15 3-PRONG **Power Cord:** 8' Standard Cord **Cord Color:** Black **PVC:** With PVC STEELCASE **Tag For** 11. MISC STORAGE PS/3P-8S	1	219.90	219.90
258	**RSC18303CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 18D x 30W x 40H **BASIC:** 4799 PLATINUM METALLIC **LOCK:** 9201 POLISHED CHROME	1	718.46	718.46

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
258 **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 11. MISC STORAGE SC/40			
259 **RSC18303CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 18D x 30W x 40H **BASIC:** 7239 MIDNIGHT (TRANS) **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 11. MISC STORAGE SC/40	5	677.67	3,388.35
260 **RSC18363CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 18D x 36W x 40H **BASIC:** 7239 MIDNIGHT (TRANS) **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 11. MISC STORAGE SC/40	2	746.02	1,492.04
261 **RSC18363CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 18D x 36W x 40H **BASIC:** 7241 ARCTIC WHITE **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 11. MISC STORAGE SC/40	1	746.02	746.02
262 **RSC24363CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 24D x 36W x 40H **BASIC:** 7239 MIDNIGHT (TRANS) **LOCK:** 9201 POLISHED CHROME	1	798.21	798.21

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price	Extended Price
262	**KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 11. MISC STORAGE SC/40			
263	**RSC24306QF** - Cabinet-Storage, 5 adjustable shelves, Flush steel front, 24D x 30W x 83 1/2H **BASIC:** 7239 MIDNIGHT (TRANS) **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **STL TOP:** STD:1" STEEL TOP STEELCASE **Tag For** 11. MISC STORAGE SC/83-1/2	1	1,120.87	1,120.87
264	**RSC24366QF** - Cabinet-Storage, 5 adjustable shelves, Flush steel front, 24D x 36W x 83 1/2H **BASIC:** 4799 PLATINUM METALLIC **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **STL TOP:** STD:1" STEEL TOP STEELCASE **Tag For** 11. MISC STORAGE SC/83-1/2	4	1,281.10	5,124.40
265	**RSC24366QF** - Cabinet-Storage, 5 adjustable shelves, Flush steel front, 24D x 36W x 83 1/2H **BASIC:** 7239 MIDNIGHT (TRANS) **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **STL TOP:** STD:1" STEEL TOP STEELCASE **Tag For** 11. MISC STORAGE SC/83-1/2	1	1,220.10	1,220.10
266	**LOCK9201FR** - Lock Cylinder-FR Series, Polished Chrome **LOCK:** 9201 POLISHED CHROME **KEYS:** SK SPEC	41	N/C	N/C

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
266 1-FR401 1-FR402 1-FR403 1-FR404 1-FR405 1-FR406 1-FR407 1-FR408 1-FR409 1-FR410 1-FR411 1-FR412 1-FR413 1-FR414 1-FR415 1-FR416 1-FR417 1-FR418 1-FR419 1-FR420 1-FR421 1-FR422 1-FR423 1-FR424 1-FR425 1-FR426 1-FR427 1-FR428 1-FR429 1-FR430 1-FR431 1-FR432 1-FR433 1-FR434 1-FR435 1-FR436 1-FR437 1-FR438 1-FR439 1-FR440 1-FR441 STEELCASE **Tag For** 11. MISC STORAGE			
267 **RLF18305F** - Universal; Lateral file, 1 lift up door / fixed shelf, 4 drawers, Flush steel fr ont, 18D x 30W x 65 1/2H **Basic Finish:** METALLIC PAINT 4799 - PLATINUM METALLIC **Lock Finish:** POLISHED CHROME 9201 - POLISHED CHROME **Key:** KEY PLUG	8	1,162.03	9,296.24

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
267 **Top:** 1" STEEL TOP **Lift Up Door/Shelf:** DOOR W/FIXED SHELF **Lock:** CENTRAL LOCKING DWR **File Drawer Accessories:** DRAWERS WITH HF'S **Weight Package:** COUNTERWEIGHT PKG STEELCASE **Tag For** 11. MISC STORAGE LF/5/30			
268 **RLF18365F** - Universal; Lateral file, 1 lift up door / fixed shelf, 4 drawers, Flush steel fr ont, 18D x 36W x 65 1/2H **Basic Finish:** METALLIC PAINT 4799 - PLATINUM METALLIC **Lock Finish:** POLISHED CHROME 9201 - POLISHED CHROME **Key:** KEY PLUG **Top:** 1" STEEL TOP **Lift Up Door/Shelf:** DOOR W/FIXED SHELF **Lock:** CENTRAL LOCKING DWR **File Drawer Accessories:** DRAWERS WITH HF'S **Weight Package:** COUNTERWEIGHT PKG STEELCASE **Tag For** 11. MISC STORAGE LF/5/36	12	1,332.55	15,990.60
269 **RLF18425F** - Universal; Lateral file, 1 lift up door / fixed shelf, 4 drawers, Flush steel fr ont, 18D x 42W x 65 1/2H **Basic Finish:** METALLIC PAINT 4799 - PLATINUM METALLIC **Lock Finish:** POLISHED CHROME 9201 - POLISHED CHROME **Key:** KEY PLUG **Top:** 1" STEEL TOP **Lift Up Door/Shelf:** DOOR W/FIXED SHELF **Lock:** CENTRAL LOCKING DWR **File Drawer Accessories:** DRAWERS WITH HF'S **Weight Package:** COUNTERWEIGHT PKG STEELCASE **Tag For** 11. MISC STORAGE LF/5/42	1	1,492.78	1,492.78
270 **RLF18423F** - Universal; Lateral file, 3 drawers, Flush steel front, 18D x 42W x 40H **Basic Finish:** TEXTURED PAINT 7239 - MIDNIGHT (TRANS) **Lock Finish:** POLISHED CHROME 9201 - POLISHED	1	897.43	897.43

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
270 CHROME **Key:** KEY PLUG **Top:** NO TOP **Lock:** CENTRAL LOCKING DWR **File Drawer Accessories:** DRAWERS WITH HF'S **Weight Package:** COUNTERWEIGHT PKG STEELCASE **Tag For** 11. MISC STORAGE LF/3/42			
271 **RAFSL** - Universal, File, Surround, Laminate **Depth:** 18.00000 **Width:** 192.25000 **Height:** 39.00000 **Top Surface Finish:** Woodgrain HPL 2HCW - CLAY WENGE (HPL) **Profile - A:** 1MM Plastic Edge **Profile - B:** 1MM Plastic Edge **Profile - C:** 1MM Plastic Edge **Profile - D:** 1MM Plastic Edge **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Sectioned Top:** 2 Sectioned Top **Grain Direction Top:** Long Grain **End Panel:** End Panel - Left and Right **Back Panel:** No Back Panel **End Panel Finish:** Woodgrain HPL 2HCW - CLAY WENGE (HPL) **End Panel Grain Direction:** Vertical Grain Direction STEELCASE **Tag For** 11. MISC STORAGE FS/18(18)/194.848(192.25)	1	831.38	831.38
272 **RAFSL** - Universal, File, Surround, Laminate **Depth:** 18.00000 **Width:** 96.00000 **Height:** 39.24800 **Top Surface Finish:** Woodgrain HPL 2410 - GRAPHITE WALNUT (HPL) **Profile - A:** 1MM Plastic Edge **Profile - B:** 1MM Plastic Edge **Profile - C:** 1MM Plastic Edge	1	544.81	544.81

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
272 **Profile - D:** 1MM Plastic Edge **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Sectioned Top:** 1 Sectioned Top **Grain Direction Top:** Long Grain **End Panel:** End Panel - Left and Right **Back Panel:** No Back Panel **End Panel Finish:** Woodgrain HPL 2410 - GRAPHITE WALNUT (HPL) **End Panel Grain Direction:** Vertical Grain Direction STEELCASE **Tag For** 11. MISC STORAGE FS/18.25(18)/98.598(96)			
273 **RAFSL** - Universal, File, Surround, Laminate **Depth:** 36.00000 **Width:** 78.12500 **Height:** 39.00000 **Top Surface Finish:** Woodgrain HPL 2HCW - CLAY WENGE (HPL) **Profile - A:** 1MM Plastic Edge **Profile - B:** 1MM Plastic Edge **Profile - C:** 1MM Plastic Edge **Profile - D:** 1MM Plastic Edge **Edge Finish:** Plastic - PG1 6706 - CLAY WENGE **Sectioned Top:** 1 Sectioned Top **Grain Direction Top:** Long Grain **End Panel:** End Panel - Left and Right **Back Panel:** No Back Panel **End Panel Finish:** Woodgrain HPL 2HCW - CLAY WENGE (HPL) **End Panel Grain Direction:** Vertical Grain Direction STEELCASE **Tag For** 11. MISC STORAGE FS/36.0625(36)/80.723(78.125)	1	693.54	693.54
274 **RAFSL** - Universal, File, Surround, Laminate **Depth:** 41.50000 **Width:** 107.12500 **Height:** 39.24800 **Top Surface Finish:** Solid HPL 2730 - ARCTIC WHITE **Profile - A:** 1MM Plastic Edge	2	873.62	1,747.24

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price	Extended Price
274 **Profile - B:** 1MM Plastic Edge **Profile - C:** 1MM Plastic Edge **Profile - D:** 1MM Plastic Edge **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Sectioned Top:** 1 Sectioned Top **Grain Direction Top:** No Grain Direction **End Panel:** End Panel - Left and Right **Back Panel:** No Back Panel **End Panel Finish:** Solid HPL 2730 - ARCTIC WHITE **End Panel Grain Direction:** No Grain Direction STEELCASE **Tag For** 11. MISC STORAGE FS/41.75(41.5)/109.723(107.125)			
Sub Total			77,012.67
SANTA FE SPRINGS, CITY OF			770.11
LOS ANGELES, COUNTY OF			2,695.46
CALIFORNIA, STATE OF			4,620.74
Total			**85,098.98**
Safeco High Density Storage			
275 **EACH** - MODEL EML3673G - QTY 1 Mobile Lite Typical 14' x 4'; Legal End Tab Filing, 7-Tier, Locking System, 1,939 LFI MODEL A35CH5 - QTY 2 Indexing Card Holders for Upright/End Panel; Package of 5 FLOORLCK1ML - QTY 1 Mobile Lite Floor Lock SAFCOPRODU **Tag For** 11. MISC STORAGE EML3673G	1	13,627.69	13,627.69
276 **FEE** - Safco Installation Services Prevailing Wage SAFCOPRODU	1	3,589.74	3,589.74
Sub Total			17,217.43
SANTA FE SPRINGS, CITY OF			172.18
LOS ANGELES, COUNTY OF			602.61
CALIFORNIA, STATE OF			1,033.04
Total			**19,025.26**

Accepted by_____Title_____ Date_____

tangram™

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	Description	Quantity	Unit Price	Extended Price
277	**FEE** - Freight Charge BLUDOTDESI	1	74.04	74.04
278	Fee to receive direct to site, off-load stage and install. Work peformed during normal business hours. Prevailing Wage Labor Stair carry not included. Area to be free and clear at time of installation. (FEE)	1	55,240.00	55,240.00
290	Fee to tear down existing (26) workstations, (4) private offices and (2) reception station, transport to Tangram for disposal. Prevailing Wage Normal business hours. Stair carry not included. Area to be free at clear at time of removal. (FEE)	1	15,615.00	15,615.00

Quotation Totals	
Sub Total	371,804.47
SANTA FE SPRINGS, CITY OF	3,718.07
LOS ANGELES, COUNTY OF	13,013.31
CALIFORNIA, STATE OF	22,308.29
Grand Total	**410,844.14**

End of Quotation

Accepted by_____Title_____ Date_____

ITEM # 34

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **FIRE STATION HEADQUARTERS OFFICE RENOVATION – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve adding the Fire Station Headquarters Office Renovation project to the Capital Improvement Program; and

2) Appropriate $1,134,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the Fire Station Headquarters Office Renovation project; and

3) Approve the Plans and Specifications for the subject project; and

4) Authorize the City Engineer to advertise for construction bids; and

5) Authorize the purchase of office furniture for the Fire Station Headquarters from Tangram, utilizing cooperative purchasing through Sourcewell Contract Number 091423-STI and authorize the Finance Director to issue a purchase order to Tangram in the amount of $175,116.59; and

6) Authorize the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, purchase orders, agreements, amendments, payment requests and so forth, which may be necessary for the completion of project; and

7) Authorize the City Manager to execute a contract with WILLSCOT in the amount of $59,620.35 for Fire Department temporary office trailers; and

8) Authorize the City Clerk to file a Notice of Exemption for the subject project with the Los Angeles Registrar-Recorder; and

9) Take such additional, related action that may be desirable.

FISCAL IMPACT

Staff is recommending the Fire Station Headquarters Office Renovation project be funded by the Utility Users Tax (UUT) Capital Improvements Fund in the amount of $1,134,000.

The total project cost breakdown is estimated as follows:

ITEM		BUDGET
Construction (Includes: Office Furniture, Interior Office Renovation, Temporary Office Trailers)	$	749,000
Design	$	50,000
Engineering	$	70,000
Inspection	$	115,000
Contingency	$	150,000
Estimated Total Project Cost:	**$**	1,134,000

Staff is recommending authorization for the Director of Finance to issue a purchase order to Tangram in the amount of $175,116.59 for the Fire Station Headquarters office furniture and approval to utilize a cooperative purchase with Sourcewell utilizing Contract Number 091423-STI (Attachment A) in accordance with SFSMC 34.18. The purchase order would include the removal of existing office furniture and furnishing/installing new office furniture. Sourcewell solicited bids and Steelcase was the lowest bidder and utilized Tangram as a local vendor. Tangram's quote is included in Attachment B.

Staff is recommending authorization for the City Manager to execute a contract with WILLSCOT in the amount of $59,620.35 for the Fire Department's temporary office trailers. The construction of the improvements will require the contractor to have full access to the facility. To minimize the impact of Fire Department services during construction, staff is recommending the installation of temporary office trailers be set up in the Fire Station Headquarters parking lot. The Fire Department staff will work from the temporary trailers during the construction of the project.

City staff recommends that the City Manager, or their designee, be authorized to negotiate and execute all necessary documents related to the project. This includes, but is not limited to, purchase orders, agreements, amendments, and payment requests.

BACKGROUND

The proposed Fire Station Headquarters Office Renovation project is located at 11300 Greenstone Avenue. The existing office furniture has reached the end of its useful service life and requires replacement to meet the operational needs of the Fire Department.

The scope of work for the project includes removing all existing office furniture and replacing it with new furniture. The construction contract will be advertised separate from the furniture purchase and includes removing and replacing all carpet flooring, tiles, base cove trim, ceiling light fixtures, abatement of lead/asbestos, demolition of doors/cabinets/janitorial sink/wallpaper, installing T-Bar ceiling seismic bracing, painting interior walls and all the ceilings. Additionally, temporary office trailers will be leased by the City during the construction phase of the project.

ANALYSIS

Not applicable.

ENVIRONMENTAL

Pursuant to the guidelines of the California Environmental Quality Act (CEQA), the Fire Station Headquarters Furniture Improvement project is categorically exempt under Class 1(c) for existing facilities. Under CEQA, a project is exempt if the scope of work is limited to the repair, maintenance, and minor alterations of an existing facility.

DISCUSSION

The completion of the Fire Station Headquarters Office Renovation project will increase office functionality and provide an aesthetically pleasing appearance.

SUMMARY/NEXT STEPS

Upon approval of the City Council of the recommended actions, City staff will advertise the project and await the construction bid opening, as well as execute the office furniture purchase order. The furniture is a long lead item and will be ordered with the anticipation of the construction completion in March 2025.

ATTACHMENTS:

A. Sourcewell Contract Information
B. Tangram Quote
C. WILLSCOT Quote

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

ATTACHMENT A

091423-STI

Solicitation Number: RFP #091423

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Steelcase Inc., 901 44th Street SE, Grand Rapids, MI 49508 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Furniture Solutions with Related Accessories and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires December 4, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

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2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

"Supplier", when used in connection with a purchase order, shall refer to the Dealer responsible for activities related to fulfilling the purchase order including, but not limited to, specifying, quoting, ordering, delivering, installing, invoicing and collection in accordance with the terms of this Contract. In certain situations, or in locations where no Dealer is available, Supplier may act as the Vendor under this Agreement.

"Dealer" means always an authorized dealer of Supplier, who will become bound to the terms and conditions of this Agreement through signing a separate document, solely between Supplier and Dealer, agreeing to the same.

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3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

Unless otherwise provided herein, when providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase, excluding applicable sales or use taxes and/or surcharges, which will be captured on the applicable invoice.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed

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from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

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Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone

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agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;

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- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment and Products provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment and Products purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract. Any such audit will include transactions which have occurred within two (2) years of the agreed upon audit date.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

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10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

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12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

   a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

   b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices,

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informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.

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3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect,

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contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:
$2,000,000 per claim or event
$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

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Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

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B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-

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federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit

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Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a members of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

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I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier will work with Participating Entities on a case-by-case basis to determine if it can comply with Buy American provisions.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

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P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	Steelcase Inc.
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Megan Maguire 0F725437B2334EF...
By: _____	By: _____
Jeremy Schwartz	Megan Maguire
Title: Chief Procurement Officer	Title: Pricing and Contracts Manager
Date: 12/1/2023 | 2:52 PM CST	Date: 12/1/2023 | 8:39 PM CET

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Approved:

By: DocuSigned by: Chad Coauette 48BAF71B0894454...

Chad Coauette

Title: Executive Director/CEO

Date: 12/1/2023 | 5:33 PM CST

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ADDITIONAL DEFINITIONS

For the purpose of this Agreement, the following definitions are agreed upon and may be used in both the singular and the plural without affecting their significance.

Designated Location– The physical delivery location as specified on Participating Entities' purchase order and acknowledged by Dealer.

Drop Ship – Pursuant to FCA (Incoterms®2010) and FOB (Uniform Commercial Code), freight is prepaid and pricing for Products includes delivery from the applicable Steelcase factory to the receiving dock of Participating's Designated Location. For drop shipments, it will be Participating Entities' responsibility to inspect the Products upon delivery and report claims to Dealer within a reasonable time frame to ensure that proper claims procedures are followed in the event of damage.

EDI (Electronic Data Interchange) – A computer-to-computer transfer of business documents used for the transmission of purchasing documents such as purchase orders, modifications, and invoices.

Large Order – One quantity of Products to be shipped at one time to one location with a minimum list price value of:

Steelcase Products (other than exceptions below).....USD 500,000 or equivalent
Coalesse.....USD 75,000 or equivalent
Turnstone, Steelcase Health .....USD 150,000 or equivalent

List Price – The price set forth in Steelcase's published Price List.

Negotiate – Mutually agreed upon price to be arrived at between Participating Entities, Dealer, and Steelcase.

New Products – Products are considered new for a period of two years from the date on which they are first shipped in a particular market.

Order Size – One quantity of Product to be shipped at one time to one location.

Port of Embarkation – The port from which a vessel (ship or airplane) departs upon the start of a voyage when Product is exported.

Price List – A general term which covers a variety of specific naming conventions such as Specification Guides, Price Guides, Price and Product Manuals, Catalogs, and Electronic Catalogs (ECAT's).

Special Products – Products that are not available as such in Steelcase's standard Price Lists and require variations in design, i.e., dimensions, features, function, colors and/or other type of finishes, in order to meet customer specific requests.

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PARTICIPATING DEALERS

LIST OF PARTICIPATING STEELCASE DEALERS

Participating Dealers as of the date of this Agreement are listed below. Additions to and/or deletions from this list may be requested at any time by Sourcewell. The most current listing of authorized Steelcase dealers can be consulted at WWW.STEELCASE.COM.

Sourcewell may add or delete an authorized dealer to participate in this Agreement at its discretion. In such event, Sourcewell shall provide a written notification to Steelcase. In the event that Sourcewell desires to add an authorized dealer, Steelcase will secure such authorized dealer's written acceptance of the terms of the Agreement. In the event of a deletion, such deletion will become effective thirty (30) days from receipt of Sourcewell's written notification.

Changes to this Exhibit [ ] need not be incorporated into a written amendment to the Agreement.

UNITED STATES:

CANADA:

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ORDERS - PROCEDURE; CANCELLATION AND CHANGES

A. Procedure

Participating shall initiate orders by sending to Dealer a written or electronically transmitted (EDI) purchase order ("Order") containing the minimum required information listed below:

- Participating's Order reference number.
- Designation of Products (e.g., style number) and/or services covered by the Order.
- Designation of surface materials.
- Quantity ordered.
- Price.
- Requested delivery date.
- "Ship to" address including contact name, dock information, etc.
- Billing address for invoices.
- Any special shipping or handling requirements.

Dealer and Steelcase will use their best efforts to comply with delivery dates requested by Participating on Orders. For Large Orders, Steelcase recommends that Participating provide as much notice as possible to Dealer in advance of the Order to reserve manufacturing capacity. Dealer shall acknowledge receipt of each Order to Participating, noting the acknowledged Steelcase ship from factory and scheduled local delivery dates.

B. Cancellation and Changes

Participating shall have the right to change or cancel any Order by delivering written notice to Dealer. Except as otherwise provided herein, any such change or cancellation shall be without charge prior to commencement of production of such Order. If production has begun (including the ordering of parts and materials), a charge may be applied up to the full invoice amount of the Order.

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DELIVERY AND INSTALLATION PROVISIONS

Whenever delivery and/or installation is performed by Dealer, the following general provisions shall apply:

A. Labor Charges

Installation will be performed by an authorized Steelcase dealer and is based on delivery during normal working hours within the authorized Steelcase dealer's standard service area, utilizing non-union labor. Additional labor charges may result from the following, and shall be confirmed to Participating Entities in advance:

- Work performed outside of the normal working hours at Participating Entities' request.
- Delivery and Installation outside the standard service area, which is typically outside of a 25-mile radius from a servicing dealer.
- Use of union labor due to trade regulations.
- Installation of, or work in connection with, furniture lighting, HVAC, cabling, wiring, prewired panels, power hook-up and various electrical work.
- Work disruptions due to other trades, unions or subcontractors.

B. Special Markings, Packaging or Handling

If special markings, packaging or handling is requested by Participating Entities, it may be subject to additional charges.

C. Condition of Job Site

The job site shall be clean and free of debris prior to installation. Adequate facilities for offloading, staging, moving, and handling of Products shall be provided without charge by Participating Entities.

D. Job Site Service

Electric current, heat, hoisting and/or elevator service, and containers for the disposal of packing materials will be furnished without charge by Participating Entities.

E. Storage

In the event that physical delivery and/or installation are delayed at Participating Entities's Designated Location due to causes outside the control of Dealer or Steelcase, the Products will be stored at Participating Entities's expense. All charges related to the delay (e.g., storage costs, labor for loading and unloading) will be confirmed to Participating Entities by Dealer at the time of the delay. Invoices for Products placed into storage will be sent by Dealer to Participating Entities to be paid as if the Products had been delivered as scheduled.

After the Products arrive at the designated site, safe and adequate storage space will be provided by Participating Entities if immediate installation cannot be accomplished. If the space provided is inadequate, requiring excessive sorting or movement, a charge may be applied based upon agreement between Participating Entities and Dealer.

F. Assembly

Dealer's ability to assemble Products shipped knocked down or to attach, affix, or bolt in place movable Products is sometimes dependent on union jurisdictional agreements. If trade regulations in force at the time of installation require the use of union tradesmen or tradesmen other than Dealer's own installation personnel at the site, all resulting additional charges (e.g., the differential between union's or other tradesmen's hourly rate and the non-union hourly rate of Dealer's personnel) will be paid by Participating Entities.

G. Damage

Pursuant to the applicable Incoterm, any loss or damage to the Products by weather, other trades (such as painting or plastering), fire, or other elements shall be the responsibility of Participating Entities after the Products are delivered by Dealer; and Participating Entities agrees to hold Dealer harmless from loss for such reason. Notwithstanding the foregoing, however, any loss or damage to the Products caused by Dealer, its employees or subcontractors during installation shall be the responsibility of Dealer.

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H. Insurance

During the term of this Agreement, Dealer and Steelcase will each maintain all applicable insurance coverage consistent with local insurance requirements and local practices, adequate to meet their liabilities under the Agreement; and Dealer's insurance shall be primary. Insurance certificates are available from Dealer or Steelcase upon request. Fire, tornado, flood, earthquake, windstorm, and other all risks insurance coverage and other applicable insurance at the site will be the responsibility of Participating Entities (including any deductibles thereunder).

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RFP 091423 - Furniture Solutions with Related Accessories and Services

Vendor Details

Company Name:	Steelcase Inc.
Address:	901 44th Street SE Grand Rapids, MI 49508
Contact:	Nate Kolakowski
Email:	nkolakow@steelcase.com
Phone:	616-430-0356
Fax:	616-246-4918
HST#:	380819050

Submission Details

Created On:	Thursday August 03, 2023 09:08:30
Submitted On:	Thursday September 14, 2023 10:36:28
Submitted By:	Jenny Knodell
Email:	jknodell@steelcase.com
Transaction #:	b72060d1-0813-4bad-8e88-9b5abb49c66b
Submitter's IP Address:	107.219.68.16

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Steelcase Inc.	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Our family of brands include Steelcase®, AMQ®, Coalesse®, Designtex®, HALCON, Orangebox®, Smith System® and Viccarbe®. We offer a comprehensive portfolio of furniture and architectural products and services designed to help customers create workplaces that help people reach their full potential at work, wherever work happens.	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	All listed DBA names include Steelcase®, AMQ®, Coalesse®, Designtex®, HALCONTM, Orangebox®, Smith System® and Viccarbe®.	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	39880	*
5	Proposer Physical Address:	901 44th Street SE Grand Rapids, MI 49508	*
6	Proposer website address (or addresses):	www.steelcase.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Nate Kolakowski Industry Sales Leader, State & Local Government 901 44th Street SE Grand Rapids, MI 49508 nkolakow@steelcase.com 616.430.0356	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Nate Kolakowski Industry Sales Leader, State & Local Government 901 44th Street SE Grand Rapids, MI 49508 nkolakow@steelcase.com 616.430.0356	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jeff Fredrickson Director, Steelcase Government Solutions 901 44th Street SE Grand Rapids, MI 49508 jfredric@steelcase.com 616.292.9904	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Established in 1912, Steelcase is a global design and thought leader in the world of work. We help people do their best work by creating places that work better. Along with more than 35 creative and technology partner brands, we design and manufacture innovative furnishings and solutions for the many places where work happens — including learning, health and work from home. Our solutions come to life through our community of expert Steelcase dealers in approximately 770 locations, as well as our online Steelcase store and other retail partners. Founded in Grand Rapids, Michigan, Steelcase is a publicly traded company with fiscal year 2023 revenue of $3.2 billion. With our 12,000 global employees and dealer community, we come together for people and the planet — using our business to help the world work better.	*

11	What are your company's expectations in the event of an award?	In the event of an award, Sourcewell and Steelcase would work closely together to execute an aggressive go-to-market strategy for the new contract. Steelcase has been a Sourcewell supplier for over 16 years, and we see significant potential to grow our business together in both the US and Canada. Our vast Dealer Network has years of expertise in executing the Sourcewell contract and developing new customers. In addition, regularly scheduled webinars would be put in place on an ongoing basis to continue to train and market our Sourcewell contract to the Steelcase field sales teams and Steelcase dealer sales organization. We also expect to establish and maintain regular communication with Sourcewell for feedback and review on mutual contract progress and performance. The continuing goal is to provide superior total solutions and value to Sourcewell and its network of members, promoting membership while increasing contract utilization and growth.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Steelcase has led the office furniture industry in sales since 1974. We are a financially strong and fiscally responsible company, with a FY23 revenue of $3.2 billion. Our scale allows us to bring insights and resources to local markets beyond anything local competitors can offer. For an in-depth look at our financials, please see the Financial Strength & Stability attachment.	*
13	What is your US market share for the solutions that you are proposing?	Based on information available to us and our best efforts to estimate market share, we believe our market share is approximately a low double-digit percentage in the Americas, which is the leading market share in our industry. As a public company, Steelcase does not specifically call out market share data in our annual report or related filings. Further, we only delineate volume by Americas, EMEA and APAC categories in our public filings. Steelcase's total revenues from our latest fiscal year (FY23) is $3.2 billion. For additional reference, our largest customer accounted for approximately 2% of our consolidated revenue in FY23, and our five largest customers collectively accounted for approximately 6% of our consolidated revenue. However, these percentages do not include revenue from various US federal government agencies. In FY23, our sales to US government agencies represented approximately 3% of our consolidated revenue. We do not believe our business is dependent on any single or small number of end-use customers, the loss of which would have a material adverse effect on our business. No single independent Steelcase dealer accounted for more than 4% of our consolidated revenue in FY23. The five largest independent Steelcase dealers collectively accounted for approximately 14% of our consolidated revenue in FY23. We do not believe our business is dependent on any single independent dealer, the loss of which would have sustained material adverse effect on our business.	*
14	What is your Canadian market share for the solutions that you are proposing?	Please refer to our previous response in T2.13.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, Steelcase has never petitioned for bankruptcy.	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B. Steelcase is a manufacturer. We go to market through our extensive network of authorized dealers. Steelcase has the largest, most experienced dealer network in the industry with 770 dealer locations worldwide. Our dealers are committed to building long-term customer relationships, and serve as their customers' local, first-point-of-contact for all product, service and warranty requests. These dealerships are independently owned organizations who operate under a set of guiding principles and are upheld to rigorous service standards as set by Steelcase. As business owners themselves, they are committed to providing Sourcewell members with exemplary service no matter their location globally. Steelcase dealers offer local knowledge, skilled labor, workplace installation, regional asset management and other services that may include providing audio-visual technology, floor coverings, ceilings and more to satisfy customer projects and high expectations. For more information about our network of dealers, please see Additional Document T2.16 for our worldwide dealer locations.	*

17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Steelcase is subject to a variety of federal, state, local and foreign laws and regulations requiring registrations, licenses and certifications in pursuit of doing commerce and business in addition to many industry practices. We believe our operations are in substantial compliance with all. At Steelcase, we don't need certifications to do the right thing, but we believe in transparency and accountability—and our customers do, too. We certify our products and evaluate our operations through third parties because it's an important validation for our customers, shows our work and progress and builds trust. Our sustainability certifications include: • BIFMA LEVEL® - Steelcase leads the market in BIFMA LEVEL® certifications with 160 LEVEL® 3 certified products and 292 BIFMA LEVEL® certified products overall. • EcoVadis - Steelcase's EcoVadis Gold rating places us in the top 2% of all companies in the global furniture manufacturing industry. 2023 is the third consecutive year we were awarded a Gold rating for our industry-leading commitments to the wellbeing of people and the planet. • Science-based Targets Initiative (SBTi) – We are carbon neutral and we've set science-based targets to reduce absolute emissions by 50% in our own facilities by 2030. Since our base year of FY20, we have already decreased our absolute emissions by 26%. • CarbonNeutral product Certification - The first certified CarbonNeutral® product in our portfolio was the Steelcase Series® 1 chair, which is available in the Americas, EMEA and APAC. Now we've widened our CarbonNeutral® product certification option to our best work chairs. • Indoor Air Quality (IAQ) - Because this is a baseline requirement for many stakeholders, we hold the expectation that 100% of products going through product development must conform to these stringent third-party indoor air emissions standards. • Declare – With nearly two decades of understanding the human and environmental impacts of the materials we put into our products, pursuing Declare allows us to have our previous and future work verified by a trusted, recognized third party. Because the level of disclosure for a Declare label is so stringent, we maintain a great deal of transparency in our upstream materials supply chain. • Forest Stewardship Council + Program for the Endorsement of Forest Certification (FSC & PEFC) - On average, 80% of the wood in EMEA Steelcase branded products is PEFC certified. For selected products, FSC certified wood can be utilized upon request. • ISO 14001 / ISO 14006 - Out of Steelcase's 20 facilities, 85% are ISO 14001 registered around the world with three additional plants in North America working to achieve ISO registration. As a continuation of ISO 14001 and the environmental management system (EMS), being registered as ISO 14006:2020 confirms that Steelcase has established, implemented, documented, maintained and continually improves the EcoDesign of our products. • The Carbon Disclosure Project (CDP) - We are committed to transparency, integrity and the environment, which is why we've been reporting to CDP since 2011 on our carbon emissions, emissions reduction goals and initiatives, climate-related risk management and governance. In fact, we have received the highest CDP score in our industry and continue to focus on progress and continue to pursue opportunities to improve our disclosure and commitments. • Environmental Product Declarations (EPDs) - Because we know that these types of third-party verified documents are increasingly important for product choice and LEED credits, we are actively working to increase the amount of these documents daily, across a mix of product types and regions. EPDs can be accessed on Origin.build.com.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	As a 100+ year old industry-leading company with global operations, Steelcase Inc. naturally gets involved in periodic legal proceedings including contract disputes and other claims arising from time to time in the normal course of business. Steelcase business practices have been sound throughout our existence, and we believe there is no past, current or contemplated future situation that would have any material adverse effect on Steelcase's integrity, financial stability or reputation, or that should cause our customers concern regarding Steelcase's overall business practices or continuing ability to serve them.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	

19	Describe any relevant industry awards or recognition that your company has received in the past five years	Steelcase is recognized by its peers and third-party organizations around the world for its commitments to people, the planet and our communities. Listed below are just a few of the awards Steelcase has received over the past five years. For details on these awards and more, please visit https://www.steelcase.com/discover/steelcase/awards/. 2023 • The Civic 50 • World's Most Admired Company • Ecovadis Sustainability Rating • US Department of Energy Better Plants Award • MVAA Silver-Level Veteran-Friendly Employer • CDP Supplier Engagement Leader 2022 • The Civic 50 • NBAA Sustainable Flight Department Accreditation • MVAA Silver-Level Veteran-Friendly Employer • Forbes Best Employer for Women • CDP Supplier Engagement Leader • Corporate Equality Index Perfect Score • World's Most Admired Companies 2021 • Most Admired Companies list by Fortune in the Home Equipment and Furnishings industry • Civic 50 award from Points of Light which recognizes the 50 most civic-minded companies in the United States based on investment, integration, institutionalization and impact. • Better Practice award from the U.S. Department of Energy's Better Plants Program which recognizes innovation and industry-leading accomplishments in implementing and promoting practices, principles and procedures of energy management. • A perfect score of 100 points on the Corporate Equality Index issued by the Human Rights Campaign Foundation which designated Steelcase as one of the "Best Places to Work for LGBTQ Equality" in the United States. • Supplier Engagement Leader by CDP which ranked Steelcase in the top 7% of companies who build sustainable business models and work with suppliers to reduce their emissions. • Americas Best Large Employers list by Forbes which ranked Steelcase at 147 out of 500 companies with at least 1,000 employees. 2020 • 100 points on the Corporate Equality Index issued by the Human Rights Campaign Foundation • One of Newsweek's 2020 Most Responsible Companies in America • Civic 50 Award • One of Wall Street Journal's 100 Most Sustainably Managed Companies 2019 • World's Most Admired Company list by Fortune ranking number one in the Home Equipment and Furnishings industry sector • Women's Forum of New York's Breakfast of Champions recognition for women holding over 30% of Steelcase Board of Director seats Association • HR Executive magazine, #34 in the top 50 companies most admired for HR: people management, innovation and management quality.	*
20	What percentage of your sales are to the governmental sector in the past three years	In the governmental sector, our percentage of sales represented approximately 6.90%, 7.56% and 8.11% of the Americas segment revenue in 2023, 2022 and 2021, respectively.	*
21	What percentage of your sales are to the education sector in the past three years	In the education sector, our percentage of sales represented approximately 18%, 12% and 16% of the Americas segment revenue in 2023, 2022 and 2021, respectively.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcewell is the primary national cooperative contract Steelcase utilizes to service state & local government, education and non-profit clients. We utilize Sourcewell as a national contracting vehicle due to its broad acceptance and ability to reach the preceding noted client groups.	*

23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcewell is the primary national cooperative contract Steelcase utilizes to service state & local government, education and non-profit clients. We utilize Sourcewell as a national contracting vehicle due to its broad acceptance and ability to reach the preceding noted client groups. Other cooperative procurement contracts that Steelcase holds: • Educational and Institutional Cooperative (E&I) • Vizient – Healthcare GPO • HPG – Healthcare GPO • Premier – Healthcare GPO • Green Health Exchange – Healthcare GPO • NASPO Valuepoint • GSA Contract – Federal Government • BuyBoard • Omnia partners • Kinetic • State contracts: AL, AK, AR, CO, CT, FL, GA, HI, ID, KS, KY, LA, MN, MS, MT, NV, NJ, NM, NY, NC, ND, OH, OR, PA, SC, TX, UT, VT, WI	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Francis Tuttle Technology Center	Minna Lairet	405-717-7799	*
City of Sioux Falls, South Dakota	Scott Rust	605-321-5501	*
County of Larimer	Connie Gunter	970-498-5909	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Customer 1	Government	District of Columbia - DC	252	$17,964	$167,329,539	*
Customer 2	Education	California - CA	253	$5,765	$77,121,188	*
Customer 3	Government	Texas - TX	196	$11,853	$14,586,661	*
Customer 4	Government	BC - British Columbia	145	$15,721	$13,651,095	*
Customer 5	Education	New York - NY	198	$10,864	$10,339,005	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	

26	Sales force.	Steelcase's sales force is a unified effort between Steelcase sales—both at the corporate and local levels—and our Authorized Dealer Network. While each Steelcase dealer maintains its own sales force, the Steelcase sales representatives complement the market and work closely together to bring our customers quality solutions and unparalleled service. Steelcase Sales Network Many Steelcase sales and support staff have a 'home base' in their local region called a WorkLife Center. The Steelcase WorkLife Centers are designed to illustrate how space can amplify the performance of individuals, teams and enterprises, and feature the latest and greatest products in a range of applications. There are nine WorkLife Centers in the US and Canada and are located in: • Atlanta, Georgia • Boston, Massachusetts • Chicago, Illinois • Dallas, Texas • Los Angeles, California • New York, New York • San Francisco, California • Toronto, Canada • Washington, D.C. Additionally, our Global Business Center Headquarters is located in Grand Rapids, Michigan and has over 2,200 employees whose roles cross a variety of functions, including providing support to the sales field and dealers. Our Business Center in Monterrey, Mexico will also have teams that support Sourcewell Members. Leading our sales efforts through a newly awarded contract would be Nate Kolakowski. He will serve as the primary point of contact for Sourcewell and accountability for Steelcase. Nate has responsibility for the successful implementation and fulfillment of any resulting Sourcewell contract, if awarded. He reports to Jeff Fredrickson, the Director for Steelcase Government Solutions. Jeff works closely with Nate to further enhance and promote Sourcewell and provide service to Sourcewell Members. This continuity has helped Steelcase maintain an emphasis on the contract requirements and bring management focus to the contract with Sourcewell. Selling through our Dealer Network Through approximately 380+ Steelcase dealer sales locations in the U.S. and Canada, each Steelcase dealer maintains its own sales force who work closely with Steelcase sales representatives throughout the selling process. The attention of our Steelcase sales force is fully focused on selling the entire Steelcase Inc. portfolio and Partner products being offered in this Sourcewell RFP proposal response and are not responsible for selling other products that are not part of this offering. Both Steelcase and our dealers have specific sales representatives assigned to Sourcewell Member sectors as well as specialized workplace consultants in the higher education and healthcare segments. Please see Additional Document T6.26 for more information, including the Steelcase team supporting Sourcewell.	*

27	Dealer network or other distribution methods.	Steelcase goes to market through our industry-leading dealer distribution network. Our dealers are a worldwide community of experts who understand their local market and serve as a strategic partner for your workplace journey. Dealers perform installation, warranty work and other valuable services, such as navigating local guidelines, regulations and resources. The relationship we have with our dealers is extremely unique—instead of signed agreements we have trusted long-term relationships with our dealers and treat them as business partners. Steelcase thoroughly assesses each candidate, including the principal owner(s) of the business and proposed management team, before being appointed as an Authorized Steelcase Dealer. We hold our dealers to a high level of quality and exceptional performance and will utilize all our resources to ensure customer needs are met. Steelcase management conducts annual formal sessions with dealer management to identify any training or resource needs. Steelcase also awards dealers as Platinum Partners when they standout for exceptional service and extraordinary results through strongly engaging with Steelcase, customers and their local community. Your local Steelcase dealer is connected to a network in 250 cities across North America, and more than 770 dealer locations globally. The Steelcase Authorized Dealer Network is comprised of 380+ dealer locations throughout North America and Canada. Our dealers provide the local point of contact and significant scalability to execute large, complex projects consistently within budget and on-time. Their teams offer local knowledge, skilled labor, workplace installation, regional asset management and other services that may include providing audio-visual technology, floor coverings, ceilings and more to satisfy customer projects and high expectations. Steelcase is responsible for providing insights-based, high quality and innovative products to our dealers to meet the evolving needs of our customers and Sourcewell Members. Each dealership utilizes its own sales and services force – supported closely by Steelcase – to provide Members with the specific services they require. As experienced business owners, dealers recognize that they can only be successful by fully meeting or exceeding their customers' needs. To that end, they are committed to providing Sourcewell Members exemplary service in their local marketplace. Our dealers also work on a common business platform called Hedberg Business Management System, wholly owned by a subsidiary of Steelcase, to support the entire sales, planning, order management, receiving, warehousing and financial management life cycle. Through Hedberg, dealers can: • Create a direct link between the designers' drawing and the corresponding quote. • Automate and manage all discount levels supplied to Sourcewell. • Color code sections of the order to efficiently manage the staging of a project while maintaining a tight project schedule. • Convert the quote into an electronic order that connects directly to the manufacturing process. • Manage all deficiency reorders and track metrics to measure performance. The Hedberg system allows dealers to manage product lead times by individual product electronically and proactively. The lead time for every item is provided—based on the actual order at the manufacturing facility—and can be run many times throughout the quote and post-order stages. This ensures we properly align any reservation dates and logistical requirements regarding the quote, such as overall cubage and delivery groupings. The Hedberg platform would require a single enablement for each Member. Steelcase is responsible for the software development, hosting, implementation management and all technical aspects of site setup, configuration, integration and testing. Dealers are responsible for local content definition and management of catalogs plus additional content/customization in support of each Member. Please see Additional Document T6.27 to review more information about our dealers and their offered services.	*

28	Service force.	Over 380 Steelcase dealer locations—with dealer sales, sales management, installers and support staff located throughout North America—serve as our customers' local, first-point-of-contact for all product, service and warranty questions and requests. As experienced business owners, dealers recognize that they can only be successful by fully meeting or exceeding their customers' needs. A significant percentage of the products sold by Steelcase dealers are the Steelcase and partner products being offered in this Sourcewell RFP proposal response. Most of our Steelcase dealer sales force attention focuses on selling the entire Steelcase Inc. portfolio and partner products we are proposing. They are committed to providing their customers exemplary service and to building long-term relationships with them. To further ensure that dealer's customers have a positive experience: • In-house experts receive specialized training from Steelcase workplace consultants, designers, order entry, project management and installers. For example, there are approximately 1,700 dealer installers and, on average, Steelcase provides additional training to more than 400 installers a year. If a Sourcewell Member did have their own installers, they could have access to Steelcase training, however, every third party must be sponsored by a dealer or Steelcase. • Steelcase also provides easy online access to our product installation instructions 24/7 here: www.steelcase.com/installers/ • Documented project processes are in place to address every step from solution development to final installation. To support our dealers in their customer service efforts, each dealer has dedicated Customer Service Representatives in the Order Fulfillment Team at Steelcase. Additionally, dealers and Sourcewell Members have access to a variety of Steelcase customer service experts by calling 1-888-STEELCASE. This toll-free number serves as the single point of contact for all dealer questions and to reach experts in billing services, sales services, service parts and problems, complaints and warranty issues. Ensuring A Smooth Process Steelcase dealer customer service representatives use our Hedberg Data Systems, a fully owned subsidiary of Steelcase, which is tightly integrated with Steelcase's business systems. Hedberg ensures a streamlined order process and virtually eliminates order errors. Through EDI transactions Hedberg provides a constant, audited flow of your information. With Hedberg, Sourcewell Members can: • Receive electronic quotes, orders, invoices and reports. • Assign required delivery dates. • Add special delivery requirements. • Include tagging, etc. • Send the order to Steelcase via EDI. Steelcase receives EDI orders Monday through Friday from 7:45am until 11:45pm and Saturday at 6:45pm. Once Steelcase receives the order in SAP, your representative will review the order to ensure your needs have been met. Additionally, your dealer will receive an acknowledgement via EDI at the same time. Real time status of the order can be viewed via Web Tracks.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Placing an order When Sourcewell Members are ready to place an order for Steelcase products, their Steelcase participating dealer will accept and enter the order as the seller using their Hedberg Business Management System. Our proprietary software technology, Hedberg, greatly increases accuracy and saves our customers time and money. Hedberg fully integrates with our dealer partner's system and supports the entire sales, planning, order management, receiving, warehousing and financial management life cycle. Partnered with Steelcase's business systems through EDI transactions that provide a constant, audited flow of your information, Hedberg provides you with electronic quotes, orders, invoices, reports and more. Members shall initiate orders by sending to Steelcase Participating Dealer(s) a written or EDI purchase order containing the minimum required information listed below: • Member's order reference number • Sourcewell Steelcase contract number • Sourcewell Member number • Designation of products (e.g., style number) and/or services covered by the order • Designation of surface materials • Order Q\quantity • Price • Requested delivery date • Shipping address including contact name, dock information, etc. • Billing address for invoices • Special shipping or handling requirements • For Worktool products, specify "ship complete" unless split shipments are acceptable

		Steelcase participating dealers and Steelcase will use their best efforts to comply with delivery dates requested by Member on orders. For large orders, Steelcase recommends that Members provide as much notice as possible to Steelcase participating dealer in advance of the order to reserve manufacturing capacity. Steelcase participating dealer shall acknowledge receipt of each order to Member, noting the acknowledged Steelcase ship and scheduled local delivery dates. Changes and Cancellations Sourcewell Members can cancel or change their order with written notice to their participating Steelcase dealer. Steelcase and our dealers will work to minimize any charges to the Member because of a request for change or cancellation and will use commercially reasonable efforts to accommodate their requests. Due to any changes or cancellations, Steelcase cannot guarantee production schedules will be available to match requested changes. No charges shall exceed the invoice amount of the changed/cancelled portion of the order plus any Steelcase participating dealer-related costs (e.g., design), if applicable. In no event shall the change/cancellation charge(s) include any penalties to the Member. Additional charges and schedule impact will vary depending on the complexity of the change and schedule impact. Applicable charges for any changes or cancellations includes: • If production has begun (including the ordering of parts and materials), a charge may be applied up to the full invoice amount of the order. In determining applicable charges for change or cancellation, each request shall be reviewed on an individual basis taking into consideration the complexity and the scheduled ship date. • Steelcase shall identify any applicable charges at the time the change/cancellation request is received by Steelcase. The Member shall, at that time, determine if it wishes to proceed with such change/cancellation. • Special Products, Products using Customer's Own Material ("COM"), Partner Products, Quick Ship orders, Turnstone and service parts, Large Orders and imported Coalesse are not subject to change or cancellation without charge once the order has been received by Steelcase. • Changes and cancellations of Architectural Solutions products may be made but may result in additional charges and/or schedule adjustments after order has been placed with Steelcase or after shop drawings have been approved. All questions relating to change order or cancellation must be made with your Steelcase participating dealer who will contact the project manager and the Steelcase on your order. Reporting and Contract Compliance To verify contract compliance and reporting to our Sourcewell contract, Steelcase uses a trusted participating facilities designation, loading and recognition procedure. Our formalized process reconciles our sales with the Sourcewell Membership list. Orders by Members that are processed with our dealers have the Sourcewell contract number noted in the order, which ensure easy dealer access to Sourcewell quotes and correct contract pricing. The Membership list provided by Sourcewell, along our automated reporting system, provides the foundation of how we designate, load and recognize Sourcewell sales. We download the Membership roster from Sourcewell's website and convert this into a usable file that can link to our internal reporting system, quotes and unique site IDs each Member has. Our internal reporting team uses the converted file to match Members to the Sourcewell master quote and any quotes that are linked to the Sourcewell agreement. The Sourcewell master quote and linked quotes are unique numbers that provide accuracy to insure Sourcewell sales are recognized by Steelcase. So, any Member electing to purchase through the Sourcewell agreement receives pricing from an authorized participating Steelcase dealer who must use Sourcewell quote numbers to complete Member transactions. In addition, our reporting system deploys a matching algorithm which automatically matches member sites (every member as a unique site ID) to Sourcewell sales through our authorized participating dealers. If we do find that an error and eligible sales were not reported, we will reconcile and report those eligible sales in the next reporting cycle and pay any associated fees, consistent with our agreement and our values and business practices.	
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Between your servicing Steelcase dealer(s) and Steelcase Account team, Sourcewell Members will have access to a wide breadth of teams and resources to meet your needs—all of whom will apply a high level of customer service. Response times vary depending on scope of issue, yet Steelcase and your dealer will work quickly and efficiently towards a prompt resolution. Our customer service teams and processes include:	

Steelcase Order Fulfillment Team (OFT). Steelcase dealers have dedicated customer service representative teams based at our Business Center Headquarters in Grand Rapids, Michigan. The OFT links Steelcase and dealers to provide Members timely order and delivery information, keep Members up to date on project status and provide value-added services to make sure project requirements are met.

Customer Service Availability. Most Steelcase teams are available from 8am-5pm Monday through Friday. Nate Kolakowski, the Sourcewell Account Manager can delegate issues/tasks to Steelcase or dealer team Members to ensure your needs are met quickly and efficiently, even outside of normal business hours. Once an order has been processed, Nate will follow up with Steelcase to ensure purchase orders have been received and there are no questions or delays. He will update any status reports, monitor lead times and ship dates, and identify any potential problems with deliveries.

Additional responsibilities include:
- Prepare quotations, provide information to set up new vendors and place orders and ensure accuracy—all in our operating system, Hedberg.
- Track order, contact vendor as necessary to obtain ship dates.
- Verify order acknowledgements from vendors.
- Prepare status reports.
- Schedule delivery and installation with our operations team.
- Coordinate truck schedule with the manufacturer.
- Resolve processing of Completion Report orders in a timely fashion.

Product Performance Resolution. For order, delivery and installation issue resolution, our dealers use our Lean After Ship Experience Rationalization (LASER) system to submit post-delivery "trouble tickets." A dedicated Steelcase team monitors the LASER system to bring swift resolution to damage claims and other post-delivery issues. After resolution, we work to minimize future issues through corrective action.

Issue Escalation. All significant issues are directed to the manufacturing location or distribution center from where the issue originated. The in-plant teams work to conduct investigations and drive root cause corrective actions to eliminate issues from occurring again in the future. Plants produce monthly reports on their top contributing complaints and the corrective action project plans to address the issues.

Customer Service Resolution. For concerns with service and our performance, we take a streamlined approach that ensures transparency as the process moves towards resolution. Our dealers begin a four-step escalation plan that supports our collective resolution process. The issue and resolution process are tracked for final resolution and continuous improvement. The escalation steps include:
- Step 1: Dealers are the first point of contact for any issues and are responsible for escalation to Steelcase.
- Step 2: Dealers will next engage your Steelcase representative if a resolution is not found in the first step.
- Step 3: If your Steelcase representative is unable to find a resolution, the issue is then escalated to the Regional Steelcase Sales Manager to solve your concerns effectively.
- Step 4: If necessary, Executive Steelcase representatives would become involved if the previous steps do not provide resolution. This action is not anticipated.

Warranty Claims. If you receive a Steelcase product that is freight damaged, malfunctions or requires warranty service, Steelcase has a plan in place to make sure issues are resolved quickly and to your satisfaction. To place a service request, first call the selling participating Steelcase dealer. The Member servicing dealer will evaluate the defect and the product’s manufacturing date to determine warranty coverage under Steelcase Warranty Policy. The issue will be explained in detail to the OFT representative by the servicing dealer and they will submit a request for a replacement product and/or part, if necessary. Steelcase will provide the servicing dealer with the product or replacement part, and the servicing dealer will deliver and install it swiftly and at no charge to the Member.

Ongoing Quality Assurance. To closely monitor our quality initiatives, Steelcase leverages LEAN manufacturing principles to improve our operations practices and organizational processes. LEAN allows us to see where we’re going and monitor all operating functions to ensure efficiency and increase customer value. Management watches performance indicators regularly to pursue continuous improvement while delivering on our quality promise.

31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Steelcase has the capacity, capability and willingness to service all provinces, local municipalities and any other qualifying Sourcewell Members in the United States, as long as the laws and statutes allow for such a cooperative contract to be used by Sourcewell Member entities. As the largest furniture provider in the world, Steelcase offers the same extensive coverage in Canada as we do in the U.S. through our Steelcase sales force and authorized dealer network. Our expansive dealer network connects 380+ US- and Canadian-based dealers to dealers located around the world to provide the broadest range of support and services for all Sourcewell Member's needs.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Please see answer above T6.31.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Steelcase and our dealers have been serving all geographic areas and Sourcewell market segments within the United States and Canada. We are eager to continue serving all geographic areas and plan to continue to develop new strategies to grow our reach with this proposed contract to Sourcewell Members in the United States and Canada.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Steelcase will offer and promote an awarded contract of comprehensive solutions to all Sourcewell Member segments and all Sourcewell-defined vertical markets.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	All shipments to Alaska and Hawaii (and the US Islands if and when they become a viable option to be included) will be shipped F.O.B. factory – freight prepaid and allowed to port of embarkation. Steelcase reserves the right to select shipping method and the port of embarkation. All charges beyond the point of embarkation are to be quoted by and payable to the dealer. For Alaska and Hawaii (in the United States), additional freight charges apply and will be quoted upon request. For deliveries in Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), a service charge equal to five percent (5%) of list price shall be assessed for Orders up to $200,000 list price. The service charge for orders above $200,000 list price shall be negotiated. Remote Location(s) Installation & Service: Any location outside of a 25-mile radius of the Steelcase dealer's location(s) are considered remote. Upon request, the dealer would provide a NOT TO EXCEED estimate with respect to travel, per diem, lodging and equipment rental, if needed, at the time of project quotation. Member would pay ACTUAL invoice of these items upon verification of the fees. For the Northwest Territories, Nunavut and Yukon (in Canada), additional freight charges apply and will be quoted upon request.	*

Table 7: Marketing Plan

Line Item	Question	Response *	

36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Upon award, Steelcase would take the following steps over the initial 90 days to proactively launch and promote our agreement with: Effective Communication. • Steelcase will provide Sourcewell with multiple layers of communication touchpoints during our post-award kick-off meeting. • We will work collaboratively with Sourcewell to craft and release press release statements regarding our new agreement and who can utilize this agreement moving forward. • Steelcase's agreement owner, Nate Kolakowski, will direct any inquiries related to the Sourcewell agreement. Project-specific questions from sector clients would first be directed to one of our local participating Steelcase dealers. Should there be a need for further escalation, Nate would be the primary point of contact. • Post summary information of the Sourcewell-Steelcase relationship on our public website. Complete agreement information including pricing, terms, Member information and dealer Participation Letters will be loaded to our Steelcase intranet site. Sourcewell Material Development. • We will craft relevant co-branded marketing materials that elaborate on the nature of our relationship, the scope of our agreement and the process by which clients may procure Steelcase solutions through the Sourcewell-Steelcase agreement. • Steelcase will develop relevant promotion materials that will help both Steelcase and dealer sales representatives' best position Sourcewell and the value of the Sourcewell-Steelcase agreement to prospective clients in the sectors Sourcewell serves. Steelcase has many branded sales materials, all Steelcase brochures, cut-sheets and technical specification documents with which we market and promote our offering to Sourcewell sectors. • We will build a comprehensive launch package for Steelcase dealers that includes a Sourcewell overview including key positioning points, Sourcewell-Steelcase agreement highlights, pricing overview, Sourcewell Membership information and a detailed Participation Letter, which must be signed and returned to Steelcase prior to being added to the Agreement as a Steelcase Subcontractor/authorized participating dealer. • Steelcase will create a Sourcewell specific page on our intranet site which contains all listed items and communicate broadly to Steelcase dealers, via our intranet, regarding the scope/availability of the Sourcewell-Steelcase agreement. • Steelcase will work collaboratively with Sourcewell to establish a list of priority accounts/opportunities based on the current Sourcewell Membership list. We will also follow-up on all leads provided by Sourcewell in a timely way. Ongoing Reviews and Training. • Establish regular touchpoints between Steelcase POC, Nate Kolakowski, and Sourcewell Contract Administrator for business reviews, protocols for communication engagement between Sourcewell, Steelcase and Steelcase dealers and guidance for issue resolution. • Host webinars with Steelcase Dealers and Sourcewell representatives to review the agreement, terms, Membership specifics, Sourcewell marketing/sales support and key targets by region. • Steelcase will continue to regularly attend national, regional and supplier-specific trade shows and expos on an annual basis to grow awareness, build relationships and enhance our Sourcewell partnership. Please see the attached Marketing Plan/Samples document for more information.	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Steelcase utilizes multiple technologies and digital platforms to market our comprehensive offering to all market segments, recruit and scout for talent, showcase the latest Steelcase news and awards and further our ESG story. Our teams use a variety of social media and digital promotional strategies to advance their marketing in several ways: • Social media platforms such as LinkedIn, Facebook, Threads, Twitter/X, Instagram, YouTube and Pinterest are used to showcase Steelcase's products and services, share industry news and insights, attract and recruit new talent and engage with customers and followers. • We use digital data to track customer behavior and preferences, which helps us to create targeted marketing campaigns and personalized content. Steelcase also uses digital data to analyze customer feedback and reviews, which helps the company to improve its products and services and address any issues or concerns.	*

38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Sourcewell's role in promoting contracts will continue to demonstrate the highest level of integrity, business practices and ethics with their participating entities and vendors. Sourcewell will also grow membership while providing the best value solutions to their contract users. Sourcewell will work collaboratively with Steelcase to provide Members the highest level of service to grow contract awareness and utilization via marketing materials, tools, social media, training, trade show participation and direct Member contact. Steelcase would integrate a new Sourcewell contract into our sales process by launching a sales campaign post-award that would be focused on education and awareness. We have been a Sourcewell contract holder for over 16 years, and we would want to reinforce the benefits and updates to our contract with our extensive dealer and field sales network located in the United States and Canada. To further address contract benefits and contract education, our teams would like to enhance our shared materials by leveraging Sourcewell's in-house technology assets to collaborate and create a video series about our partnership along with the latest contract updates.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Steelcase offers our eBusiness web-based solution, Exchange. Designed to simplify the furniture procurement process, Exchange helps our dealers and Sourcewell Members save time, manage costs and simplify furniture purchases. Exchange provides one portal for all buying needs and enhances the experience for both Sourcewell and their members through: Simplified Purchasing and Services. Exchange enables simplified and efficient purchasing of frequently purchased approved products, improving the speed and accuracy within the ordering process. Sourcewell Member's tailored site can be developed with or without eProcurement integration. Members can also request service or warranty support through the online portal anytime and upload floorplans or photos. Electronic Quoting. Exchange enables fast and efficient electronic quoting and ordering, saving you time and improving accuracy. Your customized portal facilitates projects that require collaboration with your dealer resulting in a quote published to your site where you can review, revise and approve. Project quotes can be initiated and approved through Exchange providing electronic transfer to your eProcurement system – meaning no more manually entering purchase orders. eProcurement Integration. Exchange links your procurement platform (i.e., Ariba, Coupa, Jaggaer) with your dealer and Steelcase. With a single click, an entire project can be approved, placed within an online cart and a requisition populated in your purchasing system. Streamlined Reporting. Exchange allows you to access insightful reports easily, providing an even deeper level of information transparency. Members can view furniture quotes, purchase order status, delivery schedules, invoice and payment details and see historical spend through our reporting function. Information includes order details and status, approved and in process quotes, payment status and order history in real time. User Experience. Your customized site makes navigating, shopping and purchasing easy. Exchange can help control spending and reduce administrative purchasing costs with pre-approved products at contract pricing so members can shop and purchase with 24/7 availability. Sourcewell Members can efficiently checkout with either purchase order or secure credit card handling and complemented with shopper-friendly order confirmations and status updates.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	

40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Our dealer and Steelcase teams are well-versed in previous and current Sourcewell contracts. If there are new changes or additions to a Sourcewell contract, proper training and education will take place for all personnel. Steelcase and our dealer network can provide a variety of training and educational programs for Sourcewell Members. We've included a list of examples below and are happy to discuss more opportunities with Sourcewell. Costs for dealer services may vary depending on scope and nature of agreement. • Move-in Experience. Steelcase and our dealers can help through the pre-move, move and post-move processes with a variety of tools, like move booklets and signage templates, to contribute to a successful move-in experience. Please note that if the move-in experience is part of an Applied Research + Consulting engagement, it is not subject to additional fees. • Product Training. Most Steelcase dealers will conduct seminars about proper and safe use of furniture for end-users. Additionally, Steelcase can provide Sourcewell Members with online instructional videos that demonstrate how to adjust your new furniture and use all settings and features appropriately. Training collateral, such as videos, are included as part of your purchase. • Cleaning and Care. Steelcase provides cleaning instructions that can support a wide range of protocols depending on the environment our products are located, such as an office, hospital or education facility. Our high-performance materials support cleaning protocols with bleach, virox and other hospital grade disinfectants. • Ergonomic + Wellbeing Training. Steelcase has an in-house, board-certified professional ergonomist—along with a number of field specialists and sales support personnel—who can provide hands-on training to assist employees with the proper use of ergonomic products. Through a multi-channel training approach, Steelcase dealer employees acquire an in-depth knowledge of research, products, applications, specification, installation and service to create great solutions for customers, which include: • A Dedicated Steelcase Team. We create regular learning and training opportunities for dealers around Steelcase research, applications, products and installation best practices. All training is focused on delivering the knowledge and insights needed to best serve our customers. • In-person & Virtual Events. Steelcase hosts both in-person and virtual training events for our dealers. Onsite training provides hands-on learning with our portfolio and applications, while virtual training covers a variety of topics, including new products, research and design trends. • Steelcase U. This on-line, on-demand learning portal is designed just for dealer employees and features a range of topics, including product installation and leadership development. • Dealer Leader Coaching. Senior executives at Steelcase engage with dealer leaders for coaching and business development. They meet regularly via virtual meetings to share experiences, insights and continuous improvement opportunities. • Peer-to-Peer Learning. Steelcase provides opportunities for dealers to connect and learn from each other via Communities of Practice sessions, online platforms and regular business meetings.	*

41	Describe any technological advances that your proposed products or services offer.	At Steelcase, our solutions holistically consider technology and space to support work in the many places where work happens. In collaboration with our technology partners at Microsoft, Zoom, Logitech and Creston, we bring our expertise together and have developed best practices for integrating tech and space to create more inclusive, easy-to-use and safer hybrid workplaces. Our latest additions and partnerships to our innovative solutions can help you create hybrid workspaces that leverage the latest communication technology enhancements, including: • Occular Hybrid Collaboration tables. Designed for hybrid collaboration, Ocular tables provide better sightlines for both remote and in-person participants in small to larger meeting spaces. • Flex Collection. The Steelcase Flex Collection is a range of flexible and reconfigurable workplace solutions designed for dynamic, collaborative teams. From mobile power to markerboards and storage to screens — the Steelcase Flex Collection empowers people to adapt their space on demand, and work better. • Steelcase Roam Collection, for the Microsoft Surface Hub 2S family of devices, allows teams to come together – even when working apart. Co-developed with Microsoft, the Roam system of mobile stands and easy-to-install wall mounts support large-scale collaboration. • Steelcase partnered with Zoom to design a range of Zoom Rooms that braid the digital and physical — integrating video conferencing technology kits into collaboration spaces. • Steelcase partners with Logitech to seamlessly integrate enhanced cameras, audio and room control into a range of open and closed collaboration spaces. We're excited to collaborate and learn about unique work environments and integrate real, measurable data into the best solutions for Sourcewell Members. Please see the Additional Document T8.41 for more information about our technology partners and latest innovations. For further information about our technology partnerships, please visit https://www.steelcase.com/technologies/	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	At Steelcase, we are dedicated to continuously improving the environmental sustainability performance of our operations, products and services. We are operationally carbon neutral, and we've set targets approved by the Science Based Targets initiative (SBTi) to reduce our greenhouse gas emissions aligned with the most ambitious temperature trajectory of the Paris Climate Accord—keeping global temperature rise to 1.5C above pre-industrial levels. This means we expect to reduce absolute emissions from our operations 50% by 2030, relative to a baseline year of 2019 and cut indirect emissions from business travel and waste generated in operations by 14% over the same period. Since most of our emissions are considered indirect (or scope 3) emissions, we are engaging suppliers representing 80% (by emissions) of transportation and purchase goods activities to set their own science-based targets by 2025. We will also continue to invest in renewable energy equivalent to 100% of our global electricity consumption and providing financial support to projects like reforestation, to maintain carbon neutrality for our direct operations. In addition to our commitment to reduce greenhouse gas emissions, we are making efforts to mitigate water-related challenges like scarcity and pollution. We report our global water consumption in operations, identify opportunities to improve water use efficiency and continue to manage the quality of discharged wastewater. Through a renewed focus on responsible materials management, we are minimizing total waste through scrap reduction and prevention in our manufacturing operations. We are also focusing on eliminating the single-use plastics in packaging by 2030 and to use higher recycled content packaging in the same timeframe. We help connect customers to product end-of-use service providers to find landfill alternatives for old products to promote a more circular economy. At a product level, we have established goals focused on sustainable product design, stressing the importance of addressing embodied carbon, recyclability, recycled content, and transparency and optimization of product chemistry. To showcase product sustainability transparency and help customers make informed choices, Steelcase shares product-specific data in a public database at the following link: https://origin.build/#/ Steelcase publishes an annual Impact Report outlining its vision, goals and progress related to environmental, social and governance initiatives globally. Steelcase reports in accordance with internationally recognized standards and the report offers additional information about our sustainability strategy and progress. The 2022 Impact Report is publicly available and can be accessed at https://www.steelcase.com/resources/documents/steelcase-esg-impact-report-2022/ Please see Additional Document T8.42 for further information about our sustainability certifications and commitments.	*

43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	We certify our products and evaluate our operations through third parties, extending our commitment to sustainability and delivering products that deliver on our quality promise. Our sustainability certifications include: • BIFMA LEVEL® • CarbonNeutral product Certification • Indoor Air Quality (IAQ) • Declare • NF Environment • Blue Angel • Forest Stewardship Council + Program for the Endorsement of Forest Certification (FSC & PEFC) • Green Tick • ISO 14001 / ISO 14006 • The Carbon Disclosure Project (CDP) • Environmental Product Declarations (EPDs) • LEED® certification program • SCS Indoor Advantage™ Please see Additional Document T8.42 for further information about our sustainability certifications and commitments. For more information about how Steelcase advances our sustainability commitments, please review our 2022 Impact report, which is publicly available and can be accessed at https://www.steelcase.com/resources/documents/steelcase-esg-impact-report-2022/	*
44	Describe any quality management and environmental system certifications attained by your organization (LEED, Greenguard Indoor Air Quality, ANSI, BIFMA or others).	Steelcase currently has several quality management certifications, including: In the Americas: • All manufacturing centers have received ISO Quality 9001:2015 certification. • All manufacturing centers have received ISO Environment 14001:2015 certification. • Our Athens, AL; Grand Rapids, MI (Wood); and Tijuana, Mexico facilities are certified by the Forest Stewardship Council (FSC). In EMEA: • All manufacturing centers have received certifications for ISO 14001:2015 Environmental management systems, ISO 9001:2015 Quality management systems and Program for the Endorsement of Forest Certification (PEFC). • The Madrid, Spain manufacturing center has also received certifications from the Forest Stewardship Council and for ISO 14006:2011 Environmental management systems, ISO 14025:2006 Environmental labels and declarations (EPD Process) and FEMB Level certification for sustainability requirements for office and non-domestic furniture for indoor use. • The Rosenheim, Germany manufacturing center is certified by the Eco-Management and Audit Scheme (EMAS) III. • The Rosenheim, Germany and Sarrebourg, France manufacturing centers have been certified for ISO 45001:2018 Occupational health and safety management systems. In APAC: • Dongguan, China and Pune, India manufacturing centers have been certified for ISO 45001:2018 Occupational health and safety management systems, ISO 14001:2015 Environmental management systems and ISO 9001:2015 Quality management systems. Steelcase currently has several sustainability certifications, including: 1. Several Steelcase facilities in North America are FSC Chain of Custody certified with the option to provide customers with products that use FSC certified wood. More than 90% of the wood used by the Steelcase APAC Dongguan facility is procured from FSC-certified suppliers. 2. Steelcase has ISO 14001 certification for its environmental management system, which means the company has implemented processes to minimize its environmental impact. Steelcase has LEED certification for many of its buildings, which means they meet high standards for energy efficiency and sustainability. Steelcase has 17 locations that are certified under USGBC's LEED criteria, including two platinum certifications. For a full list, please visit http://www.usgbc.org/projects?keys=steelcase.	

45	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	While Steelcase is not a certified as WMBE, SBE or veteran-owned business, we are committed to diverse channels around the world. Since 1991, the Steelcase Supplier Diversity Program has focused on building and developing minority-, women- and veteran-owned U.S. businesses by integrating them into our procurement processes. Our supplier diversity vision is to grow, develop and retain our diverse businesses by creating a strong supplier diversity program that meets the needs of our stakeholders. Steelcase Inc. purchases 10% or more of its annual spend each year with over 100 diverse suppliers across 22 states and were pleased to meet our spend goal of 10% in our most recent fiscal year (FY23). We purchase an additional 34% of this spend from over 1000 small business enterprises. These are goods and services supplied to our factories that we use to manufacture products for sale as well as finished products made by other companies that we design or resell. We also purchase goods and services from diverse suppliers in the day-to-day operating of our business. While we are making substantial efforts to increase our spend, as a made-to-order manufacturer our spend fluctuates depending on what products are sold. Key metrics are reviewed monthly by our procurement management team. We share diverse spend information aggregated by disadvantaged minority codes and by our supply chain models. We enhance our efforts with diverse suppliers by: • Participating in/sponsoring trade shows, conferences, networking events to identify potential suppliers. • Maintaining relationships with diverse business and small business associations. • Engaging in diverse and small business dialogues with customers. • Completing GSA reporting and contracting agreements. • Providing customer supplier diversity reports to over 55 organizations. Please see WMBE/NBE/SBE or Related Certificates for more information, including our Diversity Supplier Spend.	*

46	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Steelcase is dedicated to creating a great experience for Sourcewell and its Members. Our ability to translate research into workplace insights, develop products that meet evolving workplace needs, leverage our team to deliver great experiences and our willingness to assess ourselves critically allows us to deliver a trusted, proven partnership. Our unique value propositions include our: Commitment to Research. Steelcase invests heavily in research, design and developmental activities to drive insight-based solutions that understand the needs of work, workers and the workplace. Our independent research group within Steelcase analyzes emerging trends and makes that information publicly available in our WorkBetter magazine. With our research and insights, we are able to deliver solutions that address real workplace challenges for Sourcewell Members. Innovation + Process Enhancements. Through our research, we found that many workspaces are accelerating their digital transformation, and their spaces need to be optimized to support collaboration and connection. Our portfolio continues to grow as we find new ways to support and positively impact the workplace. Additionally, Steelcase continues to streamline our processes to further improve the experience for Sourcewell and its members. Our proprietary software technology, Hedberg Data Systems, is just one of the many systems that we reevaluate and adjust to improve our efficiency, which in turn means more time and cost savings for you. Healthy Plant + Healthy People. Our dedication to sustainability is a natural extension of who we are. At Steelcase, we design our products and operations around a commitment to help reduce climate change, reinforced by sustainable practices across our company. Steelcase is currently carbon neutral, and our goal is to reduce greenhouse gas emissions by 50% by 2030. Our high-performance seating line is now offered with CarbonNeutral® product certification. The result is cradle-to-grave product carbon neutrality that's leading the way for our industry. Product Breadth + Depth. Our wide range of products provide a variety of aesthetics, budgetary levels and selection for spaces. Complemented by our ancillary partners, your members have access to a range of selections that fit their needs. From community centers to wellness hubs, we make finding what you need easy. With one collection, you can significantly simplify your project execution and mitigate risk by using one source to create beautiful places that work, your way. In fact, we're the only manufacturer currently in consideration for all categories — private offices, workstations, seating, storage, architectural products, ancillary and conference solutions and more. Technology + Space. Our partnerships with leading technology organizations give us insights on how to best create spaces for an increasingly collaborative work environment. With an increasing demand for collaborative workspaces, our growing portfolio of technology solutions are a direct result of our expanding technology brand partnerships. Solutions like our latest family of Occular tables work hand-in-hand to create an equitable and enjoyable experience for in-person and hybrid collaboration. Workplace Consulting Services. Available to Sourcewell members, Steelcase and our dealers offer a selection of workplace consulting services that can guide and optimize your workplace experience. Services range from collaborative workshops to discovery exercises to better understand the needs of spaces and the teams that use them. They also offer concept reviews of applications that help our customers to visualize the ways Steelcase products can support specific workplace needs. Extensive Dealer Network + Services. Dealers are your one point of contact to integrate a growing portfolio from Steelcase of 50+ brands and partners, as well as other furniture, architecture and technology elements. Backed by generations of experience, they offer expertise at every phase – imagine, co- create, execute, measure and iterate – to make a complex process, simple. Steelcase dealers offer the full spectrum of services, from Day 1 to beyond installation, to assist customers through their workplace transformation.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
47	Do your warranties cover all products, parts, and labor?	The Steelcase Limited Lifetime Warranty provides consistent coverage for both parts and labor for Steelcase products. Please see our attached Warranty Information document for more information, including Steelcase warranty and the warranties for our partners.	*
48	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	The Steelcase warranty provides rates warranty coverage regardless of shift usage. Steelcase doesn't limit warranty coverage to single shift only—and we offer 24/7 coverage. Please see our attached Warranty Information document for our partner warranties and information regarding usage for their products.	*
49	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	In the Americas, Steelcase and our Dealers do not charge customers for labor or associated expenses. Steelcase reimburses the Dealer for travel and labor expenses. Steelcase will pass along any warranty with respect to Partner Products.	*
50	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Certified technicians are available in all regions across the Americas and Canada. If a Sourcewell Member receives a Steelcase product that is freight damaged, malfunctions or requires warranty service, Steelcase has a plan in place. To place a service request: 1. Call the servicing Steelcase dealer. 2. The servicing dealer will evaluate the defect and the product's manufacturing date to determine if it's covered under Steelcase Warranty Policy. The dealer will then contact Steelcase and explain the issue to the Order Fulfillment Team representative. 3. The servicing dealer submits a request for replacement product and/or parts to the Order Fulfillment Team representative (service vehicles are typically stocked with common parts such as pneumatic cylinders, controls, lock cylinders, fasteners and hardware so these issues can be handled in one service call). 4. Steelcase will provide the dealer with the product or replacement part. 5. The dealer will deliver and install the new product or part swiftly and at no charge to Sourcewell.	*
51	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	No, the Steelcase Warranty does not cover other manufacturers' products. Steelcase shall pass along any warranty it receives with respect to other manufacturers' branded products, including Bolia, FLOS and others.	*
52	What are your proposed exchange and return programs and policies?	All Steelcase products are manufactured to your specifications and, therefore, are not subject to return. Non-conforming products will be repaired or replaced at no charge to you. A product is considered non-conforming if it is defective or if it fails to comply with information published in the Steelcase Specification Guide or your purchase order. If a product is believed to be non-conforming a notification request must be submitted by the ordering dealership to start the investigation and approval process. Replacement orders for non-conforming products are processed immediately and receive expedited shipping.	*
53	Describe any service contract options for the items included in your proposal.	Steelcase can offer extended warranty plans providing coverage beyond the standard warranty for the products in our proposal. These extended warranties safeguard against unexpected expenses due to product failures, ensuring peace of mind for Sourcewell members. Extended warranty can differ based on the product category and the duration of the original warranty coverage. For further information about our Limited Lifetime Warranty, please see our attached Warranty Information document.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods.	The payment terms in place with our current Sourcewell/Steelcase contract will be extended to any new contract. The current agreement indicates: Invoicing and Terms of Payment. Invoices, inclusive of applicable sales or use taxes and/or surcharges will be issued by Dealer upon delivery of the Products/Services and will be paid within ten (10) days from the date of invoice. For large orders Members will be invoiced 40% at time of order placement, 50% at delivery and the 10% balance upon completion of installation. A service charge of 1 ½% per month (18% per annum) may be added to invoiced unpaid as of the due date. If partial delivery of an order is made, the Member will make payment for products delivered and services provided. Dealer will invoice Member for shortages or replacement upon delivery of those items.	*

55	Describe any leasing or financing options available for use by educational or governmental entities.	Steelcase Financial Services offers flexible and convenient financial alternatives that let you create an inspiring workplace while conserving capital, preserving bank lines and reducing tax liabilities. Wholly owned by Steelcase Inc., Steelcase Financial Services is the office furniture industry's only captive finance company. That means greater flexibility because our goal is to build long- term, ongoing relationships with our customers and give you the best value possible. Financing offers your business solid options to: • Conserve capital • Protect credit lines • Manage your balance sheet • Realize tax benefits • Maximize your purchasing power • Increase flexibility with payment and end-of-term options Steelcase Financial Services offers 100% financing at highly competitive rates with a wide range of options in the United States and Canada. Financing and leasing plans are available for contracts as low as $5,000 with terms ranging from 24 to 60 months. Capabilities include: • One-stop shopping • Fixed-rate financing • Operating leases • Rapid approvals • Easy add-ons Options $1 Buy-out • Depreciation benefits and interest rates are usually tax deductible • Fixed purchase price End-of-term flexibility • Purchase product for $1 10% Purchase Option • Lower payment than $1 Buy-out • Depreciation benefits and interest are usually tax deductible • Provides a fixed purchase price End-of-term flexibility • Purchase product for 10% of the original amount financed • Renew the lease • Return product to Steelcase Financial Services Fair Market Value • Lowest payment of the three options listed • Payment is usually tax deductible • May qualify for off-balance sheet, operating lease treatment for reporting purposes End-of-term flexibility • Purchase product for fair market value • Renew the lease • Return product to Steelcase Financial Services Deposit Financing Finance your dealer order deposit and fold it in to your monthly payment. Tax-Exempt Financing Tax-exempt financing is an economical alternative to traditional methods of acquiring products from the Steelcase brands. State and local governments or political subdivision, whose interest payments are exempt from federal income taxes under Section 103 of the Internal Revenue Code, may qualify for this type of financing. Please see Additional Document T10.55 for more information about our financing and leasing services.	*

56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	There are two primary standard transaction documents that are core to our daily business operations. The first document is our standard quotation form that is created by our dealer partners in our proprietary system, Hedberg. This quotation is what is presented to Sourcewell members and includes all relevant product, pricing and discount information. Once accepted by the customer, this document can then be electronically submitted by the dealer to Steelcase for order entry and processing. The second standard transaction document is our customer invoice document. Each of our independently owned authorized dealers have variable processes, systems and transaction steps, which can vary the layout of these transaction documents. Although there will be slight variation from dealer to dealer, our attached sample transaction documents reflect the expected information that will be recorded and confirmed for day-to-day or project transactions. Please see our attached Standard Transaction Documents for our included document examples.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Steelcase dealers execute orders and process payment made on this contract as participating dealers. While many dealers accommodate and accept procurement cards, those costs have not been factored into our pricing. The Sourcewell Member would work with the selling dealer regarding specific payment methods. Alternative payment terms such as accepting a P-card may be negotiated between Member and Participating Dealer and mutually agreed upon prior to order placement.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Our proposed pricing model is a “catalog discount by product category” where product line discounts are provided as a percentage off list pricing drop ship. The published Product Catalog includes list pricing for all parts and unit numbers for the products lines on the discount schedule, which is submitted as a Price List PL 200 with this proposal. Sourcewell’s participating entities’ total cost of acquisition is the drop ship product pricing and any services quoted. The proposal pricing submitted is based on our current Steelcase price list, PL 200 which is in effect today. If awarded, we would propose to be on the current price list when announced nationally as it becomes effective. All the proposed product line discounts would remain the same. The discounts shown are based on drop ship delivery to the customer’s designated location. Exceptions include Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), where additional freight charges apply and will be quoted upon request. Installation and other services are available from participating dealers per the rates submitted, subject to the terms and conditions in the attached discount schedule. Please refer to the attached pricing zip file for more detailed information about our pricing proposal.	*
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	As mentioned in T11.58, our proposed product pricing response will be a “discount by product category.” To provide Sourcewell and all participating members the best pricing, we have provided product line discounts as a percentage off list drop ship. For the products listed, our overall discount range is 1.25%-63% off our published list price and Service Parts are listed at 35% off. The discount range by product line and services are shown in our pricing proposal found in the attached pricing zip file.	*

60	Describe any quantity or volume discounts or rebate programs that you offer.	Steelcase product category purchases as defined, may be combined to reach higher tiers and better discounts on individual purchases. The proposed product discounting established by the Sourcewell discount schedule, provided in the attached pricing zip file, is also “ceiling pricing,” meaning prices may be reduced with higher discounting to allow for volume considerations and to meet the specific and unique needs of a Sourcewell Member. Please note there are tiers of pricing noted for virtually all product line categories, meaning Sourcewell Members can negotiate better discounting than what is provided in the 3rd tier where appropriate. At no time may the proposed products/services be offered pursuant to this contract at prices above the ceiling price without approval by Sourcewell. Please see our discount schedule for more detailed information on our tiered discounting levels and complete terms and conditions related to this method of volume discounting.	*
61	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	For facilitating “sourced products or related services” as defined by the RFP document, our method ensures that the Steelcase/Sourcewell contract includes as many Steelcase Inc. and partner product categories as possible. Our simple strategy alleviates the number of times in which a proposed solution includes products that are not listed on the existing Sourcewell contract that has served Sourcewell Members well over the past contracts. If and when, new products or related services become available during the term of the contract, Steelcase will submit a request for approval to add those items per the Sourcewell process and appropriate form(s). Additionally, there may be instances where members may need “Open Market Items” not on the Sourcewell contract. If the Open Market Items further provide a complete comprehensive solution to the Member, it may be quoted and sold along with the contract items/services to complete the PO. The dealer may supply a quote to include such Member request with the Open Market Item listed as such on a separate line item. No admin fee will be paid on Open Market items and Open Market Items will not be included in any reporting. Open Market Items are not to be quoted separately and associated with this contract.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All elements for the total cost of acquisition are identified and reflected in our proposed discounting schedule for products and related services. The structure of our offering is flexible so that our dealers can provide the best value and solutions to meet participating member’s individual needs. The discounting structure is set up as a ceiling price on the product only on drop ship basis yet allows participating dealers to facilitate discussions about the scope of services at the best price. Our Steelcase dealers can determine the scope of labor and appropriate services required, providing a complete project with a total acquisition price that allows flexibility for each individual Member’s needs and requirements. Our effective method focuses on providing complete solutions to each Sourcewell Member. With millions worth of business being sold through the contract in the past, we have not received any participating entity complaints related to a customer not receiving the value and the total cost expected. Please refer to question T11.58 and the attached pricing zip file for more detailed pricing and cost information.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Deliveries from Dealer to Sourcewell Members shall be FOB, Sourcewell Members Designated Location for Orders within the United States, and FCA, Sourcewell Members Designated Location for Orders outside of the United States. Exceptions include Alaska, Hawaii, the Northwest Territories, Nunavut and Yukon, where additional freight charges apply and will be quoted upon request. For deliveries in Alaska, a service charge equal to five percent (5%) of list price shall be assessed to Sourcewell for Orders up to $200,000 list price. The service charge for Orders above $200,000 list price shall be negotiated.	*

64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	All shipments to Alaska and Hawaii and the US Islands are shipped FCA factory; freight prepaid and allowed to port of embarkation. Steelcase reserves the right to select shipping method and the port of embarkation. All charges beyond the point of embarkation are collect. For Alaska and Hawaii (in the United States) and the Northwest Territories, Nunavut and Yukon (in Canada), additional freight charges apply and will be quoted upon request.	*
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Our strategically located Regional Distribution Centers (RDCs) work hand-in-hand with our manufacturing network to support and facilitate our manufacturing model. Our manufacturing centers and distribution centers work together for the good of the customer by improving quality, cost, consistency and speed to market. For the US and Canada, we utilize these optimally located RDCs. Distribution Centers 1. Grand Rapids, Michigan, U.S. 2. Hazleton, Pennsylvania, U.S. 3. Atlanta, Georgia, U.S. 4. Desoto, Texas, U.S. 5. Rancho Cucamonga, California, U.S. 6. Puyallup, Washington, U.S. 7. Aurora, Colorado, U.S. Our manufacturing process focuses on predicting, identifying and solving problems before they happen. Often, products from different facilities will be used to fill your project order. In these instances, we will consolidate shipments in our country-specific warehouses before delivery to your site.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Steelcase's goal is to provide the best value at the best price to Sourcewell and its participating entities. Our pricing proposal offers competitive discounting when compared against similar GPOs, cooperative procurement organizations or state purchasing departments. Flexing to meet the specific and unique needs of Sourcewell Members, the proposed product discounting is also "ceiling pricing" meaning prices may be reduced with higher discounting to allow for specific project and volume considerations. The structure of our offering allows our dealers to extend the best value and solutions to each individual project.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	

67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Steelcase utilizes a participating facilities designation, loading and recognition procedure to verify compliance in recognizing and reporting for our Sourcewell contract. This acts as a formalized process to reconcile our sales with the current Sourcewell Membership list from the Sourcewell website. Also, orders processed by Members with participating Steelcase dealers are to have the Sourcewell contract number noted, and dealers utilize competitive discount authorization quotes specific to Sourcewell, which ensures Members get the correct contract pricing. The Membership list provided by Sourcewell and our automated reporting system is the basis of how we designate, load and recognize Sourcewell product sales. We download the Membership roster from the Sourcewell website quarterly and convert this into a usable file linked to our internal reporting system, quotes and unique site IDs for each Member. Our internal reporting team uses the converted file to match participating entities to the Sourcewell master and any related quotes to the Sourcewell agreement through bilateral agreements and letters of commitment. The Sourcewell master quote and linked quotes are unique numbers that provide as accuracy to insure Sourcewell sales are recognized by Steelcase. So, any Member electing to purchase through the Sourcewell agreement receives pricing from an authorized participating Steelcase dealer who must use the Sourcewell quote number to complete Member transactions. In addition, our reporting system deploys a matching algorithm that automatically matches Member sites (every Member as a unique site ID) to Sourcewell sales through our authorized participating dealers. If we do find that an error was made, and eligible sales were not reported, we will notify Sourcewell, reconcile and report those eligible sales in the next reporting cycle and pay any associated fees, consistent with our agreement and our values and business practices previously mentioned and listed below. The Steelcase reconciliation process for reporting sales data is based upon Sourcewell providing consistent roster formatting. Changes to this format will require a redesign of our data processing. In the event format changes are needed, Steelcase will require advance notification and a reasonable timeframe to determine if a new process can be deployed to maintain accurate reporting.	*
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Steelcase and our dealers believe that continuous measurement and improvement are vital to the success of our partnership. Our data-driven tools and capabilities give us creative freedom and engineering flexibility and, at the center, add customer value and augment our performance. Our comprehensive performance view identifies key areas for improvement and our teams closely monitor the overall contract and key customer sales to ensure growth and satisfaction. Every order, no matter how large or small, is tracked from quote request to successful delivery and installation. Some Key Performance Indicators we recommend tracking and reporting include: • Quote turnaround time • Product lead time (PO receipt to delivery at site) • Percentage of shipments received on the date requested • Percentage of on-time and complete shipments • Number of freight, quality and warranty claim issues • Time required to complete punch list issues • Dealer performance and reliability • Weekly backlog reports, indicating orders being shipped in the upcoming weeks	*

69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	The current Steelcase Sourcewell contract stipulates a 1% administrative fee payable to Sourcewell on a quarterly basis on contract product purchases. We propose the fee on the new contract be calculated at the existing 1% percentage on contract product purchases upon award of the contract payable to Sourcewell for facilitating, managing and promoting the Sourcewell contract.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	At Steelcase, we help people do their best work by creating places that work better. Through our family of brands that include Steelcase®, Designtex®, Coalesse®, AMQ®, Smith System®, Orangebox®, and Viccarbe®, we offer a comprehensive portfolio of furniture and architectural products and services designed to help customers create workplaces that help people reach their full potential at work. Our brands provide a comprehensive portfolio of furniture and architectural products for individual and collaborative work across a range of price points. We have expanded our offerings through investments in product development, acquisitions and marketing partnerships. Our furniture portfolio includes furniture systems, seating, storage, fixed and height-adjustable desks, benches and tables and complementary products such as work accessories, lighting, mobile power and screens. Our seating products include task chairs, which are highly ergonomic seating that can be used in collaborative environments and casual settings and specialty seating for specific vertical markets such as education and healthcare. Our interior architectural products include full and partial height walls and free-standing architectural pods. We also offer services designed to enhance the performance of people, space and real estate. These services include workplace strategy consulting, lease origination services and furniture and asset management. For more information on our product lines, please see the Additional Document T14A.70/71.	*
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Steelcase brand extensions include: • Steelcase Learning, which works with leading educational institutions to create places that enhance the success and well-being of students, educators and administrators. • Steelcase Health, which works with leading healthcare organizations to create places that deliver greater connection, empathy and well-being for everyone involved in the experience of healthcare. • Designtex offers applied materials that enhance environments and is a leading resource for applied surfaces knowledge, innovation and sustainability. Designtex products include premium fabrics and surface materials and imaging solutions designed to enhance seating, walls, workstations and floors. These materials provide privacy, wayfinding, motivation, communications and artistic expression. • Coalesse is led by intuition, backed by research and driven by design. Coalesse creates thoughtful furnishings that bring new life to the modern workplace and ancillary settings. The brand blends beauty and utility into their designs to help customers make great spaces that inspire great work, by empowering social connection, creative collaboration, focus and rejuvenation. • AMQ offers high-quality, affordable height-adjustable desking, benching, storage, screens, tables and seating for workstations, collaborative environments and training rooms. AMQ specializes in in-stock furniture that ships in just five business days, for adaptable, quick, modern designs that fit contemporary, active office spaces. • Smith System is a designer and manufacturer of high-quality furniture for the pre-K-12 education market. Smith System offers desking, seating and storage products. Smith System designs and manufactures products that support inspired learning and strive to create better learning outcomes – addressing the needs of the student, the demands of the curriculum and the realities of space, maintenance and budget. • Orangebox is a designer and manufacturer of furniture and free-standing architectural pods for the changing workplace with a focus on "Smartworking" solutions: furniture and architecture that fosters collaboration while providing contemporary aesthetics, visual and acoustical privacy and commercial-grade performance. • Viccarbe offers contemporary furniture for high-performance collaborative and social spaces, including contract, hospitality, retail and outdoor settings. For more information on our subcategories of our proposed solutions, please see the Additional Document T14A.70/71.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
72	Desks and workstations (stationary, sit-to-stand, control and dispatch consoles, charging stations)	(•) Yes ( ) No	From office desks to classroom tables, we offer a variety of high-quality desk solutions to complement your space and support the ways people work. Steelcase desking and workstation offerings are designed to fit the needs of any workplace: • Desk systems: Our contemporary desk systems support private offices or open group settings. We offer desk solutions configured with storage and built-in technology. • Benching: Our benching systems accommodate the needs of various workstyles to support collaborative and solo work in office, classroom or hospital environments. • Individual desks: Our selection of modern desks is crafted to fit the unique needs of office, education, work-from-home and healthcare spaces. • Height-Adjustable desks: We offer dozens of height-adjustable desk options that allow workers to easily change postures from sitting to standing height throughout the day which can positively impact physical health. • Private Offices: Our private office furniture is designed to not only evoke a sense of home in the workplace, but also to allow people to focus and innovate without distractions. For more information about this product line, please see our Additional Document T14B.72-82.	*

73	Chairs	(•) Yes ( ) No	Our seating products include task chairs which are highly ergonomic seating that can be used in collaborative environments and casual settings and specialty seating for specific vertical markets such as education and healthcare. They are designed to support workers during a variety of settings. These innovative and ergonomic chairs deliver performance, style and adjustability. When it comes to office seating, our chairs deliver ergonomic performance with a contemporary design. From desk to conference, we have the seating solutions for your space. We've widened our CarbonNeutral® product certification options to our best work chairs. This rigorous standard means we can bring you all the same essential ergonomics and quality while offsetting the carbon impact of the chair's entire lifecycle. For more information about this product line, please see our Additional Document T14B.72-82.	*
74	Tables	(•) Yes ( ) No	Steelcase has a full line of occasional, conferencing and collaborative table solutions from Steelcase, Coalesse and our ancillary partners. We have modern designs and built-in functionality to enhance a variety of settings. For more information about this product line, please see our Additional Document T 14B.72-82.	*
75	Modular and demountable walls	(•) Yes ( ) No	Our architecture and space division line includes a selection of modular walls, pods, glass partitions and panels designed to create areas to facilitate quiet thinking, private meetings and focused work without obstructing open settings. We have several modular wall solutions that meet our customers' varying price points while offering acoustic performance and aesthetic options. For more information about this product line, please see our Additional Document T14B.72-82.	*

76	Cubicles	(•) Yes ( ) No	Our panel systems and divider screens integrate seamlessly with Steelcase workstations and desking solutions to provide the right amount of space division and privacy with endless reconfiguring options. • Flexibility: Our panel systems are created from a dynamic frame that allows you to change your space as your needs change. They also support extensive integration of storage and worksurfaces to efficiently support specific work types in exactly the footprint you need. • Materiality: Steelcase panel systems feature a broad range of options, including fabrics, glass and more. • Integrated power: Our products support extensive power and data routing and access for individual workstations as well as collaborative spaces. For more information about this product line, please see our Additional Document T14B.72-82.	*
77	Patio or outdoor	(•) Yes ( ) No	Leveraging our partnerships with several different outdoor furniture designers, we offer social, collaborative and personal outdoor spaces that provide even greater choice for safer work environments. Our established partnerships with Extremis, Emu, Viccarbe, Blu Dot, Nanimarquina, Bolia, Mattiazzi and Bend Goods will give your participating entities access to endless outdoor furnishing options. For more information about this product line, please see our Additional Document T14B.72-82.	*

78	Seating (benches, fixed stools, ottomans, integrated power systems)	(•) Yes ( ) No	Our high-performance seating helps you do your best work with better design, better comfort and better choice. We offer a broad range of dynamic options, all backed by Steelcase research, innovation and our unwavering standards for quality and sustainability. • Benches, ottomans & stools: Our ancillary partnerships will give your participating entities endless options for common and public spaces. We have benches, poufs, ottomans, lounge systems, daybeds, footstools and more in an endless array of styles, fabrics and price points that will work for offices, higher education and healthcare spaces. • Fixed stools: Our variety of stools check the box for stool-height office chairs, side and guest chairs, conference, cafeteria, lounge and outdoor. All are available in a variety of heights, materials and styles. • Integrated power systems: Several of our lounge systems have the ability to integrate power systems, including Regard for healthcare, and Brody, a popular lounge seating option commonly used in higher education and open offices. We also offer several options for integrated power through our tech products like Thread, a free-standing power distribution system and Flex Mobile Power, an ultra-mobile power solution that lets you connect to nearby power at all times. Our other seating options include lounge, e-sport seating, reception, storage benches, conference chairs, side and guest chairs, cafeteria seating, sofas and outdoor seating. For more information about this product line, please see our Additional Document T14B.72-82.	*

79	Casegoods	(•) Yes ( ) No	From lateral file cabinets to large bookcases, our storage units are visually appealing and provide versatile storage solutions for offices, classrooms or patient rooms. We offer: • Systems storage: These functional storage systems include bookshelves, personal storage and cabinets designed for office, education and healthcare spaces. • Lockers: Our selection of storage lockers allows employees or students to keep personal belongings in a secure and organized place in private or open settings. • Cabinets & shelves: From wall-mounted shelves to cabinets and bookshelves, Steelcase offers a wide variety of storage solutions that include credenzas, shelving, mobile pedestals, bookcases and sideboards for office, education and healthcare spaces. • Mobile carts: We offer a range of mobile storage carts designed to allow your equipment to stay mobile. Perfect for meeting rooms, classrooms, lounge spaces and everything in between. For more information about this product line, please see our Additional Document T14B.72-82.	*
80	Residential hall furnishings	(•) Yes ( ) No	Higher Education Solutions Steelcase Learning is passionate about helping to create the conditions for lifelong learning. Our insight-led solutions and settings inspire people to become engaged, active learners within and beyond the classroom. Our work with higher education spaces is highlighted in the following case studies: • Francis Tuttle's Danforth Campus: https://www.steelcase.com/research/articles/topics/learning/encouraging-the-extraordinary/ • University of Glasgow's New Learning Hub: https://www.steelcase.com/eu-en/research/articles/topics/case-studies/glasgows-new-learning-hub-investment-students-future/ For more information about this product line, please see our Additional Document T14B.72-82.	*

81	Related services including rental, design, space planning, installation, assembly, safety inspection, repair, renovation, refurbishment, re-manufacture, retrofit or recycling services to the offering above; and	(•) Yes ( ) No	Every Steelcase dealer is an engaged partner who can help you navigate every aspect of your workplace journey — providing the capabilities and tailored solutions you need. Our Authorized Steelcase Dealers have multiple services and ways to engage with your needed space strategy. With dedicated services that merge with every step of your project phase, you can rely on their expertise and talented team members. Dealer services include: • Workplace Consulting • Space Planning • Project Coordination • Procurement • Installation • Relocation • Inventory Management • Life Cycle Management • Warranty Service For more information about our Dealer Services, please see our Additional Document T6.27.	*
82	Proposers may also include related storage and technology integrated furniture solutions, ergonomic solutions and accessories, workspace systems and accessories to the extent that the offering is ancillary or complementary to an offering of Furniture Solutions as described in Lines 72-81 above.	(•) Yes ( ) No	In addition to the product categories detailed above, Steelcase and our partners offer additional product lines that include: • Technology: We collaborate with industry leaders to help you create hybrid workspaces that leverage the latest communication technology enhancements. These brands help create more inclusive, easy-to-use and safer hybrid workplaces. Our partnerships include Microsoft, Zoom, Logitech, Crestron and VergeSense. • Steelcase Health: A major segment of our business is dedicated to healthcare clients. We create solutions and spaces that lead to better health outcomes for everyone involved in the complex work of care. Through Steelcase and our Healthcare partners West Elm Health Collection, Kwickscreen and Moduform, we offer solutions for waiting spaces, patient rooms, exam rooms and virtual care rooms. • Steelcase Learning: We have a dedicated branch of our offering for K-12 and higher learning clients with products that include classroom chairs, classroom storage, education lounge seating, whiteboards, accessories and education desks and tables. • Accessories: We offer a wide range of office accessories, rugs, decorative items, lighting and other worktools to complete your space.	

			We also offer the following additional services to our clients: • eBusiness solutions: a web-based solution to help your organization save time, manage costs and simplify furniture purchases. • Applied Research & Consulting: a consulting practice that helps clients define and leverage their work experience strategy. • Global Research Team: Steelcase has the largest in-house research bench in the industry. We have a multidisciplinary team of 18 researchers worldwide with expertise in design, strategy, technology and social sciences. We regularly publish our findings and integrate our findings into product and design solutions. • Codesign & Custom Solutions: Through an iterative, participatory approach, we collaborate with our customers to discover, prototype and manufacture applications and products that reflect their vision, brand and values. • After-Install Support: We are there for you, even after product installation. We have a variety of tools and support to help users through the pre-move, move and post-move process. • Ergonomic Training: Steelcase and our authorized dealers offer ergonomic training sessions and programs through our dedicated, company ergonomist who will ensure employees maximize comfort and productivity. For more information about all these solutions and services, please refer to our attached Additional Document.	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - Pricing - Steelcase - 9-14-23.zip - Thursday September 14, 2023 09:31:06
- Financial Strength and Stability - FinancialStrength - Steelcase - 9-14-23.pdf - Thursday September 14, 2023 09:25:58
- Marketing Plan/Samples - Marketing Plan - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 09:26:27
- WMBE/MBE/SBE or Related Certificates - WMBE - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 09:26:44
- Warranty Information - Warranty - Steelcase - 9-14-23.pdf - Thursday September 14, 2023 09:26:54
- Standard Transaction Document Samples - StandardTransaction - Sourcewell.pdf - Thursday September 14, 2023 09:27:05
- Requested Exceptions - RequestedExceptions - Steelcase - 9-14-23.docx - Thursday September 14, 2023 09:27:22
- Upload Additional Document - Additional Document - Steelcase - 9-14-2023.pdf - Thursday September 14, 2023 10:23:08

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Nate Kolakowski, Leader, Federal Government Sales, Steelcase Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Furniture_Solutions _RFP_091423 Tue September 5 2023 03:34 PM	☑	2
Addendum_3_Furniture_Solutions _RFP_091423 Thu August 31 2023 12:47 PM	☑	5
Addendum_2_Furniture_Solutions _RFP_091423 Tue August 29 2023 02:17 PM	☑	2
Addendum_1_Furniture_Solutions _RFP_091423 Fri August 18 2023 11:06 AM	☑	2

ATTACHMENT B

tangram™

9200 SORENSEN AVENUE
SANTA FE SPRINGS, CA 90670
TEL: 562.365.5000
FAX: 562.777.9742
WWW.TANGRAMINTERIORS.COM

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Quote: 672312

Quote Date: 10/28/24
mm/dd/yy
Project: 648216
Customer: SAN016
Terms: CPO#/NET 30 DAYS
Contact: Kasey Christensen

Quote To

Accounts Payable
City of Santa Fe Springs
11710 Telegraph Rd
Santa Fe Springs CA 90670-3658

Ship To

City of Santa Fe Springs Fire Dept
11710 Telegraph Rd
Santa Fe Springs CA 90670-3658

Phone: +1 (562) 868-0511
ap@santafesprings.org

Sales Location SANTA FE SPRINGS SALES

City of SFS Fire Dept.

Quote valid for 30 days.
-
Steelcase & AMQ Pricing per Sourcewell Contract #091423-STI
Member ID #17974
-
Purchase order is required prior to processing your order.
-
All product is made to order. No changes or cancellations after order placement. No returns.
-
Client is responsible for proper care and cleaning of products. Please consult your Tangram representative for further information on appropriate cleaning procedures. Products whose materiality or appearance is affected by improper use of cleaning agents will not be covered by manufacturer warranty.
-
Contact with any questions:
Peyton Romo
Sales
promo@tangraminteriors.com
949.599.4716
-
Thank you for the opportunity to provide this quote.

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
	01. WS1 (Admin Asst)			
1	**APS3L3B** - Activ 2.0 3-leg Base, 90/120 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO	1	791.28 1,884.00 58.00%	791.28

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
1	**Tag For** 01. WS1 (Admin Asst) 30/70			
2	**CRCT** - Common Top, Worksurface **Depth:** 30.00000 **Width:** 70.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** WS-1 30/70	1	141.47 329.00 57.00%	141.47
3	**CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 42.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** WS-1 24/42	1	74.39 173.00 57.00%	74.39
4	**X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 01. WS1 (Admin Asst) CMT	1	61.74 147.00 58.00%	61.74
5	**AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 01. WS1 (Admin Asst) CT/30	1	56.54 147.00 61.54%	56.54
6	**AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG	1	255.38 664.00 61.54%	255.38

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
6	**PVC:** With PVC AMQSOLUTIO **Tag For** 01. WS1 (Admin Asst) PS/2P1AC20			
7	**TS736THF** - Frame, Horizontal package, Thin, 36W **BASIC:** 7243 SEAGULL **TC OPT:** *OPT:TOP CAP OPTIONS **OMIT CAP:** TOP CAP, OMITTED **CABLEOPT:** *OPT:CABLE TRAY OPTION **CBL TRAY:** CABLE TRAY **BASE OPT:** *OPT:BASE TRIM OPTIONS **1OMIT1KO:** OMIT 1 SIDE / KNOCKOUT 1 SIDE **TRAY OPT:** *OPT:BASE TRAY OPTION **BASETRAY:** BASE TRAY STEELCASE **Tag For** 01. WS1 (Admin Asst) 36/36c	2	51.02 138.00 63.03%	102.04
8	**TS736THF** - Frame, Horizontal package, Thin, 36W **BASIC:** 7243 SEAGULL **TC OPT:** *OPT:TOP CAP OPTIONS **STD CAP:** STD:Std Top Cap **CABLEOPT:** *OPT:CABLE TRAY OPTION **CBL TRAY:** CABLE TRAY **BASE OPT:** *OPT:BASE TRIM OPTIONS **1OMIT1KO:** OMIT 1 SIDE / KNOCKOUT 1 SIDE **TRAY OPT:** *OPT:BASE TRAY OPTION **BASETRAY:** BASE TRAY STEELCASE **Tag For** 01. WS1 (Admin Asst) 36/36c	1	51.02 138.00 63.03%	51.02
9	**TS736TEPJ** - Junction-End of run, Thin, 36H **TRIM:** *OPT:TRIM PACKAGE **PAINT:** PAINTED TRIM PKG **UPRIGHT:** UPRIGHT **TEXT PNT:** *UPRIGHT:TEXTURED PAINT **7243:** SEAGULL STEELCASE	1	57.30 155.00 63.03%	57.30

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
9 **Tag For** 01. WS1 (Admin Asst) E36			
10 **TS736TIPJ** - Junction-In line, Thin, 36H STEELCASE **Tag For** 01. WS1 (Admin Asst) I36	1	40.67 110.00 63.03%	40.67
11 **TS736TLPJ** - Junction-L, Thin, 36H **TRIM:** *OPT:TRIM PACKAGE **PAINT:** PAINTED TRIM PKG **UPRIGHT:** UPRIGHT **TEXT PNT:** *UPRIGHT:TEXTURED PAINT **7243:** SEAGULL STEELCASE **Tag For** 01. WS1 (Admin Asst) L36	1	89.47 242.00 63.03%	89.47
12 **TS736WPJ** - Junction-Wall start, 36H STEELCASE **Tag For** 01. WS1 (Admin Asst) WS36	1	119.41 323.00 63.03%	119.41
13 **TS73036LSF** - Panel skin, Laminate, Floor, 30H x 36W **SURFACE:** 2410 GRAPHITE WALNUT (HPL) **TRIM:** 7243 SEAGULL **GRAINDIR:** *OPT:GRAIN DIRECTION **VERT:** STD:VERTICAL STEELCASE **Tag For** 01. WS1 (Admin Asst)	3	239.94 649.00 63.03%	719.82
14 **TS73036TK** - Panel skin-Tackable acoustical, 30H x 36W **SURFACE:** P535 CURRENCY **FAB DIR:** *OPT:FABRIC DIRECTION **HORZ:** STD:HORIZONTAL APPLICATION STEELCASE **Tag For** 01. WS1 (Admin Asst)	3	92.79 251.00 63.03%	278.37
15 **EEAWST** - Tackboards **Width:** 30.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod	1	163.65 389.00 57.93%	163.65

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
15 STEELCASE **Tag For** 01. WS1 (Admin Asst) TB/30/30			
16 **EEAWST** - Tackboards **Width:** 66.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 01. WS1 (Admin Asst) TB/66/30	1	250.74 596.00 57.93%	250.74
17 **UTR1660TA** - Worksurface-Transaction, Plastic edge, Laminate, Straight, Thin, Answer applicat ion, 16D x 60W **EDGE:** 6009 ARCTIC WHITE **TOP-SURF:** 2730 ARCTIC WHITE **TC OPT:** *OPT:TOP CAP OPTIONS **STD CAP:** Std Top Cap **TOP-CAP:** TOP CAP **TEXT PNT:** *TOP-CAP:TEXTURED PAINT **7243:** SEAGULL Universal Systems Transaction Worksurface, for use with Answer Panels with Thin trim SPECIAL CHANGE: (A=12"D) X (B=72'W full) * To fit full width of panel(s) CHANGE: Squared rear corners * Front/Visitor corners to have standard radius. CHANGE: Transaction top will sit on top of top cap, flush with inside of panel, with entire 9" overhang to visitor side. DELETE: Standard brackets. special cantilivers are required to overhang top on one side of panel, must be ordered separately. **Eng Quote** SF243647 **Eng Quote Product ID** SF00267582 STEELCASE **Tag For** 01. WS1 (Admin Asst) (12/72)	1	311.66 843.00 63.03%	311.66

Accepted by_____Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
18	**TS7STLS1** - In line-Spanning Top Cap, Package quantity 1, Lightseal STEELCASE	1	9.24 25.00 63.04%	9.24
19	**TS772TTC** - Top cap, Thin, 72W **BASIC:** 7243 SEAGULL **TC OPT:** *OPT:TOP CAP OPTIONS **STD CAP:** STD:Std Top Cap STEELCASE	1	21.44 58.00 63.03%	21.44
20	**9080806SR** - Transaction Top Bracket Package **BASIC:** 7243 SEAGULL Transaction Top Bracket Package. CHANGE: Modified for use on Answer Panels with Thin Trim, to support 12"D Transaction Top with all overhang on one side of the panel, 9" overhang Includes (2) Brackets, LH and RH. **Eng Quote** SF243647 **Eng Quote Product ID** SF00254982 STEELCASE **Tag For** 01. WS1 (Admin Asst) (12/72)	2	176.28 275.00 35.90%	352.56
21	**AMQCRCD2HFSLL** - Credenza Two High Full Storage, Lateral/Lateral **Depth:** 24.00000 **Width:** 60.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Storage:** Lateral File/Lateral File **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500	1	1,184.41 2,887.00 58.97%	1,184.41

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
21 AMQSOLUTIO **Tag For** 01. WS1 (Admin Asst) 24/60-LF/LF			
22 **AMQCRCD2HFSLFL** - Credenza Two High Full Storage, Lateral/Open **Depth:** 24.00000 **Width:** 60.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Storage:** Open/Lateral File **Handedness:** Left Hand **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 01. WS1 (Admin Asst) 24/60-LF/BC	1	935.38 2,280.00 58.97%	935.38
Sub Total			6,067.98
SANTA FE SPRINGS, CITY OF			60.66
LOS ANGELES, COUNTY OF			212.36
CALIFORNIA, STATE OF			364.05
Total			**6,705.05**
02. PO2 & PO3			
23 **APS3L3B** - Activ 2.0 3-leg Base, 90/120 **Depth:** 24.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 02. PO2 & PO3 AP3-30	2	791.28 1,884.00 58.00%	1,582.56

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
24 **CRCT** - Common Top, Worksurface **Depth:** 30.00000 **Width:** 72.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** PO-2 & PO-3 30/70	2	155.23 361.00 57.00%	310.46
25 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 42.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** PO-2 & PO-3 24/42	2	74.39 173.00 57.00%	148.78
26 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 02. PO2 & PO3 CMT	2	61.74 147.00 58.00%	123.48
27 **AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 02. PO2 & PO3 CT/30	2	56.54 147.00 61.54%	113.08
28 **AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO	2	255.38 664.00 61.54%	510.76

Accepted by_____ Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
28	**Tag For** 02. PO2 & PO3 PS/2P1AC20			
29	**AMQCRBK** - Bookcase-15"D **Width:** 30.00000 **Height:** 72.68750 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) AMQSOLUTIO **Tag For** 02. PO2 & PO3 BC/5/30	4	532.92 1,299.00 58.97%	2,131.68
30	**AMQCRMP** - Panel- Modesty,13.75"H **Width:** 60.00000 **Modesty Panel Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) AMQSOLUTIO **Tag For** 02. PO2 & PO3 MP/60	2	214.15 522.00 58.98%	428.30
31	**AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 02. PO2 & PO3 LF/36/FF-Top	2	742.15 1,809.00 58.97%	1,484.30

Accepted by_____Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
32	**EEAWST** - Tackboards **Width:** 48.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 02. PO2 & PO3 TB/48/30	2	215.82 513.00 57.93%	431.64
33	**EEAWST** - Tackboards **Width:** 49.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 02. PO2 & PO3 TB/49/30	2	223.39 531.00 57.93%	446.78
34	**AMQCRCD2HKSSPR** - Credenza Two High with Kneespace, Single Right Hand Pedestal **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Application:** Full **Modesty Panel:** Full **Support - Right:** File/File Pedestal **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Thickness - Worksurface:** 1.12500 AMQSOLUTIO	2	839.38 2,046.00 58.97%	1,678.76

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Description	Quantity	Unit Price Sell/List/Disc	Extended Price
34 **Tag For** 02. PO2 & PO3 24/72-FF			
35 **AMQCRMP15H** - Pedestal-1.5-High,Box/File, Mobile **Depth:** 22.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Edge Finish:** Plastic - PG1 6231 - GRAPHITE WALNUT **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 02. PO2 & PO3 BF/22	2	370.87 904.00 58.97%	741.74
Sub Total			10,132.32
SANTA FE SPRINGS, CITY OF			101.33
LOS ANGELES, COUNTY OF			354.65
CALIFORNIA, STATE OF			607.95
Total			**11,196.25**
03. WS2/ WS3/ WS4 Fire Marshall			
36 **APS3L3B** - Activ 2.0 3-leg Base, 90/120 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 AP3-30	3	791.28 1,884.00 58.00%	2,373.84
37 **CRCT** - Common Top, Worksurface **Depth:** 30.00000 **Width:** 72.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500	3	155.23 361.00 57.00%	465.69

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
37	**Grommet Location:** No Grommet STEELCASE **Tag For** WS-2, WS-3, WS-4 30/72			
38	**CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 42.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** WS-2, WS-3, WS-4 24/42	3	74.39 173.00 57.00%	223.17
39	**X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 CMT	3	61.74 147.00 58.00%	185.22
40	**AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 PS/2P1AC20	3	255.38 664.00 61.54%	766.14
41	**AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 CT/30	3	56.54 147.00 61.54%	169.62
42	**PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 30.00000	3	340.50 734.00 53.61%	1,021.50

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
42	**Screen Type:** Side Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/30W			
43	**PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 70.00000 **Screen Type:** Rear Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/70W	2	445.34 960.00 53.61%	890.68
44	**PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 48.00000 **Screen Type:** Rear Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/48W	1	383.65 827.00 53.61%	383.65
45	**PSCB** - SARTO Screen; Alignment clip, Privacy **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** Screen Brackets	6	3.25 7.00 53.57%	19.50
46	**CRCLF** - Combination Cabinet - Lateral Drawers **Size Option:** Modular **Depth:** 24.00000 **Width:** 30.00000 **Height:** 66.50000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME	2	1,193.68 2,776.00 57.00%	2,387.36

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
46 **Keys:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC STEELCASE **Tag For** 03. WS2/ WS3/ WS4 CC/30/66.5H			
47 **CRCLF** - Combination Cabinet - Lateral Drawers **Size Option:** Modular **Depth:** 24.00000 **Width:** 36.00000 **Height:** 66.50000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Keys:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC STEELCASE **Tag For** 03. WS2/ WS3/ WS4 CC/36/66.5H	1	1,269.79 2,953.00 57.00%	1,269.79
48 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	2	742.15 1,809.00 58.97%	1,484.30

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
48	**Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 LF/36/FF			
49	**RATCL4872P** - Top-Common, Square edge profile, Laminate, Proud front, 48D x 72W **EDGE:** 6009 ARCTIC WHITE **TOP-SURF:** 2730 ARCTIC WHITE STEELCASE **Tag For** 03. WS2/ WS3/ WS4 48/72	1	342.88 933.00 63.25%	342.88
50	**UADJ** - Leg-Adjustable height, Glides **LEGS:** 4799 PLATINUM METALLIC STEELCASE **Tag For** 03. WS2/ WS3/ WS4 AHL	4	126.07 341.00 63.03%	504.28
51	**TS7WKSPT66** - Reinforcing channel, 66W STEELCASE **Tag For** 03. WS2/ WS3/ WS4 RC66	2	28.10 76.00 63.03%	56.20
52	**TS4S4866** - Screen, 48W x 66H **FRAME:** 4799 PLATINUM METALLIC **SURF-1:** 5G57 ROUGE **SURF-2:** 5G57 ROUGE **FAB DIR:** *OPT:FABRIC DIRECTION **SURF-1:** SURF-1 DIRECTION **VERT:** VERTICAL APPLICATION **SURF-2:** SURF-2 DIRECTION **VERT:** VERTICAL APPLICATION **CAST OPT:** *OPT:LEVELERS OPTION **CASTERS:** STD:CASTERS **PEGS OPT:** *OPT:FLIP CHART PEGS OPTION **TOPCAP:** STD:TOP CAP STEELCASE **Tag For** 03. WS2/ WS3/ WS4 SC/48/66	2	595.98 1,386.00 57.00%	1,191.96
53	**CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 95.56250	1	193.07 449.00 57.00%	193.07

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Description	Quantity	Unit Price Sell/List/Disc	Extended Price
53 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 03. WS2/ WS3/ WS4 CT/24/96			
54 **AMQCRLS2HD** - Low Storage-Two-High, Cabinet **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Door:** Double Door AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 D/30	2	426.26 1,039.00 58.97%	852.52
55 **AMQCRLS2HD** - Low Storage-Two-High, Cabinet **Depth:** 24.00000 **Width:** 36.00000 **Top:** No Top **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Door:** Double Door AMQSOLUTIO	1	446.77 1,089.00 58.97%	446.77

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
55 **Tag For** 03. WS2/ WS3/ WS4 D/36			
56 **AMQCRMP15H** - Pedestal-1.5-High,Box/File, Mobile **Depth:** 22.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Edge Finish:** Plastic - PG1 6231 - GRAPHITE WALNUT **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 03. WS2/ WS3/ WS4 BF/22	3	370.87 904.00 58.97%	1,112.61
57 **RATCL3672F** - Top-Common, Square edge profile, Laminate, Flush steel front, 36D x 72W **EDGE:** 6009 ARCTIC WHITE **TOP-SURF:** 2730 ARCTIC WHITE STEELCASE **Tag For** 03. WS2/ WS3/ WS4 36/72	1	305.76 832.00 63.25%	305.76
58 **RSC18363CF** - Cabinet-Storage, 2 adjustable shelves, Flush steel front, 18D x 36W x 40H **BASIC:** 4799 PLATINUM METALLIC **LOCK:** 9201 POLISHED CHROME **KEYS:** SK PLUG **TOP OPT:** *OPT:TOP OPTIONS **NO TOP:** NO TOP STEELCASE **Tag For** 03. WS2/ WS3/ WS4 SC/40	2	786.82 2,141.00 63.25%	1,573.64
59 **UHPL** - Post leg, Glides, 40 7/8H **LEGS:** 4799 PLATINUM METALLIC STEELCASE **Tag For** 03. WS2/ WS3/ WS4 SL	2	99.08 268.00 63.03%	198.16

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
Sub Total			18,418.31
SANTA FE SPRINGS, CITY OF			184.21
LOS ANGELES, COUNTY OF			644.65
CALIFORNIA, STATE OF			1,105.11
Total			**20,352.28**
04. WS-5 (Reception)			
60 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 24.00000 **Height:** 48.00000 **Trim Finish:** 7243 - SEAGULL **Surface 1 Finish:** P535 - CURRENCY **Surface 2 Finish:** P535 - CURRENCY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 04. WS5 (Reception) 24/48m-18	2	189.99 511.00 62.82%	379.98
61 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 48.00000 **Trim Finish:** 7243 - SEAGULL **Surface 1 Finish:** P535 - CURRENCY **Surface 2 Finish:** P535 - CURRENCY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 04. WS5 (Reception) 30/48m-18	4	207.83 559.00 62.82%	831.32
62 **AMQTSAPF** - Panel Tackable Monolithic **Width:** 30.00000 **Height:** 48.00000 **Trim Finish:** Textured Paint 7243 - SEAGULL **Surface 1 Finish:** Alloy P535 - CURRENCY	2	287.03 772.00 62.82%	574.06

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
62	**Surface 2 Finish:** Alloy P535 - CURRENCY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** Separate Neutral Powerway AMQSOLUTIO **Tag For** 04. WS5 (Reception) 30/48m			
63	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 36.00000 **Height:** 48.00000 **Trim Finish:** 7243 - SEAGULL **Surface 1 Finish:** P535 - CURRENCY **Surface 2 Finish:** P535 - CURRENCY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** No Powerway AMQSOLUTIO **Tag For** 04. WS5 (Reception) 36/48m-18	2	222.33 598.00 62.82%	444.66
64	**AMQTSAPF** - Panel Tackable Monolithic **Width:** 60.00000 **Height:** 48.00000 **Trim Finish:** Textured Paint 7243 - SEAGULL **Surface 1 Finish:** Alloy P535 - CURRENCY **Surface 2 Finish:** Alloy P535 - CURRENCY **Top Cap:** Low **Fabric Direction:** HORIZONTAL APPLICATION ONLY **Power Install:** Factory Installation **Powerway:** Separate Neutral Powerway AMQSOLUTIO **Tag For** 04. WS5 (Reception) 60/48m	2	377.37 1,015.00 62.82%	754.74
65	**AMQTSAPSG** - Stacker Panel Glass **Width:** 24.00000 **Height:** 18.00000	2	275.87 742.00 62.82%	551.74

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
65	**Trim Finish:** 7243 - SEAGULL AMQSOLUTIO **Tag For** 04. WS5 (Reception)			
66	**AMQTSAPSG** - Stacker Panel Glass **Width:** 30.00000 **Height:** 18.00000 **Trim Finish:** 7243 - SEAGULL AMQSOLUTIO **Tag For** 04. WS5 (Reception)	4	287.77 774.00 62.82%	1,151.08
67	**AMQTSAPSG** - Stacker Panel Glass **Width:** 36.00000 **Height:** 18.00000 **Trim Finish:** 7243 - SEAGULL AMQSOLUTIO **Tag For** 04. WS5 (Reception)	2	315.28 848.00 62.82%	630.56
68	**AMQTSAPTC** - Trim Vertical Corner **Height:** 48.00000 **Trim Finish:** 7243 - SEAGULL **End Cap:** Low AMQSOLUTIO **Tag For** 04. WS5 (Reception) J48	4	36.81 99.00 62.82%	147.24
69	**AMQTSAPTXC** - Trim Vertical Corner Change of height **Height:** 18.00000 **Trim Finish:** 7243 - SEAGULL **End Cap:** Low AMQSOLUTIO **Tag For** 04. WS5 (Reception) COH18	4	25.65 69.00 62.83%	102.60
70	**AMQTSAPTE** - Trim Vertical End of run **Height:** 48.00000 **Trim Finish:** 7243 - SEAGULL **End Cap:** Low AMQSOLUTIO **Tag For** 04. WS5 (Reception) E48	1	25.65 69.00 62.83%	25.65

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
71	**AMQTSAPTE** - Trim Vertical End of run **Height:** 66.00000 **Trim Finish:** 7243 - SEAGULL **End Cap:** Low AMQSOLUTIO **Tag For** 04. WS5 (Reception) E66	2	25.65 69.00 62.83%	51.30
72	**AMQTSAE98669B** - Base Power In 3 Circuit **Wiring:** Separate Neutral Wiring AMQSOLUTIO	1	173.05 397.00 56.41%	173.05
73	**AMQTSAESB** - Receptacle 3 Circuit Shared Neutral Line 3 15 Amp Package Quantity 6 **Harness:** Separate Neutral Harness **Receptacle:** Line A **Controlled Stamp:** No Stamp AMQSOLUTIO	1	186.13 427.00 56.41%	186.13
74	**AMQTSAESB** - Receptacle 3 Circuit Shared Neutral Line 3 15 Amp Package Quantity 6 **Harness:** Separate Neutral Harness **Receptacle:** Line B **Controlled Stamp:** No Stamp AMQSOLUTIO	1	186.13 427.00 56.41%	186.13
75	**AMQTSAESB** - Receptacle 3 Circuit Shared Neutral Line 3 15 Amp Package Quantity 6 **Harness:** Separate Neutral Harness **Receptacle:** Line C **Controlled Stamp:** No Stamp AMQSOLUTIO	1	242.36 556.00 56.41%	242.36
76	**GROMMET 12X12STANDRD** - PANEL GROMMET 12"H X 12"W X 3" THICK INSIDE DIMS ONLY STANDARD PAINT: PLATINUM METALLIC ONSITEREFU **Tag For** WS-5 Panel Grommets	1	175.97 0.00 0.00%	175.97
77	**APS2B** - Activ2.0Base, 2 Stage **Depth:** 29.00000 **Leg:** T-Leg **Caster or Glide:** Glides	2	413.70 985.00 58.00%	827.40

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
77 **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 04. WS5 (Reception) AP-29-T			
78 **AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 04. WS5 (Reception) CT/30	2	56.54 147.00 61.54%	113.08
79 **CRCT** - Common Top, Worksurface **Depth:** 28.00000 **Width:** 72.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 04. WS5 (Reception) CT/28/72	2	125.56 292.00 57.00%	251.12
80 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 04. WS5 (Reception) CMT	2	61.74 147.00 58.00%	123.48
81 **AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 04. WS5 (Reception) PS/2P1AC20	2	255.38 664.00 61.54%	510.76
82 **CRCT** - Common Top, Worksurface **Depth:** 18.00000 **Width:** 30.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL	2	58.91 137.00 57.00%	117.82

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
82 **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 04. WS5 (Reception) 18/30			
83 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 42.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 04. WS5 (Reception) 24/42	2	74.39 173.00 57.00%	148.78
84 **TSATCANT** - Cantilever **BASIC:** 4799 PLATINUM METALLIC STEELCASE **Tag For** 04. WS5 (Reception) CANT	6	53.93 141.00 61.75%	323.58
85 **TSATPL20** - Support-Worksurface, In line, Plate, 20D STEELCASE **Tag For** 04. WS5 (Reception) 20	2	40.16 105.00 61.75%	80.32
86 **AMQCRL3H** - Lateral-Three-High,File/File/File **Depth:** 18.87500 **Width:** 30.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge	2	1,066.26 2,599.00 58.97%	2,132.52

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
86 **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 04. WS5 (Reception) LF/30/FFF			
87 **AMQCRL3H** - Lateral-Three-High,File/File/File **Depth:** 18.87500 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 04. WS5 (Reception) LF/36/FFF	2	1,126.97 2,747.00 58.97%	2,253.94
Sub Total			13,491.37
SANTA FE SPRINGS, CITY OF			134.92
LOS ANGELES, COUNTY OF			472.21
CALIFORNIA, STATE OF			809.47
Total			**14,907.97**
05. WS6 (Reception)			
88 **APS2** - Activ2.0Desk, Stage 2 **Width:** 72.00000 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Worksurface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 05. WS6 30/72/-2S-T	1	581.70 1,385.00 58.00%	581.70

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
89 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 05. WS6 CMT	1	61.74 147.00 58.00%	61.74
90 **AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 05. WS6 PS/2P1AC20	1	255.38 664.00 61.54%	255.38
91 **AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 05. WS6 CT/30	1	56.54 147.00 61.54%	56.54
92 **AMQCRMP** - Panel- Modesty,13.75"H **Width:** 60.00000 **Modesty Panel Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) AMQSOLUTIO **Tag For** 05. WS6 MP/60	1	214.15 522.00 58.98%	214.15
93 **EEAWST** - Tackboards **Width:** 31.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 05. WS6 TB/31/30	1	179.22 426.00 57.93%	179.22
94 **EEAWST** - Tackboards **Width:** 48.00000 **Height:** 30.00000	1	215.82 513.00 57.93%	215.82

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
94 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 05. WS6 TB/48/30			
95 **CRDSHL** - Desk- Shell **Size Option:** Modular **Depth:** 24.00000 **Width:** 48.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Support - Right:** Full Depth End Panel **Support - Left:** Clear-Access End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet STEELCASE **Tag For** 05. WS6 24/48	1	313.47 729.00 57.00%	313.47
96 **AMQCRMP15H** - Pedestal-1.5-High,Box/File, Mobile **Depth:** 22.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Edge Finish:** Plastic - PG1 6231 - GRAPHITE WALNUT **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 05. WS6 BF/22	1	370.87 904.00 58.97%	370.87

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
Sub Total			2,248.89
SANTA FE SPRINGS, CITY OF			22.49
LOS ANGELES, COUNTY OF			78.71
CALIFORNIA, STATE OF			134.92
Total			**2,485.01**
06. WS7/ WS8/ WS9/ WS10			
97 **APS2** - Activ2.0Desk, Stage 2 **Width:** 72.00000 **Depth:** 29.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Worksurface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 06. WS7/ WS8/ WS9/ WS10 29/72/-2S-T	4	581.70 1,385.00 58.00%	2,326.80
98 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 06. WS7/ WS8/ WS9/ WS10 CMT	4	61.74 147.00 58.00%	246.96
99 **AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 06. WS7/ WS8/ WS9/ WS10 PS/2P1AC20	4	255.38 664.00 61.54%	1,021.52
100 **AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 06. WS7/ WS8/ WS9/ WS10 CT/30	4	56.54 147.00 61.54%	226.16

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
101 **PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 30.00000 **Screen Type:** Side Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/30W	4	340.50 734.00 53.61%	1,362.00
102 **PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 70.00000 **Screen Type:** Rear Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/70W	4	445.34 960.00 53.61%	1,781.36
103 **PSCB** - SARTO Screen; Alignment clip, Privacy **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** Screen Brackets	12	3.25 7.00 53.57%	39.00
104 **AMQCROHHD** - 15" H Overhead - Hinged Doors **Width:** 42.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Storage:** Personal **Door:** Hinged Doors **Attachment Bracket:** Wall Mount Brackets **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 06. WS7/ WS8/ WS9/ WS10 OH/42/15	4	405.33 988.00 58.97%	1,621.32

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
105 **CRCD2HFSLFL** - Credenza-2-High,Lateral/Open **Size Option:** Modular **Depth:** 18.87500 **Width:** 42.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Worksurface Thickness:** 1.12500 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Keys:** Key Plug **Application:** Full STEELCASE **Tag For** 06. WS7/ WS8/ WS9/ WS10 18.875/42	4	900.42 2,094.00 57.00%	3,601.68
Sub Total			12,226.80
SANTA FE SPRINGS, CITY OF			122.27
LOS ANGELES, COUNTY OF			427.95
CALIFORNIA, STATE OF			733.61
Total			**13,510.63**
07. Hoteling stations			
106 **AMQTSATRC** - Channel- Reinforcing **Width:** 48.00000 AMQSOLUTIO **Tag For** 07. Hoteling stations RC/48	3	23.79 64.00 62.83%	71.37
107 **AMQCRCT** - Top- Common, Rectangular **Depth:** 24.00000 **Width:** 59.75000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 AMQSOLUTIO	3	92.72 226.00 58.97%	278.16

Accepted by_____Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
107	**Tag For** 07. Hoteling stations CT/24/59.7500			
108	**AMQCRSQB** - Base- Square Leg **Height - Leg:** 28.00000 **Base Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 07. Hoteling stations SL/28	12	96.00 234.00 58.97%	1,152.00
109	**AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO	3	289.44 664.00 56.41%	868.32
110	**AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO	3	64.08 147.00 56.41%	192.24
111	**PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 24.00000 **Screen Type:** Side Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** PS/36H/24W	4	325.19 701.00 53.61%	1,300.76
112	**PSPS** - SARTO Screen; Desk mount-Privacy only **Size:** Modular **Height:** 35.50000 **Width:** 60.00000 **Screen Type:** Rear Screen **Surface Finish:** Buzz2 5G57 - ROUGE **Bracket Finish:** Textured Paint 7360 - MERLE	3	413.80 892.00 53.61%	1,241.40

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
112 STEELCASE **Tag For** PS/36H/60W			
113 **PSCB** - SARTO Screen; Alignment clip, Privacy **Bracket Finish:** Textured Paint 7360 - MERLE STEELCASE **Tag For** Screen Brackets	9	3.25 7.00 53.57%	29.25
Sub Total			5,133.50
SANTA FE SPRINGS, CITY OF			51.32
LOS ANGELES, COUNTY OF			179.67
CALIFORNIA, STATE OF			308.01
Total			**5,672.50**
07. Niche			
114 **AMQCRL3H** - Lateral-Three-High,File/File/File **Depth:** 18.87500 **Width:** 30.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 07. Niche LF/30/FFF	1	1,066.26 2,599.00 58.97%	1,066.26
115 **AMQCRL3H** - Lateral-Three-High,File/File/File **Depth:** 18.87500 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500	2	1,126.97 2,747.00 58.97%	2,253.94

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
115 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC AMQSOLUTIO **Tag For** 07. Niche LF/36/FFF			
116 **EEAWST** - Tackboards **Width:** 51.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 07. Niche TB/51/30	2	223.39 531.00 57.93%	446.78
Sub Total			3,766.98
SANTA FE SPRINGS, CITY OF			37.67
LOS ANGELES, COUNTY OF			131.84
CALIFORNIA, STATE OF			226.03
Total			**4,162.52**
07. WS Shared Storage			
117 **CRSC** - Service Cart, 22"D, 34 3/4"H **Width:** 36.00000 **Depth:** 22.00000 **Height:** 34.75000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Pull:** Ledge **Ledge Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Keys:** Key Plug	1	584.37 1,359.00 57.00%	584.37

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
117 **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Caster:** No Caster **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** WS-6/WS-7 Shared Storage Cart/36			
118 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 36.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 07. WS Shared Storage LF/36/FF	1	742.15 1,809.00 58.97%	742.15
119 **AMQCRLS2HD** - Low Storage-Two-High, Cabinet **Depth:** 24.00000 **Width:** 36.00000 **Top:** No Top **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge	2	446.77 1,089.00 58.97%	893.54

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
119 **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Door:** Double Door AMQSOLUTIO **Tag For** 07. WS Shared Storage D/36			
120 **AMQCRCT** - Top- Common, Rectangular **Depth:** 24.00000 **Width:** 71.75000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 07. WS Shared Storage CT/24/71.7500	1	110.36 269.00 58.97%	110.36
Sub Total			2,330.42
SANTA FE SPRINGS, CITY OF			23.30
LOS ANGELES, COUNTY OF			81.56
CALIFORNIA, STATE OF			139.82
Total			**2,575.10**
08. PO1 Fire Chief			
121 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 08. PO1 Fire Chief LF/30/FF	2	641.23 1,563.00 58.97%	1,282.46

Accepted by_____Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
122	**AMQCRPD2HBBF** - Pedestal-Two-High,Box/Box/File **Depth:** 24.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Drawer Configuration:** Box/Box/File **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 08. PO1 Fire Chief BBF/16	1	428.72 1,045.00 58.97%	428.72
123	**APS3L3B** - Activ 2.0 3-leg Base, 90/120 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 08. PO1 Fire Chief AP3-30	1	791.28 1,884.00 58.00%	791.28
124	**AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 08. PO1 Fire Chief PS/2P1AC20	1	255.38 664.00 61.54%	255.38
125	**AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 08. PO1 Fire Chief CT/30	1	56.54 147.00 61.54%	56.54

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
126 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** 08. PO1 Fire Chief CMT	1	61.74 147.00 58.00%	61.74
127 **CRCT** - Common Top, Worksurface **Depth:** 22.00000 **Width:** 23.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 08. PO1 Fire Chief CT/22/23	1	50.74 118.00 57.00%	50.74
128 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 75.75000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 08. PO1 Fire Chief CT/24/75.75	1	125.56 292.00 57.00%	125.56
129 **CRCT** - Common Top, Worksurface **Depth:** 30.00000 **Width:** 72.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 08. PO1 Fire Chief CT/30/70	1	155.23 361.00 57.00%	155.23
130 **CRDSHLB** - Desk - Bow Front, Shell **Size Option:** Modular **Depth:** 36.00000	1	653.17 1,519.00 57.00%	653.17

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
130 **Width:** 96.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Support - Right:** Full Depth End Panel **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** 08. PO1 Fire Chief 36/96			
131 **E6NM7218** - Panel-Modesty, 72W x 18H **BASIC:** 2410 GRAPHITE WALNUT (HPL) **BRACKETS:** *OPT:BRACKET OPTIONS **HANGING:** HANGING BRACKET **BRACKET:** BRACKET **STD PNT:** *BRACKET:STANDARD PAINT **4799:** PLATINUM METALLIC STEELCASE **Tag For** 08. PO1 Fire Chief MP/60	1	387.37 921.00 57.94%	387.37
132 **EEAWST** - Tackboards **Width:** 54.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 08. PO1 Fire Chief TB/50/36	1	223.39 531.00 57.93%	223.39
133 **EEAWST** - Tackboards **Width:** 76.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod	1	282.29 671.00 57.93%	282.29

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
133 STEELCASE **Tag For** 08. PO1 Fire Chief TB/76/36			
Sub Total			4,753.87
SANTA FE SPRINGS, CITY OF			47.53
LOS ANGELES, COUNTY OF			166.40
CALIFORNIA, STATE OF			285.21
Total			**5,253.01**
09. Fire Fighters Low Storage Area			
134 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 36.00000 **Top:** No Top **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 09. Fire Fighters Low Storage Area LF/36/FF	2	674.46 1,644.00 58.97%	1,348.92
135 **AMQCRLS2HD** - Low Storage-Two-High, Cabinet **Depth:** 24.00000 **Width:** 36.00000 **Top:** No Top **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge	1	446.77 1,089.00 58.97%	446.77

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
135 **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Door:** Double Door AMQSOLUTIO **Tag For** 09. Fire Fighters Low Storage Area D/36			
136 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 107.56250 **Top Surface Finish:** Solid HPL 2730 - ARCTIC WHITE **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 09. Fire Fighters Low Storage Area CT/24/108	1	287.67 669.00 57.00%	287.67
Sub Total			2,083.36
SANTA FE SPRINGS, CITY OF			20.84
LOS ANGELES, COUNTY OF			72.92
CALIFORNIA, STATE OF			125.01
Total			**2,302.13**
09. Fire Fighters Mail & Alcoves			
137 **AMQCRCD2HFSCC** - Credenza Two High Full Storage, Cabinet/Cabinet **Depth:** 24.00000 **Width:** 72.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Storage:** Cabinet/Cabinet **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Application:** Full **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC	1	887.79 2,164.00 58.97%	887.79

Accepted by_____ Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
137	**Thickness - Worksurface:** 1.12500 AMQSOLUTIO **Tag For** 09. Fire Fighters Mail & Alcoves 24/72			
138	**SS-MAIL-3636-A1** - BOOKCASE HUTCH WITH MAIL SLOTS 15"D X 36"W X 36"H 1-1/8" top and shelves; 3/4" end panels. PVC Edge Finish: TFL Glacier DESKMAKERS **Tag For** Mail Sorter	2	834.62 1,736.00 51.92%	1,669.24
139	**CRSC** - Service Cart, 22"D, 34 3/4"H **Width:** 36.00000 **Depth:** 22.00000 **Height:** 34.75000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Pull:** Ledge **Ledge Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Keys:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Caster:** No Caster **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** 09. Fire Fighters Mail & Alcoves Cart/36	2	584.37 1,359.00 57.00%	1,168.74
	Sub Total			3,725.77
	SANTA FE SPRINGS, CITY OF			37.26
	LOS ANGELES, COUNTY OF			130.41
	CALIFORNIA, STATE OF			223.54
	Total			**4,116.98**
	09. Fire Fighters Study - Desks			
140	**CRDSKEL** - Desk - Extended Curved Corner, Left Hand **Depth - Left:** 24.00000 **Depth - Right:** 24.00000	1	582.22 1,354.00 57.00%	582.22

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
140 **Width - Right:** 48.00000 **Width - Left:** 66.00000 **Support - Right:** Clear-Access End Panel **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Grommet:** With Grommet **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** 09. Fire Fighters Study - Desks 66/48			
141 **CRDSKER** - Desk - Extended Curved Corner, Right Hand **Depth - Left:** 24.00000 **Depth - Right:** 24.00000 **Width - Right:** 66.00000 **Width - Left:** 48.00000 **Support - Right:** Full Depth End Panel **Support - Left:** Clear-Access End Panel **Modesty Panel:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Grommet:** With Grommet **Thickness - Worksurface:** 1.12500 STEELCASE **Tag For** 09. Fire Fighters Study - Desks 48/66	1	582.22 1,354.00 57.00%	582.22
142 **CRPDSHL2HBBF** - Pedestal- For Use With Shells,2-High,Box/Box/File **Application:** Currency Ext Curved Crnr Shell **Size Option:** Modular **Application Depth:** 24.00000 **Depth:** 23.09449 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL)	2	394.74 918.00 57.00%	789.48

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
142 **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Keys:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** No Counterweight STEELCASE **Tag For** 09. Fire Fighters Study - Desks BBF/24			
143 **CRBRG** - Bridge **Size Option:** Modular **Depth:** 24.00000 **Width:** 36.00000 **Modesty Panel:** Full **Thickness - Worksurface:** 1.12500 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Grommet Location:** No Grommet STEELCASE **Tag For** 09. Fire Fighters Study - Desks 24/36	1	196.08 456.00 57.00%	196.08
144 **CRDSHL** - Desk- Shell **Size Option:** Modular **Depth:** 24.00000 **Width:** 42.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Support - Right:** Full Depth End Panel **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet STEELCASE	1	299.71 697.00 57.00%	299.71

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
144 **Tag For** 09. Fire Fighters Study - Desks 24/42			
Sub Total			2,449.71
SANTA FE SPRINGS, CITY OF			24.49
LOS ANGELES, COUNTY OF			85.73
CALIFORNIA, STATE OF			146.97
Total			**2,706.90**
10. Station Captains			
145 **APS2** - Activ2.0Desk, Stage 2 **Width:** 72.00000 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Worksurface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 10. Station Captains 30/72/-2S-T	2	581.70 1,385.00 58.00%	1,163.40
146 **AMQCRMP** - Panel- Modesty,13.75"H **Width:** 60.00000 **Modesty Panel Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) AMQSOLUTIO **Tag For** MP/60 Station Captains	2	214.15 522.00 58.98%	428.30
147 **AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 10. Station Captains CT/30	2	56.54 147.00 61.54%	113.08
148 **AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO	2	255.38 664.00 61.54%	510.76

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
148 **Tag For** 10. Station Captains PS/2P1AC20			
149 **X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** Station Captains	2	61.74 147.00 58.00%	123.48
150 **CRDSHL** - Desk- Shell **Size Option:** Modular **Depth:** 24.00000 **Width:** 72.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Support - Right:** Clear-Access End Panel **Support - Left:** Full Depth End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet STEELCASE **Tag For** 10. Station Captains 24/72-CR	1	355.18 826.00 57.00%	355.18
151 **CRDSHL** - Desk- Shell **Size Option:** Modular **Depth:** 24.00000 **Width:** 72.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Support - Right:** Full Depth End Panel **Support - Left:** Clear-Access End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet STEELCASE **Tag For** 10. Station Captains 24/72-CL	1	355.18 826.00 57.00%	355.18

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
152 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 55.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 10. Station Captains CT/24/55	2	94.60 220.00 57.00%	189.20
153 **UFB** - Bracket-Flush mount STEELCASE **Tag For** 10. Station Captains	2	14.79 40.00 63.03%	29.58
154 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 10. Station Captains LF/30/FF	2	641.23 1,563.00 58.97%	1,282.46
155 **AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 30.00000 **Top:** With Top **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500	1	706.05 1,721.00 58.97%	706.05

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
155 **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 10. Station Captains LF/30/FF-Top			
156 **AMQCRMP15H** - Pedestal-1.5-High,Box/File, Mobile **Depth:** 22.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Edge Finish:** Plastic - PG1 6231 - GRAPHITE WALNUT **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 10. Station Captains BF/22	3	370.87 904.00 58.97%	1,112.61
157 **AMQCROHHD** - 15" H Overhead - Hinged Doors **Width:** 72.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Storage:** Personal **Door:** Hinged Doors **Attachment Bracket:** Wall Mount Brackets **Key:** Key Plug	2	649.85 1,584.00 58.97%	1,299.70

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
157 **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 10. Station Captains OH/72/15			
158 **UBLIGHT44** - 44" Stand Alone or Daisy Chain Starter Light **Light Finish:** Smooth Paint PG2 0835 - Black **Occupancy Sensor:** No Occupancy Sensor **Output:** STANDARD OUTPUT AMQSOLUTIO **Tag For** 10. Station Captains UB/44	2	299.49 730.00 58.97%	598.98
159 **CRTBWM** - Tackboard, Wallmount **Size Option:** Parametric **Height:** 24.00000 **Width:** 72.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Fabric Direction:** Horizontal STEELCASE **Tag For** 10. Station Captains TB/72/24	2	267.03 621.00 57.00%	534.06
Sub Total			8,802.02
SANTA FE SPRINGS, CITY OF			88.01
LOS ANGELES, COUNTY OF			308.09
CALIFORNIA, STATE OF			528.11
Total			**9,726.23**
11. Battalion Chief			
160 **APS3L3B** - Activ 2.0 3-leg Base, 90/120 **Depth:** 30.00000 **Leg:** T-Leg **Caster or Glide:** Glides **Base Finish:** Paint F1 - Platinum AMQSOLUTIO **Tag For** 11. Battalion Chief 30/72	1	791.28 1,884.00 58.00%	791.28
161 **CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 42.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL	1	74.39 173.00 57.00%	74.39

Accepted by_____Title_____ Date_____

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
161	**Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** Battalion Chief 24/42			
162	**CRCT** - Common Top, Worksurface **Depth:** 30.00000 **Width:** 72.00000 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** Battalion Chief 30/72	1	155.23 361.00 57.00%	155.23
163	**AMQCRMP** - Panel- Modesty,13.75"H **Width:** 60.00000 **Modesty Panel Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) AMQSOLUTIO **Tag For** MP/60 Battalion Chief	1	214.15 522.00 58.98%	214.15
164	**AMQDSPINTRO** - Powerstrip Intro with Under Worksurface Power Utility **Power Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Power Mount:** C-Clamp **Power Configuration:** 2 Power 1 USB A+C 20W **Utility Power:** 2 Utility, 1 Female Plug, Tray **Power Cord:** 6' Standard Cord **Plug:** STANDARD NEMA 5-15 3-PRONG **PVC:** With PVC AMQSOLUTIO **Tag For** 11. Battalion Chief PS/2P1AC20	1	255.38 664.00 61.54%	255.38
165	**AMQDSTRAYLG** - Universal Cable Management Kit, Large AMQSOLUTIO **Tag For** 11. Battalion Chief CT/30	1	56.54 147.00 61.54%	56.54

Accepted by_____ Title_____ Date_____

Description		Quantity	Unit Price Sell/List/Disc	Extended Price
166	**X-FCMT** - AMQ Activ Soft Cable Management with Zip Close Light Grey AMQSOLUTIO **Tag For** Battalion Chief	1	61.74 147.00 58.00%	61.74
167	**CRDSHL** - Desk- Shell **Size Option:** Parametric **Depth:** 25.00000 **Width:** 45.00000 **Thickness - Worksurface:** 1.12500 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Support - Right:** Full Depth End Panel **Support - Left:** Clear-Access End Panel **Modesty Panel:** Full **Grommet Location:** No Grommet STEELCASE **Tag For** 11. Battalion Chief 25/45	1	333.25 775.00 57.00%	333.25
168	**CRCT** - Common Top, Worksurface **Depth:** 24.00000 **Width:** 89.56250 **Top Surface Finish:** Solid LPL 2L30 - ARCTIC WHITE LPL **Edge Finish:** Plastic - PG1 6009 - ARCTIC WHITE **Thickness - Worksurface:** 1.12500 **Grommet Location:** No Grommet STEELCASE **Tag For** 11. Battalion Chief CT/24/90	2	186.62 434.00 57.00%	373.24
169	**AMQCRL2H** - Lateral-Two-High,File/File **Depth:** 24.00000 **Width:** 30.00000 **Top:** No Top **Drawer Configuration:** File/File **Application:** Full **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT	6	641.23 1,563.00 58.97%	3,847.38

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
169 (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Key:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight AMQSOLUTIO **Tag For** 11. Battalion Chief LF/30/FF			
170 **AMQCRMP15H** - Pedestal-1.5-High,Box/File, Mobile **Depth:** 22.00000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Top Surface Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Edge Finish:** Plastic - PG1 6231 - GRAPHITE WALNUT **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC **Counterweight:** With Counterweight **Key:** Key Plug **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME AMQSOLUTIO **Tag For** 11. Battalion Chief BF/22	1	370.87 904.00 58.97%	370.87
171 **EEAWST** - Tackboards **Width:** 45.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 11. Battalion Chief TB/45/30	1	215.82 513.00 57.93%	215.82
172 **EEAWST** - Tackboards **Width:** 73.00000 **Height:** 30.00000 **Tackboard Finish:** Buzz2 5G57 - ROUGE	1	282.29 671.00 57.93%	282.29

Accepted by_____Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
172 **Scallop:** No Scallop **Application:** No Service Mod STEELCASE **Tag For** 11. Battalion Chief TB/73/30			
173 **CRCLF** - Combination Cabinet - Lateral Drawers **Size Option:** Modular **Depth:** 24.00000 **Width:** 30.00000 **Height:** 66.50000 **Case Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Headset Finish:** Woodgrain LPL 24L0 - GRAPHITE WALNUT (LPL) **Lock Finish:** Polished Chrome 9201 - POLISHED CHROME **Keys:** Key Plug **Pull:** Ledge **Pull Finish:** Smooth Metallic 4799 - PLATINUM METALLIC STEELCASE **Tag For** 11. Battalion Chief CC/30/66.5H	3	1,193.68 2,776.00 57.00%	3,581.04
Sub Total			10,612.60
SANTA FE SPRINGS, CITY OF			106.11
LOS ANGELES, COUNTY OF			371.43
CALIFORNIA, STATE OF			636.74
Total			**11,726.88**
Task Chairs			
174 **PPCHAIR** - Personality Plus Task **Seat Finish:** Buzz2 5F17 - BLACK **Frame:** Black Frame, Black Back **Backrest:** Black Mesh **Caster or Glide:** Hard Castors **Headrest:** No Headrest **Armrest:** 4-D Arm **Base:** F3:Black Base **Packaging:** Knocked Down AMQSOLUTIO **Tag For** Task Chair	17	315.00 750.00 58.00%	5,355.00

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price

174

Qty	Description
11	WS-1 to WS-10
3	Fire Fighter's Study
3	Hotel Stations

Sub Total	5,355.00
SANTA FE SPRINGS, CITY OF	53.55
LOS ANGELES, COUNTY OF	187.43
CALIFORNIA, STATE OF	321.30
Total	**5,917.28**

Dual Monitor Arms

175 **AMQCFINTRODSLIDE** - CF Series Intro Dual Assembly with Universal Slider Bar Tilt Heads — Quantity: 17 — Unit Price: 295.77 / 769.00 / 61.54% — Extended Price: 5,028.09

Arm Finish: Textured Paint 7018 - PEWTER

Bracket: CF Through Mount Dual Bracket

AMQSOLUTIO

Tag For Dual Monitor Arm

Qty	Description
1	WS-1 Admin
3	PO-1, PO-2, PO-3
10	WS-2 - WS-10
2	Station Captains
1	Battalion Cheif

Sub Total	5,028.09
SANTA FE SPRINGS, CITY OF	50.28
LOS ANGELES, COUNTY OF	175.98
CALIFORNIA, STATE OF	301.69
Total	**5,556.04**

Guest Chairs

176 **490412U** - Move; Chair, Upholstered back, Arms, Glides — Quantity: 8 — Unit Price: 279.68 / 612.00 / 54.30% — Extended Price: 2,237.44

FRAME: 0835 BLACK

SHELL: 6205 BLACK

UPHLSTRY: 5F17 BLACK

GLIDES: *OPT:GLIDES

HARD GLD: STD:HARD GLIDES

STEELCASE

Tag For Move Chairs

Qty	Description

Accepted by_____ Title_____ Date_____

Description	Quantity	Unit Price Sell/List/Disc	Extended Price
176 2 PO-2 2 PO-3 2 Station Captain 2 Battalion Chief			
Sub Total			2,237.44
SANTA FE SPRINGS, CITY OF			22.37
LOS ANGELES, COUNTY OF			78.30
CALIFORNIA, STATE OF			134.25
Total			**2,472.36**
177 **LOCK9201FR** - Lock Cylinder-FR Series, Polished Chrome **LOCK:** 9201 POLISHED CHROME **KEYS:** SK SPEC 3-FR400 PO1 3-FR401 WS1 3-FR402 PO2 3-FR403 PO3 1-FR404 WS2 2-FR405 WS3 2-FR406 WS4 11-FR407 WS2 - WS4 SHARED STORAGE 1-FR408 WS6 2-FR409 BUFFET CREDENZA NEAR WS6 3-FR410 LOW STORAGE NEAR HOTEL 3-FR411 WS7 3-FR412 WS8 3-FR413 WS9 3-FR414 WS10 3-FR415 NICHE 2-FR416 WS-5A 2-FR417 WS-5B STEELCASE	53	N/C 0.00 0.00%	N/C
178 **LOCK9201FR** - Lock Cylinder-FR Series, Polished Chrome **LOCK:** 9201 POLISHED CHROME **KEYS:** SK SPEC 3-FR418 Fire Fighters Low Storage 4-FR419 Fire Fighters Alcove & Mail 2-FR420 Fire Fighters Desks 2-FR421 Station Captains LF + BF 2-FR422 Station Captains LF + BF 2-FR423 Station Captains LF + BF 4-FR424 Station Captains Overheads 4-FR425 Battalion Chief LF + LF + CC 4-FR426 Battalion Chief LF + LF + CC 4-FR427 Battalion Chief LF + LF + CC 1-FR428 Battalion Chief BBF	32	N/C 0.00 0.00%	N/C

Accepted by_____Title_____ Date_____

tangram™

9200 SORENSEN AVENUE
SANTA FE SPRINGS, CA 90670
TEL: 562.365.5000
FAX: 562.777.9742
WWW.TANGRAMINTERIORS.COM

NEWPORT BEACH 949.955.6700 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

	Description	Quantity	Unit Price Sell/List/Disc	Extended Price
178	STEELCASE			
179	**FEE** - Freight DESKMAKERS	1	347.14 0.00 0.00%	347.14
180	Fee to receive direct to site, off-load stage and install. Work peformed during normal business hours. Prevailing Wage Labor Stair carry not included. Area to be free and clear at time of installation. (FEE)	1	26,085.00 0.00 0.00%	26,085.00
194	Fee to tear down existing (26) workstations, (4) private offices and (2) reception stations. Prevailing Wage Normal business hours. Stair carry not included. Area to be free at clear at time of removal. (FEE)	1	13,180.00 0.00 0.00%	13,180.00

Quotation Totals	
Sub Total	158,476.57
SANTA FE SPRINGS, CITY OF	1,584.73
LOS ANGELES, COUNTY OF	5,546.77
CALIFORNIA, STATE OF	9,508.52
Grand Total	**175,116.59**

End of Quotation

Accepted by_____Title_____ Date_____

ATTACHMENT C

WILLSCOT

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Master Lease Order

Lessee:0010438800
CITY OF SANTA FE SPRINGS
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670

Contact:
Dana Arias
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670, US
Phone: 562-409-7530
Email: danaarias@santafesprings.org

Ship To Address:
11300 Greenstone Ave
Santa Fe Springs, CA 90670, US
Estimated Delivery Date :12/30/2024

Rental Pricing Per Billing Cycle	Quantity	Price	Extended
64x24 Modular (60x24 Box)	1	$ 3,575.00	$ 3,575.00
Basic Office Package	13	$ 50.00	$ 650.00
Personal Property Expense	1	$ 175.00	$ 175.00
Restroom - ADA/IBC	1	$ 125.00	$ 125.00
Loss Damage Waiver (11/12)	2	$ 175.00	$ 350.00
General Liability Insurance	1	$ 30.00	$ 30.00
Basic Entrance Package - Steps	1	$ 100.00	$ 100.00
ADA/IBC Switchback Ramp - 36ft & Larger w/Steps	1	$ 800.00	$ 800.00

64x24 Modular Office: $ 41,339.18
20' Container: $ 965.78
Sanitary Tanks: $ 3,558.10
Water Tanks: $ 5,635.50
36x10 Modular Office: $ 8,121.79
Grand Total: $59,620.35

** Negotiated down $13,972.66 from $73,593.01.*

Minimum Lease Billing Period: 2
Billing Cycle : 28 days

Total Recurring Building Charges:	$ 3,575.00
Subtotal of Other Recurring Charges:	$ 2,230.00
Total Recurring Charges Per Billing Cycle:	$ 5,805.00
Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	$ 6,414.54

Estimated Delivery And Installation			
Essentials Delivery Charge	1	$ 0.00	$ 0.00
License fee	1	$ 1.00	$ 1.00
Prev Wage Complex Setup and Anchor	1	$ 7,500.00	$ 7,500.00
Prev Wage Complex Skirting Removal	1	$ 1,400.00	$ 1,400.00
Prev Wage Complex Wood Skirting	1	$ 5,300.00	$ 5,300.00
Prev Wage Complex Knockdown	1	$ 4,800.00	$ 4,800.00
Delivery			$ 1,700.00
Setup			$ 1,700.00
Knockdown - estimated			$ 1,700.00
Return - estimated			$ 1,600.00

Total Delivery and Installation Charges:	$ 25,701.00
Total Delivery and Installation Charges Including Estimated Taxes:	$ 28,399.60

Estimated Final Return Charges*	
Return - estimated	$ 100.00
Due On Final Invoice*:	$ 100.00
Due On Final Invoice Including Estimated Taxes*:	$ 110.50
Total Including Recurring Billing Charges, Delivery, Installation and Return:**	$ 37,411.00
Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes:**	$ 41,339.18

Summary of Charges

Model: 64x24 Modular (60x24 Box)	Quantity: 1	Total Charges for (1) Building(s): $ 37,411.00
		Total Charges for (1) Building(s) Including Estimated Tax: $ 41,339.18

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Master Lease Order

Lessee:0010438800	**Contact:**	**Ship To Address:**
CITY OF SANTA FE SPRINGS	Dana Arias	11300 Greenstone Ave
11710 TELEGRAPH RD	11710 TELEGRAPH RD	Santa Fe Springs, CA 90670, US
SANTA FE SPRINGS, CA 90670	SANTA FE SPRINGS, CA 90670, US	**Estimated Delivery Date :12/30/2024**
	Phone: 562-409-7530	
	Email: danaarias@santafesprings.org	

Rental Pricing Per Billing Cycle	**Quantity**	**Price**	**Extended**
20' CONTAINER	1	$ 151.00	$ 151.00
Container Ramp 2-Panel - 66L x 39W	1	$ 60.00	$ 60.00
Personal Property Expense	1	$ 5.00	$ 5.00
Loss Damage Waiver	1	$ 16.00	$ 16.00
CONTENTS INSURANCE - $5K TIER	1	$ 30.00	$ 30.00

Minimum Lease Billing Period: 2
Billing Cycle : 28 days

Total Recurring Building Charges:	$ 151.00
Subtotal of Other Recurring Charges:	$ 111.00
Total Recurring Charges Per Billing Cycle:	$ 262.00
Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	$ 289.52

Estimated Delivery And Installation			
Essentials Delivery Charge	1	$ 0.00	$ 0.00
Delivery			$ 175.00
Return - estimated			$ 175.00

Total Delivery and Installation Charges:	$ 350.00
Total Delivery and Installation Charges Including Estimated Taxes:	$ 386.74

Estimated Final Return Charges*

Due On Final Invoice*:	$ 0.00
Due On Final Invoice Including Estimated Taxes*:	$ 0.00
Total Including Recurring Billing Charges, Delivery, Installation and Return:**	$ 874.00
Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes:**	$ 965.78

Summary of Charges

Model: 20' CONTAINER	Quantity: 1	Total Charges for (1) Building(s): $ 874.00
		Total Charges for (1) Building(s) Including Estimated Tax: $ 965.78

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Master Lease Order

Lessee:0010438800
CITY OF SANTA FE SPRINGS
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670

Contact:
Dana Arias
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670, US
Phone: 562-409-7530
Email: danaarias@santafesprings.org

Ship To Address:
11300 Greenstone Ave
Santa Fe Springs, CA 90670, US
Estimated Delivery Date :12/30/2024

Rental Pricing Per Billing Cycle	**Quantity**	**Price**	**Extended**
MS HOLDING TANK - 1X WKLY SVC	1	$ 580.00	$ 580.00

Minimum Lease Billing Period: 2
Billing Cycle : 28 days

Total Recurring Building Charges:	$ 0.00
Subtotal of Other Recurring Charges:	$ 580.00
Total Recurring Charges Per Billing Cycle:	$ 580.00
Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	$ 640.90

Estimated Delivery And Installation			
MS SANITATION DELIVERY	1	$ 100.00	$ 100.00
MS HOLDING TANK INSTALLATION	1	$ 250.00	$ 250.00

Total Delivery and Installation Charges:	$ 350.00
Total Delivery and Installation Charges Including Estimated Taxes:	$ 386.75

Estimated Final Return Charges*			
MS SANITATION PICKUP	1	$ 100.00	$ 100.00

Due On Final Invoice*:	$ 100.00
Due On Final Invoice Including Estimated Taxes*:	$ 110.50
Total Including Recurring Billing Charges, Delivery, Installation and Return:**	$ 1,610.00
Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes:**	$ 1,779.05

Summary of Charges

Model: MS HOLDING TANK - 1X WKLY SVC	Quantity: 2	Total Charges for (2) Building(s): $ 3,220.00
		Total Charges for (2) Building(s) Including Estimated Tax: $ 3,558.10

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Master Lease Order

Lessee:0010438800
CITY OF SANTA FE SPRINGS
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670

Contact:
Dana Arias
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670, US
Phone: 562-409-7530
Email: danaarias@santafesprings.org

Ship To Address:
11300 Greenstone Ave
Santa Fe Springs, CA 90670, US
Estimated Delivery Date :12/30/2024

Rental Pricing Per Billing Cycle	**Quantity**	**Price**	**Extended**
MS WATER TANK - 1X WKLY SVC	1	$ 1,050.00	$ 1,050.00

Minimum Lease Billing Period: 2
Billing Cycle : 28 days

Total Recurring Building Charges:	$ 0.00
Subtotal of Other Recurring Charges:	$ 1,050.00
Total Recurring Charges Per Billing Cycle:	$ 1,050.00
Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	$ 1,160.25

Estimated Delivery And Installation			
MS SANITATION DELIVERY	1	$ 100.00	$ 100.00
MS WATER TANK INSTALLATION	1	$ 250.00	$ 250.00

Total Delivery and Installation Charges:	$ 350.00
Total Delivery and Installation Charges Including Estimated Taxes:	$ 386.75

Estimated Final Return Charges*			
MS SANITATION PICKUP	1	$ 100.00	$ 100.00

Due On Final Invoice*:	$ 100.00
Due On Final Invoice Including Estimated Taxes*:	$ 110.50
Total Including Recurring Billing Charges, Delivery, Installation and Return:**	$ 2,550.00
Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes:**	$ 2,817.75

Summary of Charges

Model: MS WATER TANK - 1X WKLY SVC	Quantity: 2	Total Charges for (2) Building(s): $ 5,100.00
		Total Charges for (2) Building(s) Including Estimated Tax: $ 5,635.50

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Master Lease Order

Lessee:0010438800
CITY OF SANTA FE SPRINGS
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670

Contact:
Dana Arias
11710 TELEGRAPH RD
SANTA FE SPRINGS, CA 90670, US
Phone: 562-409-7530
Email: danaarias@santafesprings.org

Ship To Address:
11300 Greenstone Ave
Santa Fe Springs, CA 90670, US
Estimated Delivery Date :12/30/2024

Rental Pricing Per Billing Cycle	**Quantity**	**Price**	**Extended**
36x10 Mobile Office or Similar	1	$ 700.00	$ 700.00
Basic Office Package	4	$ 50.00	$ 200.00
Personal Property Expense	1	$ 35.00	$ 35.00
Restroom - Standard	1	$ 75.00	$ 75.00
Loss Damage Waiver (9/10)	1	$ 109.00	$ 109.00
General Liability Insurance	1	$ 18.00	$ 18.00
Basic Entrance Package - Steps	1	$ 75.00	$ 75.00
Window/Door Security Bundle - 30-40ft	1	$ 50.00	$ 50.00
Data Hub - Rental	1	$ 25.00	$ 25.00

Minimum Lease Billing Period: 2	Total Recurring Building Charges:	$ 700.00
Billing Cycle : 28 days	Subtotal of Other Recurring Charges:	$ 587.00
	Total Recurring Charges Per Billing Cycle:	$ 1,287.00
	Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	$ 1,422.16

Estimated Delivery And Installation			
Essentials Delivery Charge	1	$ 100.00	$ 100.00
Prev Wage Setup and Anchor	1	$ 2,500.00	$ 2,500.00
Prev Wage Knockdown	1	$ 700.00	$ 700.00
License fee	1	$ 1.00	$ 1.00
Delivery			$ 775.00
Return - estimated			$ 600.00
		Total Delivery and Installation Charges:	$ 4,676.00
		Total Delivery and Installation Charges Including Estimated Taxes:	$ 5,166.97

Estimated Final Return Charges*		
Return - estimated		$ 100.00
	Due On Final Invoice*:	$ 100.00
	Due On Final Invoice Including Estimated Taxes*:	$ 110.50
	Total Including Recurring Billing Charges, Delivery, Installation and Return:**	$ 7,350.00
	Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes:**	$ 8,121.79

Summary of Charges

Model: 36x10 Mobile Office or Similar	Quantity: 1	Total Charges for (1) Building(s): $ 7,350.00
		Total Charges for (1) Building(s) Including Estimated Tax: $ 8,121.79

Your Sales Representative
Sam Weaver

sam.weaver@willscot.com

Agreement Number: Q-1897320
Revision: 4
Date: 10/30/2024
Expiration Date: 11/16/2024

Billing & Payment Terms

1. Lessor reserves the right to request Payment in advance of the Delivery Date, and Lessee may be required to make payment in advance to secure its performance of this Lease. Advance payments may include initial, final and/or recurring charges and will be applied to applicable invoices. Lessor reserves the right to charge an administrative fee for special billing requests.

2. Invoices will be generated on a 28 Day Billing Cycle, in advance, with payment due no later than Net 10 Days after invoice issuance.

3. AMOUNTS UNPAID WHEN DUE SHALL BE CHARGED INTEREST OF UP TO 1½% PER BILLING CYCLE OF THE UNPAID AMOUNT FOR THE PERIOD UNPAID , AND AN ADMINISTRATIVE CHARGE PER BILLING CYCLE THE INVOICE REMAINS UNPAID.

4. Initial Invoice Charges may include first and last Billing Cycle charges, delivery and installation charges, estimated charges for pick-up, teardown and Equipment removal, as well as any fuel surcharges. Final charges for pick-up, teardown and Equipment removal will be finalized at the time of pick-up based on existing site conditions. Upon the expiration of the Minimum Lease Term, the Lessor may make changes to the Lease rate, pick-up, teardown, removal, fuel surcharges and/or other charges.

5. The Initial Invoice will be issued on the earlier of the confirmation date or Delivery Date. In the event Lessee requests a delay to the delivery, as agreed to in the Confirmation, the Initial Invoice will be issued solely for the Equipment lease charges and a Storage Fee equal to 50% of the Lease, and all remaining Initial Invoice Charges will be invoiced on the Delivery Date. Lessee agrees that upon Termination prior to the Minimum Lease Term, Lessee shall pay the remaining payments for the unfulfilled Minimum Lease Term, and any applicable charges related to the Equipment, plus all return charges.

Optional Insurance and Optional Coverage

General Liability Insurance

If (a.) quoted on the pricing page(s) or (b.) initialed in the optional section of the pricing page(s), Customer elects to participate in the General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts, subject to policy exclusions, that Lessee is legally obligated to pay due to bodily injury and property damage arising from the use and occupancy of Equipment leased from Lessor up to the policy limits. Coverage is subject to underwriting and specific terms and conditions and exclusions set forth in the policy. An outline of coverage is available upon request.

Loss Damage

If (a.) quoted on the pricing page(s) or (b.) initialed in the optional section of the pricing page(s), Lessee elects to participate in the Loss Damage Waiver Program. Lessee understands and agrees that under this program and subject to any exclusions, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability for repair or replacement of the Equipment leased from Lessor resulting in loss or damage. Please refer to the LOSS DAMAGE WAIVER PROGRAM ADDENDUM for specific details on coverage, exclusions and restrictions on coverage. The Loss Damage Waiver is not and shall not constitute a contract for insurance.

Contents Insurance

If (a.) quoted on the pricing page(s) or (b.) initialed in the optional section of the pricing page(s), Lessee elects to participate in the Contents Insurance Coverage Program, whereby Lessee will receive insurance coverage through Airpark Insurance ("Insurer") and administered by Falvey Insurance Group, Ltd. ("Falvey")) as Managing General Agent of those Interested Underwriters at Lloyd's, London ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party property policy that, subject to policy exclusions, provides comprehensive contents coverage and adds an additional layer of protection for the stored contents up to the selected limit of coverage. Coverage is subject to underwriting and specific terms and conditions and exclusions set forth in the policy. An outline of coverage is available upon request.

Terms & Conditions

Lessee hereby acknowledges and agrees to be bound by the Master Equipment Lease Agreement dated [1/16/2024] between the Lessee and Lessor in its entirety, which is incorporated herein by reference, and Lessee agrees to Lease the Equipment from Lessor subject to the terms therein.

Acceptance and Authority

Lessee represents and warrants they have the authority to agree to the terms and conditions stated in this Agreement by (1) signing this document, (2) executing an Order that references this Agreement, (3) taking delivery of the Equipment, or (4) other commercially acceptable means methods and, by doing so, this Agreement shall become legally binding. Lessor will consider the Order rejected if changes have been made to the Order by Lessee.

Lessee: CITY OF SANTA FE SPRINGS	
Signature:	Date:
Print Name:	Title:
PO#:	

ITEM # 35

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **CITY-WIDE STREET LIGHT LED CONVERSION PROJECT – AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve the Contract Documents for the project; and

2) Authorize the City Engineer to advertise for construction bids, and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

The City-wide Street Light LED Conversion Project is an approved CIP Project and is funded by the Utility Users Tax (UUT) Capital Improvement Fund in the amount of $400,000 and the Redevelopment Bond Fund in the amount of $2,000,000 for a combined total of $2,400,000.

To date, $830,950 of the project budget has been expended on purchasing approximately 2,500 new LED fixtures. Additionally, $54,220 has been spent on staff costs for converting 641 light fixtures, and $945 was spent on contractual services. This leaves $1,513,900 remaining in budgeted project funds. The estimated contract cost of converting the remaining street light fixtures is approximately $230,000 and will be covered with the budgeted funds. Any surplus project budget will be made available for reprogramming for other projects once this project is completed.

Staff will continue working with Southern California Edison to take advantage of any available tariff savings for the LED conversion of street lights.

BACKGROUND

On March 1, 2022, the City Council approved the City-wide Street Light LED Conversion project and added it to the Capital Improvement Program. The project consists of the replacement of existing High-Pressure Sodium Vapor (HPSV) street light fixtures with new LED fixtures on all City-owned street lights. There are approximately 2,309 city-owned street lights, excluding the 370 street lights on the high-voltage circuits that will be converted as a separate project (Residential Street Lighting System Upgrade Project) since they require additional improvements to replace underground wiring to convert the circuits to standard voltage prior to replacing light fixtures.

Public Works maintenance staff has been replacing street light fixtures on an overtime basis and has successfully converted 641 street lights to date. However, approximately 1,668 street lights still require conversion. To expedite this process, it is recommended that the remaining conversions be contracted out.

The project specifications and contract documents are complete, and the Public Works Department is prepared to advertise for construction bids. A copy of the contract documents will be available for review at the City Clerk's office.

ANALYSIS

N/A

ENVIRONMENTAL

Pursuant to the guidelines of the California Environmental Quality Act (CEQA), the Project is categorically exempt under Class 1(c) for existing facilities. Under CEQA, a project is exempt if the scope of work is limited to the repair, maintenance, and minor alterations of an existing facility. Furthermore, the new LED fixtures significantly reduce energy consumption and, therefore, will be environmentally beneficial.

DISCUSSION

The completion of the City-wide Street Light LED Conversion project will lower maintenance needs and costs for street light fixtures.

SUMMARY/NEXT STEPS

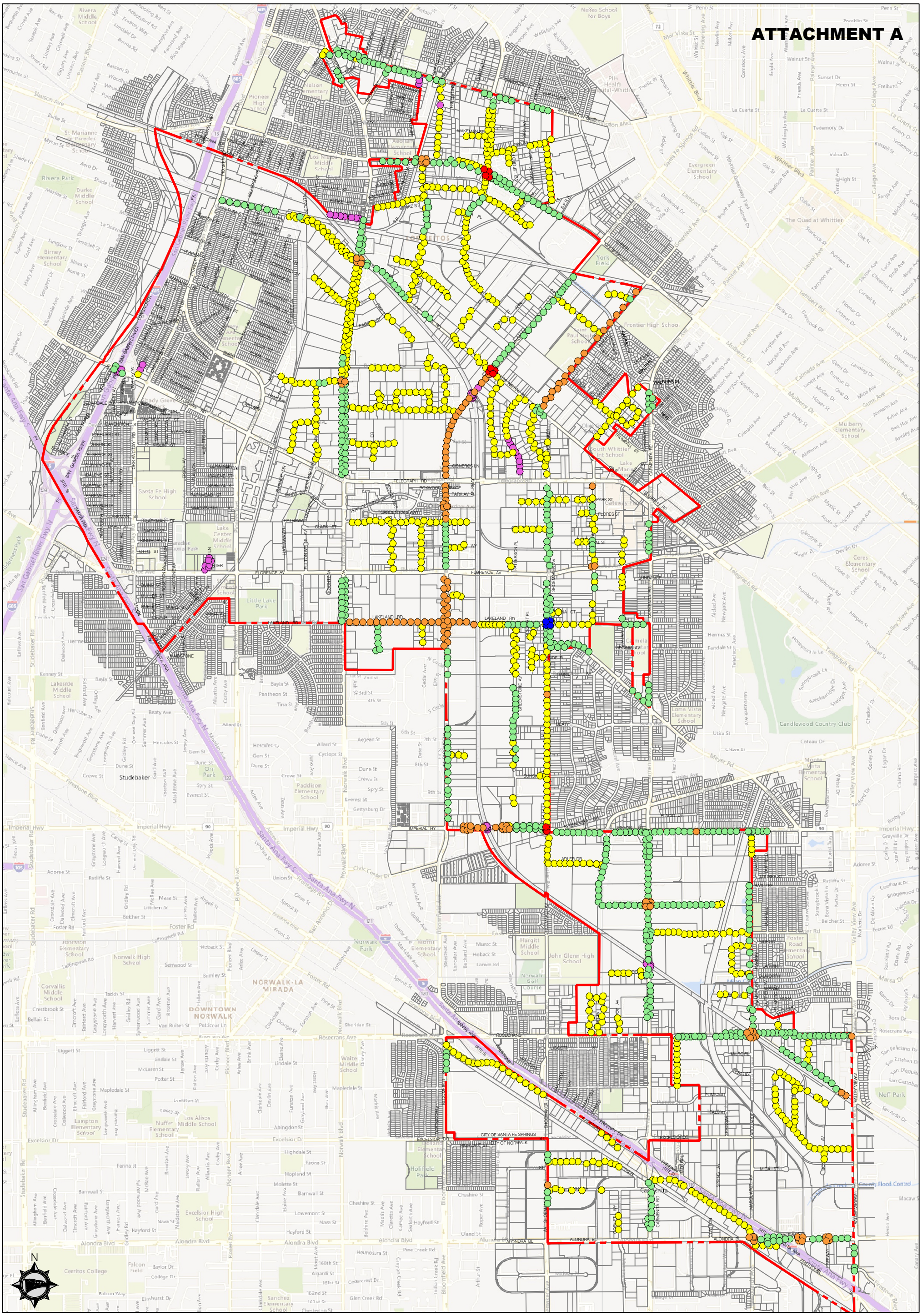
Upon approval of the City Council of the recommended actions, City staff will advertise the project and await the construction bid opening.

ATTACHMENTS:

A. LED Conversion Location Map

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A



CITY STREET LIGHT L.E.D. CONVERSION MAP

N.T.S.

LEGEND:

●	100W LIGHTS	QTY: 62
●	150W LIGHTS	QTY: 817 (5 POLES W/ DBL. M.A.)
●	200W LIGHTS	QTY: 596 (40 POLES W/ DBL. M.A.)
●	250W LIGHTS	QTY: 178 (29 POLES W/ DBL. M.A.)
●	300W LIGHTS	QTY: 4
●	400W LIGHTS	QTY: 11

TOTAL LIGHTS: 1,668

ITEM # 36

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **APPROVE A CONTRACT SERVICES AGREEMENT WITH DANIEL ZAMORA'S LANDSCAPING FOR LANDSCAPING SERVICES**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve a Contract Services Agreement with Daniel Zamora's Landscaping for landscaping services for an annual not-to-exceed fee of $45,060 and a term of five (5) years with two optional one-year extensions; and

2) Authorize the City Manager to execute the agreement on behalf of the City; and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

The total contract fee of $40,656 for the current contract with Zamora Landscaping was included in the Adopted Fiscal Year 2024-25 Budget. The proposed 10% increase ($4,404 annually) can be absorbed in the budget without any additional appropriation.

BACKGROUND

The City Council awarded an agreement to Zamora's Landscaping at the May 25, 2006 City Council Meeting for landscaping services for a total annual fee of $35,160. The services included three city facilities: 1) Lakeview Child Care Center; 2) Police Service Center; and 3) the northeast corner of Los Nietos Road and Norwalk Boulevard. At the City Council meeting on August 9, 2007, the City Council approved a 15% increase for a total annual fee of $40,656. Zamora's Landscaping has continued providing this service at that annual fee since September 1, 2007.

ANALYSIS

The proposed contract provides a comprehensive update to the contract using the City's current contract language and terms & conditions and also more clearly defines the scope of services for increased contract compliance monitoring by staff. In addition, the contract includes the following specific terms:

- **Annual Fee**: The total annual fee is increased by 10% to a total annual fee of $45,060. Additionally, the fee will be increased annually using the Consumer Price Index (CPI) with a maximum increase of 5%
- **Term:** 5 years with two 1-yr optional extensions
- **Extra Work:** Extra work requested by the City will be paid at $45 per hour and materials will be reimbursed at cost plus 15% markup.

ENVIRONMENTAL

Not applicable.

DISCUSSION

Not applicable.

SUMMARY/NEXT STEPS

Upon approval by the City Council of the recommended actions, City staff will execute the agreement and provide contract compliance monitoring throughout the term of the agreement.

ATTACHMENTS:

A. Contract Services Agreement

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS

2024
CONTRACT SERVICES AGREEMENT
(Contractor: Seven Z's, Inc. dba Daniel Zamora's Landscaping)
(Nature of Engagement: Landscape and Irrigation Maintenance Services for Lakeview Child Care Center, Police Services Center, and the Northeast Corner of Norwalk Blvd and Los Nietos Road)

THIS CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 12th day of November 2024 (the "Effective Date") by and between the CITY OF SANTA FE SPRINGS, a municipal corporation (hereinafter, "CITY") and SEVEN Z'S, INC. dba DANIEL ZAMORA'S LANDSCAPING (hereinafter, "CONTRACTOR"). For the purposes of this Agreement, CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

RECITALS

WHEREAS, CITY is a municipal corporation organized under the laws of the State of California, with power to contract for services and tasks necessary to achieve its purpose; and

WHEREAS, CITY requires comprehensive landscape and irrigation maintenance services for Lakeview Child Care Center, Police Services Center, and the Northeast Corner of Norwalk Blvd and Los Nietos Road; and

WHEREAS, CITY staff has determined that CONTRACTOR possess the skills, experience and expertise required to competently provide the services and tasks contemplated under this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONTRACTOR agree as follows:

Section 1. Scope of Work.

A. Subject to the terms and conditions of this Agreement, CONTRACTOR agrees to perform those various tasks and services described in that certain document entitled "City of Santa Fe Springs Standard Specifications for Landscape Maintenance" (the "Baseline Service Requirements") and the scope of work (the "Scope of Work") for Lakeview Child Care Center, Police Services Center, and the Northeast Corner of Norwalk Blvd and Los Nietos. The Baseline Service Requirements and the Scope of Work are attached and incorporated hereto as **Exhibits "A"** and **"B",** respectively. The specific service locations and areas are described, depicted, and attached and incorporated hereto as **Exhibit "C"**. The term "Scope of Services" shall be a collective reference to the Baseline Service Requirements and the Scope of Work. The capitalized term "Work" shall be a collective reference to all the various services and tasks referenced in the Scope

of Services. In the event of any conflict or inconsistency between the provisions of the Baseline Service Requirements and the Scope of Work, the requirements of the Baseline Service Requirements shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control but only to the extent of the conflict or inconsistency and no further.

B. CONTRACTOR shall provide all labor, materials, tools, supplies, equipment, services, tasks, and incidental and customary work necessary to competently perform and timely complete the Work. CONTRACTOR shall perform the Work in accordance with the terms and conditions of this Agreement and in accordance with such other written or verbal directives as may be issued by CITY.

C. CONTRACTOR warrants that CONTRACTOR: (i) has thoroughly investigated and considered the nature of the Work to be performed under this Agreement; and (ii) has carefully considered how the Work should be performed. CONTRACTOR will inspect any location where the Work is to be performed and acquaint itself with the conditions of the location before commencing any of the Work requested by CITY. Should the CONTRACTOR discover any latent or unknown condition(s) which will materially affect the performance of the Work, CONTRACTOR shall immediately inform the CITY of such discovery and shall not proceed, except at CONTRACTOR's risk until written instructions are received from the City Representative as defined herein.

D. In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons any undertaking contemplated herein prior to completion and/or acceptance of the Work performed by CITY, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records, and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs, or additional expenses which CITY may incur as a result of CONTRACTOR's cessation or abandonment.

Section 2. Term.

A. This Agreement shall have a term of five (5) years commencing on the Effective Date. The Work shall be commenced within three (3) calendar days of CITY's issuance of a written notice to proceed ("Notice to Proceed").

B. The City shall have the sole option to extend the Agreement term for two additional, one (1) year terms. CONTRACTOR shall provide CITY written acceptance to extend the Agreement term within ten (10) days of service of CITY's written notice to extend the term.

C. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.

Section 3. Performance of Work.

A. CONTRACTOR shall perform the Work continuously and with due diligence so as to complete the tasks and services as set forth in the Scope of Work. CONTRACTOR shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors, or agents.

B. CONTRACTOR shall not claim or be entitled to receive any compensation or damage because of the failure of CONTRACTOR, or its subcontractors, to have related services or tasks completed in a timely manner.

C. CONTRACTOR shall at all times enforce strict discipline and good order among CONTRACTOR's employees.

D. CONTRACTOR, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

E. CONTRACTOR shall comply with all applicable federal, State, and local laws and regulations, including all applicable Cal/OSHA regulations in the performance of this Agreement;

Section 4. Compensation.

A. CONTRACTOR shall be compensated for Work performed in accordance with the schedule of compensation stated in the Scope of Work, attached and incorporated hereto as **EXHIBIT "B"** (the "Approved Rate Schedule"). The foregoing notwithstanding, CONTRACTOR's total compensation may not exceed the aggregate sum of **FORTY-FIVE THOUSAND AND SIXTY DOLLARS ($45,060)** (hereinafter, the "Not-to-Exceed Sum"). In the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement. Thereafter, Contractor may request an annual increase to the Rate Schedule on the anniversary of the Effective Date, upon sixty (60) days' prior written notice to City, provided that no increase shall exceed the Consumer Price Index (CPI) for All Urban Consumers, for Los Angeles – Long Beach – Anaheim area, for all items, with a maximum annual increase of 5%.

B. CONTRACTOR further agrees that the Not-to-Exceed Sum is inclusive of compensation for all labor, materials, tools, supplies, equipment, services, tasks, and incidental and customary work necessary to competently perform and timely complete the Work requested by CITY, unless otherwise indicated.

C. Following the conclusion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the Work performed and completed during the recently concluded calendar month, including the reimbursable out-of-pocket expenses incurred. If the amount of CONTRACTOR's monthly compensation is a function of hours worked by CONTRACTOR's personnel, the invoice should identify

the request or work order under which the Work was provided; the number of hours worked in the recently concluded calendar month; the personnel responsible for performing the Work performed; the rate of compensation at which such Work was performed, the subtotal for each Work performed and a grand total for all Work performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONTRACTOR in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONTRACTOR.

Section 5. Standard of Care.

A. CONTRACTOR agrees as follows:

1. CONTRACTOR shall perform all Work using the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;

2. CONTRACTOR represents all personnel assigned to perform the Work for CITY under this Agreement shall possess the skill, training, and experience necessary to competently perform the Work and shall at all times possess and maintain all licenses, certifications and/or qualifications necessary to perform the Work;

3. CONTRACTOR shall perform and complete all Work in a manner that is reasonably satisfactory to CITY;

4. CONTRACTOR understands the nature and scope of the Work to be performed under this Agreement as well as any and all applicable schedules of performance; and

5. In the performance of this Agreement, CONTRACTOR shall supply and deploy personnel, equipment, tools, and materials necessary, in the reasonable opinion of CITY, to perform all Work in compliance with the standard of care set forth in this Section and time to complete all Work as specified by the Scope of Work or other written order.

6. CONTRACTOR shall perform, at CONTRACTOR's sole cost and expense, any tasks necessary to correct any errors or omissions caused by CONTRACTOR's failure to comply with the standard of care set forth in this Section or by any like failure on the part of CONTRACTOR's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONTRACTOR to correct any errors or omissions shall be commenced immediately upon their discovery by either Party and shall be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the City Representative in writing in the CITY Representative's sole and absolute discretion.

B. CONTRACTOR acknowledges and agrees that CITY's acceptance of any Work performed by CONTRACTOR or on CONTRACTOR's behalf shall not constitute a

release of any deficiency or delay in performance. CONTRACTOR further acknowledges, understands, and agrees that CITY has relied upon the representations of CONTRACTOR under paragraph A of this Section, above, and that such representations were a material inducement to CITY entering into this Agreement with CONTRACTOR.

Section 6. Representatives.

A. City Representative. For the purposes of this Agreement, the contract administrator and CITY's representative shall be James Enriquez, Director of Public Works (hereinafter, the "City Representative"). It shall be CONTRACTOR's responsibility to keep the City Representative informed of the progress of all Work provided. CONTRACTOR shall refer any decisions which must be made by CITY to the City Representative. Unless otherwise specified herein, any approval of CITY required hereunder shall mean the approval of the City Representative. Except as otherwise provided under this Agreement, written notice to City Representatives shall constitute notice to the CITY.

B. Contractor Representative. For the purposes of this Agreement, Daniel Zamora, CEO/CFO, is hereby designated as the primary representative of CONTRACTOR authorized to act on its behalf with respect to CONTRACTOR's performance under this Agreement and to make all decisions in connection therewith (hereinafter, the "Contractor Representative"). Notice to the Contractor Representative whether written or verbal shall constitute notice to CONTRACTOR. The Contractor's Representative shall supervise and direct the performance of all Work, using his/her best skill and attention. The Contractor Representative shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Work under this Agreement.

Section 7. Contractor's Personnel.

A. CONTRACTOR shall be solely responsible for the satisfactory performance of all personnel working on CONTRACTOR's behalf in the performance of this Agreement.

B. If at any time during the term of this Agreement, CITY requests the removal of any of CONTRACTOR's employees or subcontractors assigned by CONTRACTOR to perform on CONTRACTOR's behalf under this Agreement, CONTRACTOR shall remove such employees or subcontractors immediately upon receiving notice from CITY.

C. CONTRACTOR shall be solely responsible for the payment of all wages and benefits owed to CONTRACTOR's employees and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security. CONTRACTOR shall also be solely responsive for the payment of all subcontractors acting on its behalf in the performance of this Agreement.

Section 8. Provisions Applicable to Work Constituting Public Works Under

Labor Code Section 1720.

A. The provisions of this Section shall apply to the extent any of the Work to be performed by CONTRACTOR constitute a "public work" within the meaning of Section 1720(a)(1) of the Labor Code. CONTRACTOR shall comply with the provisions of the Labor Code applicable to public works, in the manner set forth under this Section. In addition to any other indemnification obligation set forth under this Agreement, CONTRACT shall indemnify, hold harmless, and defend City concerning any liability arising out of Labor Code Section 1720 *et seq.*

B. Hours of Work.

1. In accordance with California Labor Code Section 1810, eight (8) hours of labor in performance of the Work subject to this Section shall constitute a legal day's work under this Agreement.

2. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the Work subject to this Section is limited to eight (8) hours during any one calendar day, and forty (40) hours during any one (1) calendar week, except in accordance with Labor Code Section 1815, which provides that work in excess of eight (8) hours during any one (1) calendar day and forty (40) hours during any one calendar week is permitted upon compensation for all hours worked in excess of eight (8) hours during any one (1) calendar day and forty (40) hours during any one (1) calendar week at not less than one-and-one-half times the basic rate of pay.

3. CONTRACTOR and its subcontractors shall forfeit as a penalty to the CITY Twenty Five Dollars ($25) for each worker employed in the performance of the Work subject to this Section for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one calendar day, or more than forty (40) hours in any one calendar week, in violation of the provisions of Labor Code Section 1810 *et seq.*

C. Wages.

1. In accordance with Labor Code Section 1773.2, the CITY has determined the general prevailing wages for the locality in which Work subject to the Section are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file at the CITY and shall be made available on request. CONTRACTOR and subcontractors engaged in the performance of the Work subject to this Section shall pay no less than these rates to all persons engaged in performance of the Work subject to this Section.

2. In accordance with Labor Code Section 1775, CONTRACTOR and any subcontractors engaged in performance of the Work subject to this Section shall comply with Labor Code Section 1775, which establishes a penalty of up to Two Hundred Dollars ($200) per day for each worker engaged in the

performance of the Work that are subject to this Section that CONTRACTOR or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of CONTRACTOR or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of CONTRACTOR or subcontractor in meeting applicable prevailing wage obligations, or the willful failure by CONTRACTOR or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if CONTRACTOR or subcontractor had knowledge of their obligations under the California Labor Code. CONTRACTOR or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the Work subject to this Section is not paid the general prevailing per diem wages by the subcontractor, CONTRACTOR is not liable for any penalties therefore unless CONTRACTOR had knowledge of that failure or unless CONTRACTOR fails to comply with all of the following requirements:

(i) The contract executed between CONTRACTOR and the subcontractor for the performance of part of the Work subject to this Section shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.

(ii) CONTRACTOR shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.

(iii) Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, CONTRACTOR shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the Work subject to this Section.

(iv) Prior to making final payment to a subcontractor, CONTRACTOR shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the Work subject to this Section and any amounts due pursuant to California Labor Code Section 1813.

3. In accordance with Labor Code Section 1776, CONTRACTOR and each subcontractor engaged in performance of the Work subject to this Section shall keep accurate payroll records showing the name, address, social security number, work, straight time, and overtime hours worked each day and week, and the actual *per diem* wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the Work subject to this Section. Each payroll record shall contain or be verified by a

written declaration that it is made under penalty of perjury, stating both of the following:

(i) The information contained in the payroll record is true and correct.

(ii) The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.

The payroll records required pursuant to Labor Code Section 1776 shall be certified and shall be available for inspection by the CITY and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with Labor Code Section 1776.

4. In accordance with Labor Code Section 1777.5, CONTRACTOR, on behalf of itself and any subcontractors acting on CONTRACTOR's behalf in performance of the Work subject to this Section, shall be responsible for ensuring compliance with Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.

5. In case it becomes necessary for CONTRACTOR and any subcontractors performing Work on CONTRACTOR's behalf to employ for the Work subject to this Section any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non-manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, CONTRACTOR shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to specific Work subject to this Section to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

Section 9. Conflicts of Interest.

A. CONTRACTOR may serve other clients, but none whose activities within the corporate limits of CITY or whose business, regardless of location, would place CONTRACTOR in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

B. CONTRACTOR shall not employ any official or employee of the CITY during the Term of this Agreement or any extension term. No officer or employee of CITY shall have any financial interest in this Agreement that would violate Government Code Section 1090 *et seq.* CONTRACTOR warrants and represents that no owner, principal, partner, officer, or employee of CONTRACTOR is or has been an official, officer, employee, agent, or appointee of the CITY within the twelve-month period of time immediately preceding the Effective Date. If an owner, principal, partner, officer, employee, agent, or appointee of CONTRACTOR was an official,

officer, employee, agent, or appointee of the CITY within the twelve-month period immediately preceding the Effective Date, CONTRACTOR warrants that any such individuals did not participate in any manner in the forming of this Agreement. CONTRACTOR understands that, if this Agreement is made in violation of Government Code Section 1090 *et seq.*, the entire Agreement is void and CONTRACTOR will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and CONTRACTOR will be required to reimburse the CITY for any sums paid to CONTRACTOR. CONTRACTOR understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code Section 1090.

C. CONTRACTOR warrants, represents, and maintains 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 and represents 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. For breach or violation of this warranty, CITY shall have the absolute and unfettered right to rescind this Agreement without liability or penalty.

Section 10. Independent Contractor. CONTRACTOR shall at all times in the performance of this Agreement be an independent contractor and shall not be an employee of CITY or engaged in any joint venture relationship with the CITY. CONTRACTOR shall determine the method, details, and means of performing all of the Work to be performed by CONTRACTOR under this Agreement. CONTRACTOR shall be responsible to CITY only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the CONTRACTOR in fulfillment of this Agreement. CONTRACTOR is permitted to provide services to others during the same period as it provides services to CITY under this Agreement. Notwithstanding any other CITY, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CONTRACTOR and any of its employees, agents, and subcontractors performing the Work under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.

Section 11. Non-Discrimination.

A. CONTRACTOR shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any Work provided by CONTRACTOR under this Agreement. CONTRACTOR shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment,

contracting, and the provision of any Work that is the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of CONTRACTOR thereby.

B. CONTRACTOR and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 *et seq.*) and the applicable regulations promulgated hereunder (Cal. Code Regs., Title 2, §11000 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12900 *et seq.*, set forth in Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. CONTRACTOR and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. CONTRACTOR shall include the nondiscrimination and compliance provisions of this Section in all subcontracts to provide the Work under this Agreement.

Section 12. Indemnification and Duty to Defend.

A. To the fullest extent permitted by law, CONTRACTOR hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless CITY and CITY's elected and appointed officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of CONTRACTOR or any of CONTRACTOR's officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants, or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to this Agreement and the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by CONTRACTOR and shall operate to fully indemnify the Indemnitees against any such negligence. The foregoing notwithstanding, nothing in this Section shall be construed to encompass (i) Indemnitees' sole negligence or willful misconduct to the extent that the Agreement is subject to Civil Code Section 2782(a), or (ii) CITY's active negligence to the extent that the underlying Agreement is subject to Civil Code Section 2782(b).

B. CONTRACTOR agrees, at its sole cost and expenses, to promptly defend Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever. The duty of CONTRACTOR to indemnify and hold harmless the Indemnitees includes the separate and independent duty to defend the Indemnitees. CONTRACTOR's obligation to defend the Indemnitees shall be at CONTRACTOR's sole expense, and not be excused because of CONTRACTOR's inability to evaluate liability or because the

CONTRACTOR evaluates liability and determines that the CONTRACTOR is not liable. This duty to defend shall apply whether a claim, demand, cause of action, or proceeding has merit or is meritless, or which involves claims or allegations that any or all of the Indemnitees were actively, passively or concurrently negligent, or which otherwise assert that the Indemnitees are responsible, in whole or in part, for any damage, cost, expense, liability, claim, demand, cause of action, proceeding, expense, judgement, penalty, or lien. CONTRACTOR agrees to provide this defense immediately upon written notice from CITY and with well qualified, adequately insured and experienced legal counsel acceptable to the CITY Should conflict of interest principles preclude a single attorney from representing both CITY and CONTRACTOR, or should CITY otherwise find CONTRACTOR's attorney unacceptable, then CONTRACTOR shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation. The CONTRACTOR shall promptly pay any final judgment rendered against the Indemnitees with respect to claims determined by a trier of fact to have been the result of the CONTRACTOR's negligent, reckless, or wrongful act, omission, or performance.

C. Attorneys and other professionals employed by CONTRACTOR to defend Indemnitees shall be selected by Indemnitees. CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the CONTRACTOR regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees. CITY shall have the right to offset against the amount of any fees due to CONTRACTOR under this Agreement any amount due to CITY from CONTRACTOR because of CONTRACTOR's failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

D. CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations for the benefit of CITY, CONTRACTOR agrees to be fully responsible and indemnify, hold harmless and defend Indemnitees from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged, intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of CONTRACTOR or any of its officers, employees, servants, agents, subcontractors, volunteers or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

E. CITY does not and shall not waive any rights that it may possess against CONTRACTOR because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement.

F. The indemnification duty established under this Section is effective without

reference to the existence or applicability of any insurance coverage(s) which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees. The hold harmless and indemnification provisions of this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. Payment is not required as a condition precedent to an Indemnitee's right to recover under the indemnification provisions of this Section, and an entry of judgment against any one or more of the Indemnitees shall be conclusive in favor of the Indemnitees' right to recover under such indemnification provisions. CONTRACTOR shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision.

H. CONTRACTOR's obligations under this Section or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to the Indemnities. CONTRACTOR shall fully comply with the workers' compensation laws regarding CONTRACTOR and CONTRACTOR's employees. CONTRACTOR further agrees to indemnify and hold CITY harmless from any failure of CONTRACTOR to comply with applicable workers' compensation laws.

I. The provisions of this Section shall survive the termination or expiration of this Agreement and the completion of all Work contemplated under this Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law or elsewhere under this Agreement.

Section 13. Insurance.

A. CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with minimum limits of One Million Dollars ($1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss, or damage.

2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per accident for bodily injury and property damage.

3. Worker's Compensation insurance as required by the State of California.

B. CONTRACTOR shall require each of its sub-consultants or sub-contractors to maintain insurance coverage that meets all of the requirements of this Agreement.

C. The policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

D. CONTRACTOR agrees that if it does not keep the insurance required in this Agreement in full force and effect, CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR'S expense, the premium thereon.

E. Prior to commencement of any Work under this Agreement, CONTRACTOR shall file with CITY's Risk Manager a certificate or certificates of insurance showing that the insurance policies are in effect and satisfy the required amounts and specifications required pursuant to this Agreement.

F. CONTRACTOR shall provide proof that policies of insurance expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

G. The general liability and automobile policies of insurance shall contain an endorsement naming CITY, its elected officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns as additional insureds. All of the policies shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONTRACTOR agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

H. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the CITY, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

I. All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR, and CONTRACTOR's employees, agents, subcontractors, or volunteers from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents, and volunteers.

J. Any deductibles or self-insured retentions must be approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

K. If CONTRACTOR is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds.

L. Procurement of insurance by CONTRACTOR shall not be construed as a limitation

of CONTRACTOR's liability or as full performance of CONTRACTOR's duties to indemnify, hold harmless and defend under Section 12 of this Agreement.

M. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from CONTRACTOR payments. In the alternative, CITY may cancel this Agreement effective upon notice.

N. CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any amendment to the insurance requirements of this Article shall be memorialized and approved in the form of a written amendment to this Agreement, signed by the Parties. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void or invalid.

Section 14. Records and Inspection. CONTRACTOR shall keep, and require subcontractors to keep, such books and records as shall be necessary to document the performance of the Work and enable the CITY to evaluate the performance of the Work. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of CITY, including the right to inspect, copy, audit, and make records and transcripts from such records. Such records shall be maintained for a period of four (4) years following completion of the Work hereunder, and the CITY shall have access to such records in the event any audit is required. This Section shall survive the termination or expiration of the Agreement.

Section 15. Termination.

A. Termination for Convenience. CITY may immediately terminate this Agreement for convenience, without cause and without penalty or liability at any time upon the issuance of written notice to CONTRACTOR specifying the effective date of such termination. Such termination for convenience shall be made in writing signed by either the City Representative, the City Manager, or the Assistant City Manager. CONTRACTOR may only terminate this Agreement for cause as provided herein.

B. Termination for Cause. In the event either Party fails to perform any duty, obligation, service, or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service, or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth in this Section or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event

of Default within the applicable cure period or any extended cure period allowed under this Agreement. An Event of Default shall include, but shall not be limited to the following: (i) CONTRACTOR's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (ii) CONTRACTOR's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iii) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary of involuntary; (iv) CONTRACTOR's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (v) CITY's discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false or erroneous in any material respect.

1. CONTRACTOR shall cure the following Event of Default within the following time periods:

    i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONTRACTOR to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation, or work product which CONTRACTOR is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this subsection that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

    ii. Within thirty (30) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 30-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default; that the Event of Default cannot be reasonably cured within the 30-day cure period; and CONTRACTOR is diligently pursuing to cure the Event of Default. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this subsection that exceeds thirty (30) calendar days from the end of the initial 30-day cure period.

    If an Event of Default relates to a material falsehood or misrepresentation that is not susceptible to a cure, CITY in its sole and absolute discretion may elect to treat the falsehood or misrepresentation as a breach of this Agreement or waive the falsehood or misrepresentation. The foregoing notwithstanding, the prior waiver of a falsehood or misrepresentation as an Event of Default shall not operate as a waiver or any other falsehood or misrepresentation later discovered by CITY.

2. Except as otherwise specified in this Agreement, CITY shall cure any Event of Default asserted by CONTRACTOR within thirty (30) calendar days of CONTRACTOR's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 30-day cure period. Prior to the expiration of the 30-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 30-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONTRACTOR shall be cured by CITY within five (5) calendar days from the date of CONTRACTOR's Default Notice to CITY.

3. CITY, in its sole and absolute discretion, may also immediately suspend CONTRACTOR's performance under this Agreement (or the performance of any specific task or function performed by CONTRACTOR under this Agreement) pending CONTRACTOR's cure of any Event of Default by giving CONTRACTOR written notice of CITY's intent to suspend CONTRACTOR's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONTRACTOR shall be compensated only for those services and tasks which have been rendered by CONTRACTOR to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

4. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. 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.

5. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

    i. Upon written notice to CONTRACTOR, the CITY may immediately terminate this Agreement in whole or in part;

    ii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONTRACTOR's breach of the Agreement or to terminate the Agreement; or

    iii. The CITY may exercise any other available and lawful right or remedy.

CONTRACTOR shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

6. In the event CITY is in breach of this Agreement, CONTRACTOR's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONTRACTOR under this Agreement for completed services and tasks. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the Work required by this Agreement.

Section 16. Force Majeure. Performance of Work under this Agreement may be waived in the event of any delays due to unforeseeable causes beyond the control of CONTRACTOR and without the fault or negligence of CONTRACTOR, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY. CONTRACTOR shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall CONTRACTOR be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONTRACTOR'S sole remedy being extension of the Agreement pursuant to this Section.

Section 17. Notices. Except as otherwise expressly provided in this Agreement, all notices permitted or required under this Agreement shall be given to the respective Parties must be in writing and may be given personally, by registered or certified mail (return receipt requested), Federal Express, UPS or other similar couriers. If notice is personally delivered, the notice shall be deemed to have been given and received on the date notice was given. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received three (3) days after the notice is deposited in the United States mail. If notice is given by Federal Express, UPS, or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on the receipt issued by the courier. Notice shall be provided to the following addresses:

If to CITY:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: James Enriquez
Phone: (562) 868-0511

If to CONTRACTOR:

Seven Z's, Inc., dba Daniel Zamora's Landscaping
11431 Joslin Street
Santa Fe Springs, CA 90670
Attn: Daniel Zamora
Phone: (562) 889-4081

Section 18. Assignment. CONTRACTOR shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without CITY's prior written consent, and any attempt to do so shall be void and of no effect. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 19. Attorneys' Fees. In the event that CITY or CONTRACTOR commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of suit, including reasonable attorneys' fees.

Section 20. Entire Agreement. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. Except as expressly provided in this Agreement or its Exhibits, in the event of any conflict or inconsistency between the express provisions of this Agreement and provisions of any document incorporated by reference, the provisions of this Agreement shall prevail and control. This instrument contains the entire Agreement between CITY and CONTRACTOR with respect to the subject matter herein. No other prior oral or written agreements are binding on the parties. Any modification of this Agreement will be effective only if it is in writing and executed by both CITY and CONTRACTOR.

Section 21. Authority. The individuals executing this Agreement and the instruments referenced herein on behalf of CONTRACTOR each represent and warrant that they have the legal power, right and actual authority to bind CONTRACTOR to the terms and conditions hereof and thereof.

Section 22. Governing Law; Jurisdiction. This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

Section 23. Severability. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

Section 24. Captions. The captions used in this Agreement are solely for reference and the convenience of the Parties. The captions are not a part of the Agreement, in no way bind, limit, or describe the scope or intent of any provision, and shall have no effect upon the construction or interpretation of any provision herein.

Section 25. Execution. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF SANTA FE SPRINGS:

By: _____
René Bobadilla
City Manager

Date:_____

SEVEN Z'S, INC. DBA DANIEL ZAMORA'S LANDSCAPING:

By: _____

Name:_____

Title:_____

Date:_____

ATTEST:

By:_____
Fernando Muñoz
Deputy City Clerk

Date:_____

APPROVED AS TO FORM:

By:_____
Rick Olivarez
City Attorney

Date:_____

EXHIBIT "A"

CITY OF SANTA FE SPRINGS
STANDARD SPECIFICATIONS
FOR LANDSCAPE MAINTENANCE

The order of authority of specifications is as follows: (Any special provisions shall rule over these standard specifications.)

GENERAL PROVISIONS

1. The Contractor shall provide at the Contractor's expense, appropriate uniforms for all personnel working on City property. These uniforms shall be approved by the City Engineer and shall be worn in reasonable manner at all times on the job.

2. After it has been determined by both parties that there has been damage by the Contractor to public or private property, Contractor shall be responsible for repair or replacement of same.

3. The Contractor shall provide, in writing, schedules for all maintenance activities and locations, (including pesticides applications). The Contractor shall notify the City in writing and receive approval prior to any proposed revisions in the schedule (excluding rain days). The City reserves the right to revise the schedules as necessary.

4. The Contractor shall have a responsible supervisor on the job each workday. The supervisor shall be equipped with a cell phone so that we will be able to contact him or her during normal working hours, which are from 7:00 a.m. to 2:30 p.m., Monday through Saturday, excluding Holidays.

5. The Contractor shall meet weekly or as needed with City staff to review maintenance needs during normal working hours.

6. The Contractor shall maintain all Sites to a level of health and beauty acceptable to the City.

7. The Contractor is not responsible for any damages or conditions due to circumstances beyond his control, i.e. vandalism, weather, vehicle damage, tree roots, or City directed water shut offs.

8. The City shall have the right of approval of all plant materials, chemicals, fertilizers, and other required materials. The Contractor will provide an annual schedule for these activities.

9. The Contractor shall utilize City Facility bins on scheduled maintenance days for the disposal of trash, clippings and debris routinely generated on site.

10. If the Contractor fails to perform any maintenance activities to the City standards, after notification and reasonable response time, the City reserves the right to perform the necessary work, or hire another Contractor and deduct the costs, including administrative costs, from the Contractor's payment.

11. Emergency call outs of City staff directly caused by the Contractor's actions will be back charged to the Contractor. Emergency call outs of Contractor's personnel outside of business hours, which are necessitated by circumstances other that Contractor's negligence, shall be paid for by the City at current contract hourly rate, with a 4-hour minimum per employee. Emergency call outs shall be authorized by Public Works or Administration staff only.

12. Weeks that include holidays: The Contractor is to modify schedule to assure that all contracted areas are mowed, and all accumulated trash and debris is removed.

13. Weeks of inclement weather: Contractor shall mow and remove trash and debris from locations designated by the City within the working hours remaining in that particular 40-hour work week.

14. No extra work or change orders will be allowed unless prior approval is given by the City Engineer or his authorized representative, in writing.

15. A complete list of equipment rental rates shall be provided and approved by the City. Certified payrolls may be required at any time, and no extra pay will be provided.

16. **EXTRA WORK:** The City Engineer or designated representative shall have the right to authorize or direct the Contractor to do extra work that is not covered by the Special Provisions or Base Scope of Work. The Contractor shall not proceed with said extra work until the City agrees to the cost thereof. Compensation for all extra work shall include transportation and any necessary hand tools. The Contractor shall supply the labor as directed, at the hourly rate of $45. All parts and materials shall be supplied by the Contractor and will be paid at cost plus a 15% markup.

TURF AREAS

ACTIVITY

A. Mow - Mowers shall be equipped to catch clippings except for times mulching mowers can be used. Height depends on type and use of turf.

B. Edge - Walkways, Bomanite, mow strips, and utility boxes.

C. Areas approved by City for weed eating shall be trimmed to a height equal with mowing height.

D. Mechanical control of turf shall not be allowed around sprinkler heads, which pop up high enough to provide proper coverage.

E. Remove all debris, paper and bottles prior to mowing.

F. Fertilize - Complete Fertilizer four times a year to all turf areas.

G. De-thatch — Prior to over-seeding. Mow down is acceptable method to de-thatch. Verticut method may be negotiated as an extra service.

H. Aerate all turf areas within contracted areas once a year. Remove all plugs next

mowing.

I. Over-seeding 20 lbs. per 1000 sq. ft. Seed to be furnished by the City and applied by the Contractor on turf areas. As per City request.

SHRUBS

ACTIVITY

A. Trim and shape shrubs and edge ground cover as needed to maintain consistent neat appearance.

B. Trimming of shrubs and hedges to be specified by the City.

C. Plant material shall be trimmed within contract areas and should not be allowed to grow into private property.

D. Remove dead portions and blossoms of plant material.

E. Replace declining plant material with same size and species at the Contractor's expense if it has been determined that it was due to Contractor's neglect.

F. Cultivate weeds from beds and planters, except during pre-emergent application.

G. Fertilize - Complete fertilizer as necessary to maintain slope area ground covers to high standard of health and growth.

TREE WELLS

ACTIVITY

A. Edge ground cover.

B. Remove weeds, debris and rake clean.

C. Sweep and/or blow soil and gravel back into well after maintenance activity.

D. Fertilize ground cover with complete fertilizer to maintain a lush vigorous growth.

HARDSCAPE

ACTIVITY

A. Remove weed growth in joints and cracks from walkways, Bomanite, mow strips, curbs, gutters and other hardscape, adjacent to landscaped areas.

B. Hardscape in or adjacent to City contracted landscape areas shall be kept clear of dirt, mud trash and debris which is either unsightly or unsafe.

C. Curb and gutters - Remove gravel and sand build up, pick up all debris. If blowers are used, the nozzles shall be operated parallel with the traffic; no material shall intentionally be blown towards traffic or towards the traveled way.

PEST CONTROL

ACTIVITY

A. M.S.D. Sheets - Contractor shall furnish to City, Material Safety Data Sheets for all materials, i.e., pesticides, fertilizers, etc., used in City contracted areas.

B. Contractor shall assure that their chemical applicators meet current regulations.

C. Pest control to include controllable pests, i.e. diseases, insects, gophers, etc. in all contract areas. Ground Squirrels and tree spraying shall be excluded.

IRRIGATION MAINTENANCE

ACTIVITY

A. The Contractor shall maintain the irrigation system in an efficient manner. Excessive watering will not be allowed. Any water cost over the required amount per acceptable landscape standards may be back charged to the Contractor. The Contractor shall be notified in writing of over watering of any given area and shall be asked to rectify same. If over watering without cause continues, the Contractor may be back charged.

B. Irrigation maintenance shall consist of proper operation of system, check of system coverage, cleaning and adjustment of sprinkler heads, adjusting to proper grade any existing valve boxes and sprinkler heads, programming of controllers per seasonal requirements as per instructions by the City, and cleaning of controller enclosure.

C. Existing sprinkler heads shall be maintained at sidewalk or mow strip levels except where ground level is uniformly below concrete level.

D. System maintenance check and adjust as necessary to assure proper irrigation.

E. Controller and enclosures: Remove trash and debris, keep free of insects, and lubricate locks periodically for ease of operation. City will supply lubricant.

F. The contractor shall assure all controllers are turned off when requested by City, usually during periods of rain during normal working hours, Monday - Friday 7:00 a.m. - 2:30 p.m.

COLOR REPLACEMENT

ACTIVITY

No color areas shall be removed until new materials are available unless otherwise agreed; all areas shall be replanted within the same week they are removed, unless existing plants are in extreme decline and replacement color is not immediately available. Any variation to this must be approved by the City prior to the work being done.

A. Change annual color - First two weeks of September.

B. Change annual color –First two weeks of December.

C. Change annual color – First two weeks of March.

D. Change annual color – First two weeks of June.

E. Color to be approved by City. (All schedules are dependent on variety availability).

F. Any color which is damaged or declines due to circumstances beyond Contractor's control (i.e., frost, weather, vandalism, vehicle damage, etc.) shall be replaced at an extra cost.

EXHIBIT "B"
SCOPE OF WORK

SITE 1

LAKEVIEW CHILD CARE CENTER
11436 E. Joslin

ALL WORK IS TO BE SCHEDULED DURING SCHOOL OFF HOURS

WEEKLY

1. Removal of all trash and debris.
2. Mow turf to recommended height.
3. Edge along all walkways, mow strips, and mechanical boxes by mechanical means only.
4. Pick up/blow off clippings along sidewalks and out of sand areas. No debris is to blown out in the street or gutter areas.
5. Weed, rake and clean planters.
6. Clean out around sprinklers heads and valve boxes by mechanical means only at an acceptable height.

MONTHLY OR AS NEEDED

1. Trim and shape shrubs and ground cover.
2. Remove dead blossoms and properly maintain plant material.
3. Trim or remove any tree branches below 8 feet.
4. Check irrigation for proper operation, appropriate scheduling, coverage, breakage and leaks. Notify City staff when necessary.

ACTIVITIES PERFORMED PER MAINTENANCE SCHEDULE

Fertilization, weed control, aeration of turf areas, annual color change **(plants paid at cost plus 15% markup)**

Monthly Fee for Landscape Maintenance Services Site 1 **$ 1,635.00**

SITE 2

POLICE SERVICE CENTER AND EAST JERSEY PARKWAY
11576 TELEGRAPH ROAD

WEEKLY

1. Removal of all trash and debris.
2. Mow turf to recommended height.
3. Edge along all walkways, mow strips and mechanical boxes by mechanical means only
4. Pick up/blow off clippings along sidewalks and out of sand areas. No debris is to blown out in the street or gutter areas.

5. Weed, rake and clean planters.
6. Clean out around sprinkler heads and valve boxes by mechanical means only at an acceptable height.

MONTHLY OR AS NEEDED

1. Trim and shape shrubs and ground cover.
2. Remove dead blossoms and properly maintain plant material.
3. Trim or remove any tree branches below 8 feet.
4. Check irrigation for proper operation, appropriate scheduling, coverage, breakage and leaks. Notify City staff when necessary.

ACTIVITIES PERFORMED PER MAINTENANCE SCHEDULE
Fertilization, weed control, aeration of turf areas, annual color change **(plants paid at cost plus 15% markup)**

Monthly Fee for Landscape Maintenance Services for Site 2 $ 1,524.00

SITE 3

LOS NIETOS ROAD AT NORWALK BOULEVARD, NORTHEAST CORNER

WEEKLY

1. Removal of all trash and debris.
2. Mow turf to recommended height.
3. Edge along all walkways, mow strips and mechanical boxes by mechanical means only
4. Pick up/blow off clippings along sidewalks and out of sand areas. No debris is to blown out in the street or gutter areas.
5. Weed, rake and clean planters.
6. Clean out around sprinkler's heads and valve boxes by mechanical means only at an acceptable height.

MONTHLY OR AS NEEDED

1. Trim and shape shrubs and ground cover.
2. Remove dead blossoms and properly maintain plant material.
3. Trim or remove any tree branches below 8 feet.
4. Check irrigation for proper operation, appropriate scheduling, coverage, breakage and leaks. Notify City staff when necessary.

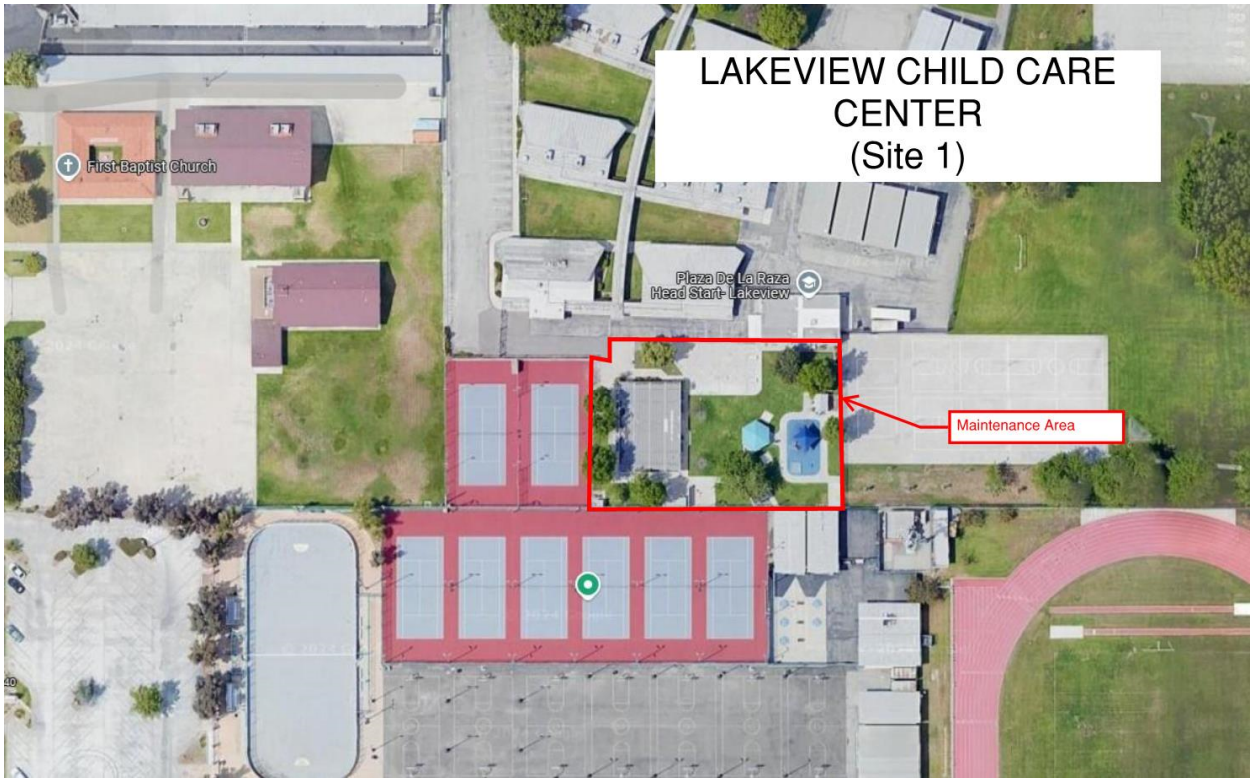
ACTIVITIES PERFORMED PER MAINTENANCE SCHEDULE
Fertilization, weed control, aeration of turf areas, annual color change change **(plants paid at cost plus 15% markup)**

Monthly Fee for Landscape Maintenance Services for Site 3 $596.00

***No extra work or change orders will be allowed unless prior approval is given by the City Engineer or authorized representative, in writing.**

EXHIBIT "C"

SERVICE LOCATIONS AND AREAS






LOS NIETOS ROAD AT
NORWALK BLVD
(Site 3)
Maintenance Area
Norwalk Blvd
Los Nietos Rd
Google

ITEM # 37

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Cuong Nguyen, Director of Community Development

SUBJECT: **AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS (RFP) FOR THE COMPREHENSIVE ZONING CODE UPDATE**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Authorize staff to advertise the Request for Proposals (RFP) for the Comprehensive Zoning Code Update, in accordance with the proposed bid schedule; and

2) Take such additional, related action that may be desirable.

FISCAL IMPACT

There is no fiscal impact associated with the authorization to advertise the RFP. Once a consultant is selected, staff will return to the City Council with a recommendation for the award of contract and an associated cost analysis.

BACKGROUND

The City's Zoning Code, initially adopted in 1961, has served as the primary regulatory framework guiding land use and development in Santa Fe Springs for several decades. Various ordinances have been passed over the years to amend its provisions, with the last comprehensive update occurring in 1995. As the community has continued to grow and evolve, the limitations and challenges of the existing Code have become increasingly evident. Structured for a different era, the Code often lacks the flexibility, clarity, and modern planning principles necessary to address current priorities, including technology, parking, open space, sustainability, and housing affordability. This Comprehensive Zoning Code Update aims to create a streamlined, user-friendly document that reflects contemporary planning practices and aligns with the goals of the City's latest

comprehensive plan. Through this Request for Proposals (RFP), the City seeks a qualified consulting firm with expertise in zoning and land use law, public engagement, and urban planning to collaborate with staff and the community in crafting a Zoning Code that is clear, equitable, and aligned with the community's vision for future growth.

ANALYSIS

The City is undertaking a comprehensive update to Chapter 155 (Zoning) of Title 15 (Land Usage) of its Municipal Code to modernize and improve clarity and efficiency. The City seeks a qualified consultant to lead this effort, with a key objective of streamlining the development review process, refining duplicative requirements, and reducing the range of issues subject to discretionary review. The consultant will collaborate with City staff, stakeholders, and the public to identify and address problematic areas of the Code. Key improvements include consolidating redundant sections, clarifying standards, and aligning regulations with industry best practices, particularly in parking requirements.

To ensure seamless integration with concurrent City planning efforts, the Comprehensive Zoning Code Update consultant will be expected to work closely with the consulting team selected for the development of the Town Center / Telegraph Corridor Specific Plan. The consultant’s responsibilities include a detailed assessment of the current Code, evaluating comparable codes from other cities, gathering public input, and drafting language for targeted issues. The project includes California Environmental Quality Act (CEQA) compliance, public outreach, and regular progress updates to the City Council. Final deliverables will include draft and final versions of the updated Zoning Code, implementation guidance, and financial reporting to ensure the project stays within budget. This initiative, project to take approximately 24 months, aims to create a user-friendly, efficient Code that facilitates streamlined development and offers clear guidance to all stakeholders.

ENVIRONMENTAL

This action is exempt from the requirements of the California Environmental Quality Act (CEQA), as advertising the RFP has no direct impact on the environment.

DISCUSSION

The update aims to align zoning regulations with the City’s General Plan, address emerging development trends, improve clarity and usability, and incorporate best practices for sustainable growth. The selected consultant will engage City staff, stakeholders, and the public to identify areas for improvement, draft proposed code changes, and conduct outreach to ensure ongoing community input throughout the process. Updating the Zoning Code will support efficient land use, promote economic development, and facilitate a streamlined permitting process, ultimately enhancing quality of life and environmental stewardship in the City.

SUMMARY/NEXT STEPS

Upon City Council authorization, staff will process to advertise the RFP within 15 business days.

ATTACHMENT(S):

A. Draft Scope of Work

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

Request for Proposals (RFP)
Comprehensive Zoning Code Update

Objective Summary:

The City seeks to streamline and modernize its Zoning Code, ensuring improved clarity, efficiency, and alignment with community needs. Key tasks include extensive public engagement, environmental review and CEQA compliance, and integration with concurrent Specific Plan project. Expected outcomes include a simplified Zoning Code with user-friendly tools for staff and stakeholders.

Scope of Services:

The City seeks proposals from qualified consultants to provide professional services to assist in a comprehensive update to the Zoning Code (Chapter 155 of Title 15 of the Municipal Code). The primary purpose of this project is to modernize the City's Zoning Code to improve clarity and efficiency. The consultant will work closely with City staff and key stakeholders, including the public, to identify issues in the Zoning Code and to propose draft language and programs to address such issues. Subsequently, the consultant will work closely with City staff and relevant City departments to ensure that the Zoning Code update aligns with other City projects and goals.

The local community has indicated that there is a need to reform the development review process, reducing the amount of time it takes to review projects, and narrowing the scope of items that require a discretionary design review. The City is interested in hearing suggestions for simplifying the process and procedures. Several required findings and/or criteria must be satisfied for each type of permit. Some of these findings and criteria are duplicative and can be better articulated or consolidated. In response, the City is seeking to rethink how the code can be implemented. The consultant may explore exemptions, process improvements, and guidelines for the update.

The Comprehensive Zoning Code Update must include a comprehensive overview of all zones to remove duplicate language and unnecessarily complex code provisions and reduce the multiple ways that certain standards are interpreted or implemented. Several standards are currently placed in multiple areas of the Zoning Code and need to be consolidated. For example, all definitions should be consolidated into the "Definitions" section. Additionally, the list of allowable uses along Telegraph Road is embedded into each zone rather than a Specific Plan or overlay zone. A person unfamiliar with the Zoning Code may have difficulty locating all of the regulations that pertain to a project. The standards should be organized logically and written with language that is easy to understand and apply to increase the likelihood that an applicant's initial application submittal meets the City's Zoning Code. As part of the Comprehensive Zoning Code Update, the City will also evaluate its parking standards and explore amendments to align

with industry best practices, ensuring accurate capture of parking demands according to land use.

The City is currently undertaking a Specific Plan project for the Town Center Telegraph Corridor that runs concurrently with this Comprehensive Zoning Code Update. It is essential that both projects are coordinated to ensure consistency between the Zoning Code and the Specific Plan. The consultant will be expected to work closely with the team handling the Specific Plan to avoid conflicting provisions and ensure cohesive land use regulations.

In summary, the Comprehensive Zoning Code Update will require a consultant to conduct a complete review of the Zoning Code, identify especially difficult, duplicative, or unnecessarily complex code sections, propose language to resolve identified issues as well as utilize tables, flowcharts, images, and graphics to aid in understanding complex zoning concepts, and last but not least, reorganize and simplify the individual chapters. This update will respond to the needs of the residents, design professionals, businesses, City staff, and other stakeholders.

Please note, that the City invites the consultant to propose recommendations or adjustments as desired to how this scope of services can be better fulfilled to increase efficiency and effectiveness. The City and stakeholders alike have high ambitions for this pivotal project and welcome creative and visionary thinking to maximize its success. The Scope of Services shall include five elements: 1) Timeline and Milestones; 2) Assessment; 3) Environmental Review; 4) Coordination with Concurrent Specific Plan Project; 5) Recommendations; and 6) Deliverables.

1. Timeline and Milestones: The consultant will develop a timeline and milestones for the project that align with the City's budget. Each phase of the project should be planned with an awareness of the financial limitations, ensuring that all deliverables, public outreach, and meetings are accomplished within the allocated funds.

    a. A kick-off meeting will be held with City staff, including representatives from key City departments, to refine the scope of services, discuss interdepartmental collaboration, and agree on an action plan. The action plan will outline regular progress check-ins with City staff and involve input from various departments, as needed, to ensure all relevant stakeholders are aligned throughout the process;

    b. The consultant shall prepare an action plan with phases of work and a schedule to accomplish the action plan that identifies minor milestones, including regular meeting dates with staff and work product review deadlines, and major milestones, including a public outreach program. The City anticipates the update will take approximately 24 months. The public outreach program shall include the following:

i. Organize a minimum of five (5) public workshops on various topics related to the Zoning Code and key stakeholder group meetings (community groups, neighborhood groups, design professionals, etc.) to solicit feedback on scope and content, and formalize input received from the general public sessions.

ii. Two (2) joint public meetings with the City Council and Planning Commission, and at least two (2) City Council study sessions and quarterly updates to the City Council on key code sections.

iii. Note: for the community workshops and public meetings, the consultant will be required to prepare public outreach, workshop, and meeting materials, attend and present at the community workshops and public meetings (including responding to questions), and provide a list of action items for consideration following each workshop and meeting.

c. The designated consultant team shall be available to work with City staff continuously throughout the duration of the project.

d. Meeting(s), in addition to those identified above in this Section V Scope of Work/Services (A), requested by the City will be billed at the hourly rate(s) specified in the Cost Proposal Section VII (F).

2. Assessment: At a minimum, the consultant's assessment should include, but should not be limited to, the following activities:

a. *Evaluation of Zoning Code.* In collaboration with City staff, the consultant will review and evaluate the current Zoning Code (Chapter 155 of Title 15 of the City's Municipal Code) including all pending and recently approved ordinances to determine the revisions necessary. Recent changes to the zoning code may not need updating.

b. *Review of Application Process, Submittal Requirements, Staff Reports, and Planning Commission Hearings.* The consultant will review project submittal requirements, a small sample of complex staff reports, review findings, variances, design review criteria, etc., and review records of Planning Commission hearings to become familiar with the implementation of the Zoning Code and review and approval process.

c. *Research Zoning Codes from Other Cities.* The consultant will study and provide examples of Zoning Codes from other cities to assist in identifying the best and most common practices.

d. *Assessment of Public Comment.* The consultant will organize and plan public workshops and propose methods to engage select stakeholder

groups or segments along with professional facilitation. The consultant will compile and assess all public comments received during public workshops and use comments to inform the direction and scope of the code update. It is expected that the consultant will have the experience and competency to educate the general public on the planning principles and industry best practices that are informing the consultant-recommended code changes.

e. *Evaluation of the General Plan.* The consultant will review and evaluate the current General Plan and all Elements to ensure that the Zoning Code updates are consistent with the current General Plan. Any necessary General Plan amendments will be flagged and draft language will be provided as a deliverable in the final documents.

f. *Evaluation of other Specific Plans and Guidelines.* The consultant will review and evaluate existing Zoning Code chapters that reference Specific Plans and Guidelines (specifically the Waste Disposal Incorporated Specific Plan, Freeway Overlay Zone, Landscaping Guidelines, and Signage Guidelines), and make recommendations to determine if changes are necessary as part of the Zoning Code update.

3. Environmental Review
    a. California Environmental Quality Act (CEQA) Compliance. Prepare, post, respond, and file the necessary associated environmental documents for the Comprehensive Zoning Code Update and responses to public comments. This is a deliverable.

4. Coordination with Concurrent Specific Plan Project
    a. Proposals should include a detailed plan for coordinating with the City's concurrent Specific Plan project for the Town Center Telegraph Corridor. Consultants should demonstrate how they will ensure alignment between the Zoning Code Update and the Specific Plan, including approaches for joint meetings, public outreach, and document consistency.

5. Recommendations
    a. The consultant will make recommendations to City staff on updates to the Zoning Code and affected General Plan elements, including zoning and General Plan maps. Staff will consider recommendations and provide feedback to the consultant. Consultant and staff will discuss how to implement comments from workshops and public meetings. Ultimately, the consultant will prepare a draft Zoning Code Update to submit to the Planning Commission and City Council. After input from the Planning Commission, the City Council, and comments at the public meetings, the consultant will prepare the final Zoning Code, including agenda reports, ordinances, resolutions, etc. The consultant will also be asked to prepare a list of implementation measures that require follow-up. For example, required updates to GIS layers that may have changed through the code

update, required updates to the City's Community Development webpage and public handouts, etc.

6. Deliverables
    a. *Timeline with Milestones.* Delivered in writing, as described above.

    b. Detailed Public Outreach Program and Response to Comments. The public outreach program will be developed in collaboration with City staff and relevant departments to ensure that a comprehensive view of the City's needs is communicated to the public. Consultants are encouraged to provide an outreach strategy specifying tools like surveys and online engagement methods to reach diverse demographics. A process for analyzing, documenting, and integrating feedback from the public and stakeholders is essential, ensuring measurable engagement outcomes are captured.

    c. *Marketing*. Prepare a public participation program complete with a branding and marketing strategy and a website for public engagement, as described above.

    d. *Materials.* Prepare public meeting presentation materials, memos, letters, website content, and other documents as requested by City staff, including preparation of staff reports and exhibits for the Planning Commission and City Council.

    e. *Training Materials.* Provide training materials to assist City staff in educating both current and new employees on understanding the updates to the Zoning Code.

    f. *CEQA Compliance.* Prepare, post, respond, and file the necessary associated environmental documents for the Comprehensive Zoning Code Update and responses to public comments.

    g. *Accompanying Documents.* As described above, the consultant will prepare agenda reports, ordinances, resolutions, etc., necessary for the adoption of the Comprehensive Zoning Code Update. The consultant will also deliver a list of implementation measures.

    h. *Draft and Final Documents.* The consultant will prepare (1) a reproducible copy in Microsoft Word of the draft Zoning Code Update, also known as "red-line" versions. The consultant will also provide one (1) reproducible copy of the final version, including any changes to the draft required by City officials, for adoption. A draft and final copy of all CEQA documents are required.

i. *Financial Reporting.* The consultant will be responsible for ensuring that all deliverables, including public outreach, environmental review, and the final Zoning Code Update, are completed within the City's project budget. The consultant may also be required to provide periodic budget updates to City staff to track progress against the allocated financial resources.

ITEM # 38

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Cuong Nguyen, Director of Community Development

SUBJECT: **APPROVAL OF THREE OPERATING AGREEMENTS WITH CLEAR CHANNEL OUTDOOR, LLC FOR POSTER BILLBOARD CONVERSION**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Adopt Resolution No. 9935, approving three (3) Operating Agreements between the City of Santa Fe Springs and Clear Channel Outdoor, LLC, allowing Clear Channel Outdoor, LLC to convert five existing static poster billboard faces to electronic poster billboards; and

2) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreements; and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

Pursuant to the Operating Agreements, Clear Channel Outdoor, LLC will provide the following public benefits: 1) a one-time processing fee of $50,000 ($10,000 per sign face); 2) a one-time economic development fee of $50,000 ($10,000 per sign face); 3) an annual development fee totaling $50,000 per year ($10,000 per sign face) with a 3% annual escalation; and 4) City use of the digital billboards for advertising public service announcements and City-related public messages at no charge to the City, subject to available space. These public benefits will be new sources of General Fund revenue. The $50,000 annual fee will be ongoing revenue for the term of the Operating Agreements and will increase by 3% annually. Additionally, as per the Operating Agreements, Clear Channel will be reimbursing the City for the costs of drafting the Operating Agreements.

BACKGROUND

A poster billboard is a billboard whose sign face measures no less than two hundred (200) square feet and no more than three hundred (300) square feet in area. Poster billboards

can have static advertising faces with printed advertisements, or they can have electronic faces whereby advertisements are digitally displayed. Clear Channel Outdoor operates 16 static poster billboard faces on 11 structures in Santa Fe Springs. There are no existing electronic poster billboards in the City.

On October 15, 2024, the City Council adopted Ordinance No. 1146 to establish procedures for converting existing static poster billboards to electronic poster billboards. The intent was to allow for modernization of existing static poster billboards in exchange for reducing the overall number of static poster billboards. For every existing static poster billboard that is converted to an electronic poster billboard, a minimum of one additional static poster billboard must be removed. Billboard owners are required to enter into an operating agreement with the City and the operating agreement must include compensation to the City, utilization by the City to display messages of community interest and information, utilization for Amber Alerts and emergency disaster communications, quality and maintenance standards, and the removal of existing poster billboard on a one-to-one ratio.

ANALYSIS

Section 155.537 of the Santa Fe Springs Municipal Code allows for static poster billboards to be converted to electronic poster billboards in exchange for public benefits. The five billboard faces to be converted are:

- A single-faced 12’ x 25’ static poster billboard located at 9640 Santa Fe Springs Road (APN 8167-002-028)
- A double-faced 12’ x 25’ static poster billboard located on railroad right-of-way 1,000’ southwest of the intersection of Santa Fe Springs Road and Slauson Avenue (APN 8168-011-803)
- A double-faced 12’ x 25’ static poster billboard located at 13352 Imperial Highway (APN 8044-001-007)

The five billboard faces to be removed are:

- A double-faced 12’ x 25’ static poster billboard located south of 10634 Shoemaker Avenue (APN 8011-014-075)
- A double-faced 12’ x 25’ static poster billboard located north of 10715 Shoemaker Avenue (APN 8011-017-808)
- A single-faced 12’ x 25’ static poster billboard located south of 10620 Pioneer Blvd. (APN 8009-025-800)

For each static poster billboard face that is converted to an electronic poster billboard face, the City will receive the following:

- A one-time processing fee of $10,000
- A one-time economic development fee of $10,000
- An annual development fee of $10,000 with a 3% annual escalation

For five converted poster billboard faces, the City will receive $50,000 in processing fees, $50,000 in economic development fees, and an annual development fee of $50,000 with a 3% escalation. Additionally, as per the Operating Agreements, Clear Channel will be reimbursing the City for the costs of drafting the Operating Agreements.

ENVIRONMENTAL

This action is exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15061(b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Entering into an operating agreement would not be an activity with potential to cause significant effect on the environment, and therefore is exempt from CEQA.

DISCUSSION

N/A

SUMMARY/NEXT STEPS

Upon full execution of the Operating Agreements, the Developer/Clear Channel will prepare and submit engineering drawings and specifications to plan check, secure necessary approvals with Caltrans, and submit proof of insurance to the City. The Developer/Clear Channel will pay the one-time processing fee, the one-time economic development fee and the annual installments of the development fee in accordance with the established schedule identified in the Operating Agreements.

ATTACHMENT(S):

A. Resolution No. 9935
    a. Exhibit A – Operating Agreement (OA) No. 01-2024, subject to City Attorney approval as to form
    b. Exhibit B – Operating Agreement (OA) No. 02-2024, subject to City Attorney approval as to form
    c. Exhibit C – Operating Agreement (OA) No. 03-2024, subject to City Attorney approval as to form

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

APPROVED:
ITEM NO.:

RESOLUTION NO. 9935

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS REGARDING THREE OPERATING AGREEMENTS (OA NO. 01-2024, OA NO. 02-2024, AND OA 03-2024) WITH CLEAR CHANNEL OUTDOOR, LLC FOR POSTER BILLBOARD CONVERSIONS

WHEREAS, On October 15, 2024, the City Council of the City of Santa Fe Springs ("City Council") adopted Ordinance No. 1146 to establish procedures for converting existing static poster billboards to electronic poster billboards; and

WHEREAS, the intent of Ordinance No. 1146 was to allow for the modernization of existing static poster billboards in exchange for reducing the overall number of static poster billboards within the City of Santa Fe Springs ("City"); and

WHEREAS, pursuant to Ordinance No. 1146, billboard owners are required to enter into an operating agreement with the City and the operating agreement must include: (i) compensation to the City; (ii) the utilization of the electronic poster billboard by the City to display messages of community interest and information, and public safety; (iii) the utilization by the City (or other appropriate agencies) to display "Amber Alert" messages and emergency-disaster communications; (iv) to establish quality and maintenance standards; and (v) the removal of other existing poster billboards on a one to one (1:1) ratio, at a minimum; and

WHEREAS, Clear Channel Outdoor, LLC ("Clear Channel") owns and operates static billboard faces within the City; and

WHEREAS, Clear Channel requested that it be allowed to convert certain static billboard faces and remove other billboard faces, and subsequently submitted Operating Agreement Nos. 01-2024, 02-2024 and 03-2024 for City approval; and

WHEREAS, the City Council has considered the operating agreements and the written reports presented at the City Council Meeting on November 12, 2024, concerning Operating Agreement Nos. 01-2024, 02-2024 and 03-2024; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The City Council finds and determines that the foregoing recitals of fact are true and correct.

Section 2. CEQA Compliance. This action is exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15061(b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Entering into an operating agreement would not be an activity with potential to cause significant effect on the environment, and therefore is exempt from

CEQA. Therefore, no environmental analysis is required, and staff is authorized and directed to file a Notice of Exemption with the County of Los Angeles.

Section 3. Findings. Under Ordinance No. 1146, and specifically Section 155.537 (Static Poster Billboard Conversation Program) of the City's Zoning Ordinance. The conversion of an existing static poster billboard to an electronic poster billboard shall only be permitted when the City has entered into an operating agreement with an electronic poster billboard owner to allow for an electronic poster billboard under certain circumstances; including (i) compensation to the City; (ii) the utilization of the electronic poster billboard by the City to display messages of community interest and information, and public safety; (iii) the utilization by the City (or other appropriate agencies) to display "Amber Alert" messages and emergency-disaster communications; (iv) to establish quality and maintenance standards; and (v) the removal of other existing poster billboards on a one to one (1:1) ratio, at a minimum. In its review of the proposed Agreements, the City Council finds and determines that the proposed Operating Agreements meet the aforementioned requirements and approves of the Operating Agreements attached hereto as Exhibits A, B, and C, subject to City Attorney approval as to form.

Section 4. The City Clerk shall certify to the passage and adoption of this Resolution and this Resolution shall be published as required by law and shall take effect as provided.

PASSED AND ADOPTED, this 12th of November 2024, by the City Council of the City of Santa Fe Springs by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jay Sarno, Mayor

ATTEST:

_____
Fernando Muñoz, CMC, Deputy City Clerk

APPROVED:
ITEM NO.:

Exhibit "A"

Operating Agreement No. 01-2024

9640 Santa Fe Springs Road (APN 8167-002-028)

APPROVED:
ITEM NO.:

Exhibit “B”

Operating Agreement No. 02-2024

Railroad right-of-way 1,000’ southwest of the intersection of Santa Fe Springs Road and Slauson Avenue (APN 8168-011-803)

APPROVED:
ITEM NO.:

Exhibit “C”

Operating Agreement No. 03-2024

13352 Imperial Highway (APN 8044-001-007)

Exempt From Recording Fee Per Gov. Code §6103]

OPERATING AGREEMENT NO. 01-2024

This Operating Agreement (hereinafter "Agreement") is entered into this 4th day of November 2024 (hereinafter the "Effective Date"), by and between the CITY OF SANTA FE SPRINGS (hereinafter "City"), and CLEAR CHANNEL OUTDOOR, LLC, a Delaware limited liability company (hereinafter "Developer").

RECITALS

A. The City of Santa Fe Springs, California (the "City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

B. The City Council adopted Ordinance No. 1146 on October 15, 2024, establishing a poster billboard conversion program, such that the conversion of an existing static poster billboard to an electronic poster billboard shall only be permitted when the City has entered into an Operating Agreement with an electronic poster billboard owner; and

C. Developer has a leasehold interest in that certain portion of real property located at or near the intersection of Santa Fe Springs Road and Los Nietos Road in the City of Santa Fe Springs, Assessor Parcel Number (APN) 8167-002-028 as more specifically described in Exhibit "A" and depicted in Exhibit "C-1", attached hereto and incorporated herein (the "Site"), upon which Developer currently owns and operates an existing lawfully-permitted single-faced 12' x 25' outdoor advertising sign with one printed display face. Developer seeks to replace sign in place as a double-faced 12' x 25' outdoor advertising sign with one digital display face such as the one depicted in Exhibit "C-1" (hereinafter, the "Digital Billboard"). The term the "Project" is hereinafter used to describe the development project described above and that is the subject of this Agreement.

D. The Site is located within the City's Industrial Zone, designated by the General Plan as Industrial Land Use. The City has determined that the Project contemplated herein complies with the City's Zoning Ordinance, which is found in Chapter 155 of the Code of Santa Fe Springs (the "Code"). Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

E. City and Developer agree and acknowledge that the outdoor advertising sign conversion contemplated herein complies with, and serves the purposes enumerated in, California Business & Professions Code Section 5200 *et seq*. (the "California Outdoor Advertising Act"), including, but not limited to, Sections 5412 and 5443.5 and incorporated by reference in the Code as well as the City's regulations regarding signage in the City, which are set forth in Chapter 155, Zoning, Section 155.515 *et seq.*, as amended.

F. In exchange for the approvals sought to convert the printed faces currently existing at the Site to the Digital Billboard, as described above, Developer has offered to:

1. Pay to the City an annual Development Fee, as defined and provided in Section 2.5 below, for the cost to the City to ameliorate the impact of the installation of the digital sign panels on the Digital Billboard; and

2. Pay to the City a one-time Processing Fee and a one-time Economic Development Fee, as are also defined in Sections 2.4 and 2.6, respectively; and

3. On a space-available basis, provide advertising space free of charge to City for the display of community messaging and public service messaging as describe more fully in Section 3. Such space-available free advertising time shall be equally distributed through the hours of operation of the Digital Billboard; and

4. Reimburse the City for the costs of making this Agreement; and

5. Remove the single-faced static billboard located south of 10620 Pioneer Boulevard, Assessor Parcel Number (APN) 8009-025-800.

G. The Site is located within the City's Industrial Zone, designated by the General Plan as Industrial Land Use. Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

H. On October 15, 2024, the City Council of the City, at a duly noticed hearing, approved by Resolution No. 1146 this Agreement, finding that this Agreement: (1) is in the best public interest of the City and its residents; (2) constitutes a present exercise of the City's police power; (3) will not be detrimental to the public's health, safety, or general welfare; and (4) is consistent with the City's General Plan.

I. This Agreement and the proposed Development (as hereinafter defined) will achieve a number of City objectives, including utilizing the Site for a revenue-generating use, and the orderly development, relocation and distribution of existing displays to more appropriate locations within the City, while allowing for the incorporation of modern technology into relocated displays as part of the City's planned development.

J. The purpose of this Agreement is to set forth the rules and regulations applicable to the Development, which shall be accomplished in accordance with this Agreement, including the Scope of Development (Exhibit "B") which sets forth Scope of the Development and the Schedule of Performance (Exhibit "D").

K. In exchange for the benefits to the City described in the Agreement, together with other public benefits in this agreement that will result from the development of the Project (as defined below), Developer will receive by this Agreement assurance that it may proceed with the Project in accordance with Land Use Regulations (as defined below), and therefore desires to enter into this Agreement.

COVENANTS

NOW, THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS AND EXHIBITS.

1.1. Definitions. This Agreement uses a number of terms having specific meanings, as defined below. These specially defined terms are distinguished by having the initial letter capitalized, when used in the Agreement. In addition to the terms defined in the Recitals above, the defined terms include the following:

1.1.1 "Agreement" means this Operating Agreement and all attachments and exhibits hereto.

1.1.2 "Anniversary Date" is the annual reoccurrence of the Commencement Date.

1.1.3 "City" means the City of Santa Fe Springs, a California municipal corporation.

1.1.4 "City Council" means the City Council of the City.

1.1.5 "Commencement Date" is the date that the digital display faces on the Digital Billboard become Operational.

1.1.6 "Developer" means Clear Channel Outdoor, LLC, a Delaware limited liability company and its successors and assigns, duly existing and operating, and doing business at 19320 Harborgate Way, Torrance, CA 90501.

1.1.7 "Development" means the conversion of an existing static poster billboard to an electronic poster billboard.

1.1.8 "Development Approvals" means any and all permits and approvals which may be required by City, affected utility agencies, or any other governmental agency for the construction and/or operation of the Project by Developer pursuant to the Scope of Development, including but not limited to, necessary permits and approvals required from the California Department of Transportation ("CalTrans"), if applicable. Pursuant to Article 19, Sections 15300 and 15302 of the California Environmental Quality Act ("CEQA") guidelines, digital sign conversions are categorically exempt from CEQA review, as the development contemplates only the replacement or reconstruction of sign faces on the existing structures on the Site, involving digital panels of the same size, purpose, and capacity as the printed faces they replace.

1.1.9 "Digital Billboard" shall have the meaning set forth in the Recitals

1.1.10 "Effective Date" means the date when all the following have occurred: (i) the Agreement is signed by both Developer and City, (ii) the Agreement is approved by Resolution No. 1146 and effective, and not subject to referendum, (iii) all conditions precedent to its effectiveness have been satisfied, and (iv) after expiration of all applicable appeal periods.

1.1.11 "Final Permits" shall mean all necessary/required permits and inspections by all governmental and utility agencies, to construct, operate and maintain the Digital Billboard, and are signed and dated by the Building Official, where applicable.

1.1.12 "Land Use Regulations" means all ordinances, resolutions, codes, rules, regulations and official policies of the City, including, but not limited to, the City's General Plan, Municipal Code and Zoning Code, which govern development and use of the Site, including, without limitation, the permitted use of land, the density or intensity of use, subdivision requirements, the maximum height and size of the Digital Billboard, and the design, improvement and construction standards and specifications applicable to the Development or the Site which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement. Land Use Regulations shall also include the federal National Pollutant Discharge Elimination System ("NPDES") regulations and approvals from the California Department of Transportation Outdoor Advertising Division, to the extent applicable.

1.1.13 "Lease" means the lease or license agreement, as the case may be, for the Site between [owner's name] ("Owner"), the owner of the site as landlord or licensor, and Developer, as tenant or licensee.

1.1.14 "Mortgagee" means a mortgagee of a mortgage, a beneficiary under a deed of trust or any other security-device, a lender or each of their respective successors and assigns.

1.1.15 "Operational" means the Digital Billboard is capable, legally and functionally, of displaying advertising on the digital displays because it is connected to a permanent source of power.

1.1.16 "Project" shall have the same meaning set forth in the Recitals.

1.1.17 "Site" refers to the site described in Recital B and more specifically described on Exhibit "A" attached hereto and incorporated herein.

1.1.18 "Schedule of Performance" means the Schedule of Performance attached hereto as Exhibit "D" and incorporated herein.

1.1.19 "Scope of Development" means the Scope of Development attached hereto as Exhibit "B" and incorporated herein.

1.1.20 "Subsequent Land Use Regulations" means any Land Use Regulations effective after the Effective Date of this Agreement (whether adopted prior to or after the Effective Date of this Agreement) which govern development and use of the Site.

1.1.21 "Subsequent Development Approvals" means any Development Approvals sought by Developer in connection with future changes desired to be made by Developer to the Development following its initial completion. Consistent with the Outdoor Advertising Act (Bus. & Profs. Code, § 5200 et seq.), the performance of customary maintenance does not require local approvals, but enhancement modification or other change requires approval.

1.1.22 "Term" shall have the meaning provided in Section 2.3, unless earlier terminated as provided in this Agreement.

1.1.23 **Exhibits.** The following documents are attached to, and by this reference made a part of, this Agreement: Exhibit "A" (Legal Description of Site), Exhibit "B" (Scope of Development), Exhibit "C-l" (Site Plan of Site), Exhibit "C-2" (Billboard Elevation), and Exhibit "D" (Schedule of Performance).

2. GENERAL PROVISIONS.

2.1. Binding Effect of Agreement. From and following the Effective Date, actions by the City and Developer with respect to the Development, including actions by the City on applications for Subsequent Development Approvals affecting the Site, shall be subject to the terms and provisions of this Agreement, provided, however, that nothing in this Agreement shall be deemed or construed: (i) to modify or amend the Lease, or any of Developer's obligations thereunder, or to bind or restrict Owner with respect to its ownership or operation of the Site except as expressly set forth herein with respect to the Development, or (ii) to impose any obligation whatsoever on Owner with respect to the Development, except as expressly set forth in this Agreement.

2.2. Interest in Site. The City and Developer acknowledge and agree that Developer is the tenant or licensee of the Site and thus is qualified to enter into and be a party to this Agreement. If Developer's leasehold or license interest is prematurely and legally terminated by Owner in conformance with the Lease, then Developer shall have no further obligations under Section 3(a) of the Scope of Development, attached as Exhibit "B" herein, except as provided under Section 8.1. Additionally, if Developer's leasehold or license interest is prematurely terminated by Owner, then Developer shall have no further obligations under this Agreement for that particular Site, except as provided under Section 8.1. Subject to applicable law, the parties may consider relocation if Developer's leasehold interest in the Site is prematurely terminated.

2.3. Term of Agreement. Unless earlier terminated as provided in this Agreement, the "Term" of this Agreement shall continue in full force and effect for twenty (20) years from the Commencement Date and will terminate on (i) the expiration or earlier termination of the Lease, or (ii) the permanent removal of the Digital Billboard constructed pursuant to the terms hereof, other than its removal for repair or replacement. After said twenty (20) year initial term, Development shall have the option to extend this Agreement for an additional term of ten (10) years. Developer shall exercise that option by providing written notice to the City at least one hundred eighty (180) days before expiration of the initial term. Notwithstanding the foregoing, the (i) if Developer is unable, for reasons beyond Developer's control, to obtain or maintain any permits necessary for the operation of the Digital Billboard; (ii) if the use of the digital faces is prevented or restricted by law, (iii) if, by some cause beyond Developer's control, the operation of the Digital Billboard becomes impossible; or (iv) if the Site Lease is terminated, then Developer shall have the right to terminate the Agreement. Within thirty (30) days after the expiration or termination of this Agreement, the parties shall execute a written cancellation of this Agreement which shall be recorded with the County Recorder pursuant to Section 10.1 below. The term of

this Agreement supersedes any amortization period that may apply under the Code as to any non-conformity as applied to the Site.

2.4. Processing Fee. The Developer shall pay the City a one-time processing fee ("Processing Fee") in the amount of Ten Thousand Dollars ($10,000.00). The City shall retain and use the Processing Fee, or any part thereof, for any public purpose within the City's discretion. The Processing Fee shall be separate from all fees which are standard and uniformly applied to similar projects in the City, including, but not limited to, business license fees (due by Developer to the City annually), one-time plan check fees and building permit fees, and any other fees imposed by Los Angeles County, as may be applicable. The Processing Fee shall be paid by Developer to City within 30 days of the date that the City issues a permit for the Project.

2.5. Development Fee. The potential impacts of the Development on the City and surrounding community are difficult to identify and calculate. Developer and the City agree that an annual development fee paid by Developer to the City would adequately mitigate all such potential impacts. The parties therefore agree that Developer shall pay an annual development fee in the amount of Ten Thousand Dollars ($10,000.00) per digital display faces to the City ("Development Fee") and shall be increased in an amount equal to the Development Fee payable during the preceding year increased by three percent (3%) on subsequent Anniversary Dates. The Development Fee shall be payable in twelve (12) monthly installments, with the first installment due on the first day of the month following the date that the Digital Billboard is Operational (such date, the "Development Fee Commencement Date"). Monthly installment payments shall continue the first day of each subsequent month in the term of this Agreement.

2.5.1. Developer shall notify the City in writing when the digital display faces on the Digital Billboard become Operational for the purpose of determining the Development Fee Commencement Date, however in no event shall this be later than one hundred eighty (180) days from the Effective Date of this Agreement. Notwithstanding the preceding sentence, in the event that Developer is diligently pursuing all governmental and third party permits and/or approvals in addition to any other third-party work that need be completed in order for the Digital Billboard to become operational (such as any state approvals or approvals for Southern California Edison hookups or upgrades), then the time period set forth in the preceding sentence shall be extended for another One Hundred Eighty (180) days upon written notice to the City. Developer shall keep the City updated as to its efforts in these regards. The City's issuance of a permit shall not be unreasonably withheld, provided the issuance of a permit is done in compliance with the terms of this Agreement and said permit is issued in full compliance with applicable codes and standards.

2.6. One-Time Economic Development Fee. Developer shall pay a one-time Economic Development Fee in the amount of Ten Thousand Dollars ($10,000) per Project. Such Economic Development Fee shall be due to the City on the first day of the month following the Effective Date.

3. COMMUNITY BENEFITS. Developer shall also provide the following Community benefits during the entire Term of this Agreement.

3.1. City's Use of the Billboard. Developer shall provide, on a space-available basis, free advertising space on the digital display faces on the Digital Billboard for purposes of posting public service announcements and City-related advertising or announcements ("City Messages"). This time shall be the equivalent of one "spot" within the regular rotation. Such space-available free advertising time to City shall be equally distributed through the hours of operation of the Digital Billboard.

3.2. Provision of Copy and Representations. The City shall submit all proposed copies of City Messages to Developer not less than five (5) business days prior to the date the copy is proposed to be eligible for display, and, with the exception of Public Service Messages described in Section 3.5, the City shall notify Developer in writing not less than twenty (20) days prior to a requested display date. All proposed copy shall be subject to Developer's standard advertising copy rejection and removal policies, which allow Developer to approve or disapprove a copy and remove a copy once posted or displayed. Any content provided by City shall be owned and belong exclusively to the City, and Developer shall not reproduce, sell, or give away any such content without the advance written consent of the City. It is expressly understood and agreed that, absent approval from Developer, City Messages shall not include any names, logos or marks associated with any third-party non-governmental person or entity, or any products or services associated with any third-party non-governmental person or entity.

3.3. Mutual Representations and Warranties.

3.3.1. City represents and warrants that all copy, content and materials supplied by City to Developer for display under this Agreement: (i) are owned or duly licensed by City and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.3.2. Developer represents and warrants that all copy, content and materials displayed by Developer under this Agreement: (i) are owned or duly licensed by Developer and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.4. Mutual Indemnification. Each Party ("Indemnifying Party") mutually agrees to indemnify, defend and hold harmless the other Party ("Indemnified Party") for, from and against, any claims, costs (including, but not limited to, court costs and reasonable attorneys' fees), losses, actions or liabilities, arising from or in connection with any third party allegation that any portion of any City Message or Developer advertising infringes or violates the rights, including, but not limited to, copyright, trademark, trade secret or any similar right, of any third party. The Indemnifying Party shall not be liable for any claims, damages, or liabilities caused by the sole negligence or willful misconduct of the Indemnified Party. The Indemnified Party shall promptly notify the Indemnifying Party of the existence of any claim, demand, or other matter, which the Indemnifying Party's indemnification obligations under this Section would apply, and shall give them a reasonable opportunity to settle or defend the same at their own expense and with counsel of their own selection, provided that the Indemnified Party shall at all times also have the right to fully participate in the defense. If the Indemnifying Party, within a reasonable time after this notice, fails to take appropriate steps to settle or defend the claim, demand or the matter, the Indemnified Party shall, upon written notice, have the right, but not the obligation, to undertake such settlement or defense and settle the claim, demand, or other matter on behalf, for the account, and at the risk, of the Indemnifying Party.

3.5. Public Service Messages. During the entire Term of this Agreement and any extension, Developer shall make advertising space immediately available on the digital display faces on the Digital Billboard Faces for the purposes of displaying "Amber Alert" or other similar public service or emergency messages ("Public Service Messages"), at no cost, and in accordance with local and regional emergency protocols.

3.6. Discount Advertising. Developer shall offer a twenty percent (20%) discount off its applicable rates for display of advertising on the Billboard to any business that is a member of the Santa Fe Springs Chamber of Commerce, and has a headquarters and/or office in the City.

4. PROHIBITED USE. Developer shall not utilize the digital display faces on the Digital Billboard to advertise tobacco, marijuana, hashish, "gentlemen's clubs," adult entertainment businesses, sexually oriented materials, use sexually oriented images or language, "obscene matter," as that term is defined in California Penal Code section 311, or any matter that is prohibited by City ordinance existing as of the Effective Date of this Agreement or as may be amended or implemented from time-to-time after the Effective Date and equally applicable to all billboard displays. In addition, the Developer shall at all times comply with Article 7 § 5402 of the Outdoor Advertising Act of the Business and Professions Code. Developer shall immediately remove any prohibited content upon notice from the City. If there is a dispute between Developer and City as to whether any such content is prohibited, Developer shall remove the disputed content until the dispute is resolved.

5. DEVELOPMENT AND IMPLEMENTATION OF THE DEVELOPMENT.

5.1. Rights to Develop. Subject to and during the Term of this Agreement, Developer shall have the right to develop the Site in accordance with, and to the extent of, the Development Approvals, the Land Use Regulations and this Agreement, provided that nothing in this

Agreement shall be deemed to modify or amend any of the pre-existing Land Use Regulations, as more particularly set forth in Section 5.2 below.

5.2. Effect of Agreement on Land Use Regulations. Except as otherwise provided under the terms of this Agreement, the rules, regulations and official policies governing permitted uses of the Site, the density and intensity of use of the of the structure on the Site, the maximum height and size of proposed structures on the Site, and the design, improvement and construction standards and specifications applicable to the Site, shall be as set forth in the Land Use Regulations which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement.

5.3. Development Approvals. Developer shall, at its own expense and before commencement of demolition, construction or development of any structures or other work of improvement upon the Site, secure or cause to be secured the Development Approvals and building permit(s) from the City, and any and all permits and approvals which may be required by any other governmental agency or utility affected by such construction, development or work to be performed by Developer pursuant to the Scope of Development; provided, however, that the City acknowledges that the City's Planning Commission and City Council have approved an Initial Study/Negative Declaration for the project, thus complying with, and satisfying the requirements of, the California Environmental Quality Act ("CEQA"). Not by way of limiting the foregoing, in developing and constructing the Development, Developer shall comply with all: (1) applicable development standards in the City's Municipal Code that were in affect at the time the Operating Agreement was approved by the City Council, (2) applicable NPDES requirements pertaining to the Development, and (3) applicable building codes that were in affect at the time the Operating Agreement was approved by the City Council, except as may be permitted through approved variances and modifications. Developer shall pay all normal and customary fees and charges applicable to such permits, and any fees and charges hereafter imposed by the City in connection with the Development which are standard and uniformly-applied to similar projects in the City. Nothing contained in this Agreement shall be deemed to impose any obligation on Owner with respect to the Development Approvals or the Development.

5.4. Timing of Development; Scope of Development. Developer shall commence the Development within the time set forth in the Schedule of Performance, attached hereto as Exhibit "D". "Commencement" of the Development is defined herein as commencement of construction or improvements under the City building permit for the construction of the Digital Billboard on the Site, which shall occur as soon as possible following Developer's receipt of all necessary Development Approvals and Final Permits. In the event that Developer fails to meet the schedule for Commencement of the Development, then after compliance with Section 5.4, either party hereto may terminate this Agreement by delivering written notice to the other party, and, in the event of such termination, neither party shall have any further obligation hereunder. However, if circumstances within the scope of Section 10.10 delay the Commencement or completion of the Development, then such delays shall not constitute grounds for any termination rights found within this Agreement. In such case, the timeline to commence or complete the relevant task shall be extended in the manner set forth at Section 10.10. Notwithstanding the above, Developer shall, at all times, comply with all other obligations set forth in this Agreement regarding the construction or improvement of the Digital Billboard.

Developer shall also maintain the Digital Billboard at all times during the Term in accordance with the maintenance provisions set forth in Section 3 of the Scope of Development, attached as Exhibit "B" herein.

5.5. Changes and Amendments. Developer may determine that changes to the Development Approvals are appropriate and desirable. In the event Developer makes such a determination, Developer may apply in writing for an amendment to the Development Approvals to effectuate such change(s), provided that the City may request written consent from Owner if the modification is deemed material. The parties acknowledge that the City shall be permitted to use its inherent land use authority in deciding whether to approve or deny any such amendment request; provided, however, that in exercising the foregoing reasonable discretion, the City shall not apply a standard different than that used in evaluating requests of other developers. Accordingly, under no circumstance shall the City be obligated in any manner to approve any amendment to the Development Approvals. The City Manager shall be authorized to approve any non-substantive amendment to the Development Approvals without processing an amendment to this Agreement. All other amendments shall require the approval of the City Council. Nothing herein shall cause Developer to be in default if it upgrades the digital displays installed pursuant to this Agreement during the Term of this Agreement to incorporate newer technology; provided Developer shall secure all applicable ministerial permits to do so and such upgrade is consistent with the dimensions and standards for the displays, as provided under this Agreement, Land Use Regulations and Subsequent Land Use Regulations.

5.6. Reservation of Authority.

5.6.1. ***Limitations, Reservations and Exceptions***. Notwithstanding any other provision of this Agreement, the following Subsequent Land Use Regulations shall apply to the Development:

(a) Processing fees and charges of every kind and nature imposed by the City to cover the estimated actual costs to the City of processing applications for Subsequent Development Approvals.

(b) Procedural regulations consistent with this Agreement relating to hearing bodies, petitions, applications, notices, findings, records, hearings, reports, recommendations, appeals and any other matter of procedure. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(c) Changes adopted by the International Conference of Building Officials, or other similar body, as part of the then most current versions of the Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, or National Electrical Code, as adopted by the City as Subsequent Land Use Regulations, if adopted prior to the issuance of a building permit for development of the Digital Billboard. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts

its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(d) Regulations that are not in conflict with the Development Approvals or this Agreement.

(e) Regulations that are in conflict with the Development Approvals or this Agreement, provided Developer has given written consent to the application of such regulations to the Development.

(f) Applicable federal, state, county and multi-jurisdictional laws and regulations which the City is required to enforce against the Site or the Development, and that do not have an exception for existing signs or legal nonconforming uses.

5.6.2. ***Future Discretion of the City.*** This Agreement shall not prevent the City from denying or conditionally approving any application for a Subsequent Development Approval on the basis of the Land Use Regulations.

5.6.3. ***Modification or Suspension by Federal, State, County, or Multi-Jurisdictional Law.*** In the event that applicable federal, state, county or multi-jurisdictional laws or regulations, enacted after the Effective Date of this Agreement, prevent or preclude compliance with one or more of the provisions of this Agreement, and there is no exception for the legal nonconforming use, such provisions of this Agreement shall be modified or suspended as may be necessary to comply with such federal, state, county or multi-jurisdictional laws or regulations, and this Agreement shall remain in full force and effect to the extent it is not inconsistent with such laws or regulations and to the extent such laws or regulations do not render such remaining provision impractical to enforce. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.7. Regulation by Other Public Agencies. It is acknowledged by the parties that other public agencies not subject to control by the City may possess authority to regulate aspects of the Development as contemplated herein, and this Agreement does not limit the authority of such other public agencies. Developer acknowledges and represents that, in addition to the Land Use Regulations, Developer shall, at all times, comply with all applicable federal, state and local laws and regulations applicable to the Development and that do not have an exception for a legal nonconforming use. To the extent such other public agencies preclude development or maintenance of the Development and do not have an exception for a legal nonconforming use, Developer shall not be further obligated under this Agreement except as provided in Section 8.1. Notwithstanding the foregoing, if such action by another public agency materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.8. Public Improvements. Notwithstanding any provision herein to the contrary, the City shall retain the right to condition any Subsequent Development Approvals on the

requirement that Developer pay subsequently required development fees, and/or construct certain subsequently required public infrastructure ("Exactions") at such time as the City shall determine, subject to the following conditions:

5.8.1. The payment or construction must be to alleviate an impact caused by the Development or be of benefit to the Development; and

5.8.2. The timing of the Exaction should be reasonably related to the development of the Development, and said public improvements shall be phased to be commensurate with the logical progression of the development of the Development, as well as the reasonable needs of the public.

5.8.3. It is understood, however, that if the there is a material increase in cost to Developer, or such action by the City otherwise materially impacts Developer or its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.9. Fees, Taxes and Assessments. During the Term of this Agreement, the City shall not, without the prior written consent of Developer, impose any additional fees, taxes or assessments on all or any portion of the Development, except such fees, taxes and assessments as are described in or required by this Operating Agreement and/or the Development Approvals. However, this Operating Agreement shall not prohibit the application of fees, taxes or assessments upon the Site only and not on the Digital Billboard or Developer directly, except as follows:

5.9.1. Developer shall be obligated to pay those fees, taxes or City assessments and any increases in same which exist as the Effective Date and applicable to the Development or are included in the Development Approvals;

5.9.2. Developer shall be obligated to pay any fees or taxes, and increases thereof, imposed on a City-wide basis such as, but not limited to, business license fees or taxes or utility taxes applicable to the Development;

5.9.3. Developer shall be obligated to pay all fees applicable to any permit applications as charged by the City at the time such application(s) are filed by Developer; and

5.9.4. Developer shall be obligated to pay any fees imposed pursuant to any Uniform Code that existed when the permit applications are filed by Developer or that exist when Developer applies for any Subsequent Development Approvals.

5.10. Changes. Notwithstanding anything to the contrary herein, if there is a change is such fees as compared to those fees in effect as of the Effective Date, or if any additional fees are charged and such additional or increased fees materially change Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

6. DEVELOPER'S OBLIGATIONS AFTER EXPIRATION OR TERMINATION

6.1. Following the termination or expiration of this Agreement, Developer shall remove the digital display faces from the Digital Billboard and shall restore the printed display faces that were present at the Site before the conversion Project occurred. Such reversion back to printed display faces shall be completed within sixty (60) days after the termination or expiration of the Agreement. The City shall cooperate in providing any permits necessary for such work, if any.

7. REVIEW FOR COMPLIANCE.

7.1. Annual Review. Annually, within sixty (60) days after a written request from City, Developer shall demonstrate its good faith compliance with the terms hereof by providing a written report thereon. If the City Manager finds that Developer is not acting in good faith compliance with this Agreement, the City Manager shall schedule a hearing before the Planning Commission. The City shall provide Developer with written notice of such hearing and a copy of all staff reports and related exhibits as soon as available, but in no event later than five (5) days prior to the hearing. The Planning Commission's determination following such a hearing shall be based on substantial evidence, and shall be subject to appeal to the City Council. If the Planning Commission or City Council, as applicable, finds that the Developer is not in compliance with the terms of this Agreement, the provisions of Section 8 shall govern the parties' rights.

7.2. Special Review. The City Council may, in its sole and absolute discretion, order a special review of compliance with this Agreement at any time at the City's sole cost ("Special Review"). Developer shall cooperate with the City in the conduct of such any Special Review.

7.3. Technological Status. The Parties acknowledge and agree that both City and Developer intend that Developer shall maintain and operate the Digital Billboard in conformance with best available technologies in the industry. If an annual written review report is requested by City as described above, Developer shall submit written documentation designed to demonstrate its compliance with this Section. Notwithstanding the foregoing, Developer shall not be required to actually install an upgrade more frequently than once every 10 years and may be required to do so upon term extension in Section 2.3.

7.4. City Rights of Access. The City, its officers, employees, agents and contractors, shall, in the exercise of the City's police power, have the right, at their sole risk and expense, to enter the Site consistent with any rights the City has obtained by virtue of a recorded easement or other property interests or, if no such interests exist, upon exercise of its police power. If an emergency repair to a public improvement or public facility on the Site is required Developer acknowledges that the City may exercise its police power to enter the Site and conduct such repair after providing Developer and the Site owner with reasonable advance notice. The City also may access the Site in order to implement any of its lawful police powers to address any nuisance, dangerous condition, or other condition prohibited under the City's ordinances.

7.5. Procedure. Each party shall have a reasonable opportunity to assert matters which it believes have not been undertaken in accordance with this Agreement, to explain the basis for such assertion, and to receive from the other party a justification of its position on such matters. If, on the basis of the parties' review of any terms of this Agreement, either party

concludes that the other party has not complied in good faith with the terms of this Agreement, then such party may issue a written "Notice of Non-Compliance" specifying the grounds therefore and all facts demonstrating such non-compliance. The party receiving a Notice of Non-Compliance shall have thirty (30) days to cure or remedy the non-compliance identified in the Notice of Non-Compliance, but if such cure or remedy is not reasonably capable of being cured or remedied within such thirty (30) day period, then the party receiving a Notice of Non-Compliance shall commence to cure or remedy the non-compliance within such thirty (30) day period and thereafter diligently and in good faith prosecute such cure or remedy to completion. If the party receiving the Notice of Non-Compliance does not believe it is out of compliance and contests the Notice of Non-Compliance, it shall do so by responding in writing to said Notice of Non-Compliance within thirty (30) days after receipt of the Notice of Non-Compliance. If the response to the Notice of Non-Compliance has not been received in the office of the party alleging the non-compliance within the prescribed time period, the Notice of Non-Compliance shall be conclusively presumed to be valid. If a Notice of Non-Compliance is contested, the parties shall, for a period of not less than fifteen (15) days following receipt of the response, seek to arrive at a mutually acceptable resolution of the matter(s) occasioning the Notice of Non-Compliance. In the event that a cure or remedy is not timely completed, the party alleging the non-compliance may thereupon pursue the remedies provided in Section 8; provided, however, that if the Notice of Non-Compliance is contested and the parties are not able to arrive at a mutually acceptable resolution of the matter(s) by the end of the fifteen (15) day period, then either party shall have the right to seek a judicial determination of such contested matter. Neither party hereto shall be deemed in breach if the reason for non-compliance is due to "force majeure" as defined in, and subject to the provisions of, Section 10.10.

8. DEFAULT AND REMEDIES.

8.1. Termination of Agreement.

8.1.1. ***Termination of Agreement for Material Default of Developer.*** The City, in its discretion, may terminate this Agreement for any material failure of Developer to perform any material duty or obligation of Developer hereunder or to comply in good faith with the terms of this Agreement (hereinafter referred to as "default" or "breach"); provided, however, the City may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In the event of a termination by the City under this Section 8.1.1, Developer acknowledges and agrees that the City may retain all fees accrued up to the date of the termination, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.2. ***Termination of Agreement for Material Default of City.*** Developer, in its discretion, may terminate this Agreement for any material failure of the City to perform any material duty or obligation of the City hereunder or to comply in good faith with the terms of this Agreement; provided, however, Developer may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In addition, Developer may

terminate this Agreement if, despite Developer's good faith efforts, (1) it is unable to secure the necessary permits and/or compliance with requirements under laws necessary to effectuate the Development, or (2) any governmental agency has concluded a taking or regulatory taking of the Site and/or the Development or (3) the Lease is terminated, or (4) it is unable to profitably operate the Development. In the event of a termination by Developer under this Section 8.1.2, Developer acknowledges and agrees that the City may retain all fees, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that is so terminated that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.3. ***Rights and Duties Following Termination.*** Upon the termination of this Agreement, no party shall have any further right or obligation hereunder except with respect to (i) any obligations to have been performed prior to said termination of this Agreement , (ii) any default in the performance of the provisions of this Agreement which has occurred prior to said termination of this Agreement, (iii) Developer's obligation to remove the terminated Digital Billboard pursuant to Section 2.3, or (iv) any continuing obligations to indemnify other parties.

8.1.4. The termination rights set forth in this Section are in addition to those limited termination rights of Developer as set forth in Section 2.3.

8.2. Remedies.

8.2.1. ***Remedies***. In addition to the rights of termination set forth above, in the event of a default by either party, the non-defaulting party shall have the right to: (i) bring any proceeding in the nature of specific performance, injunctive relief, declaratory relief, or mandamus and/or; (ii) bring any action at law or in equity to compensate the non-defaulting party for all the detriment proximately caused by the defaulting party's default; provided, however, that Developer's sole and exclusive remedy shall be specific performance and Developer shall not have the right to recover monetary damages (compensatory, consequential, punitive, or other) against the City other than attorneys' fees to the extent provided in Section 10.13 below, and the City shall only have the right to recover actual, direct damages (and not consequential or punitive damages) against Developer, as well as attorneys' fees to the extent provided in Section 10.13 below.

9. INSURANCE, INDEMNIFICATION AND WAIVERS.

9.1. Insurance.

9.1.1. ***Types of Insurance.***

(a) *Liability Insurance.* Beginning on the Effective Date hereof and until completion of the Term, Developer shall, at its sole cost and expense, keep or cause to be kept in force for Developer comprehensive broad form general liability insurance against claims and liabilities covered by the indemnification provisions of Section 9.2. Developer has agreed to

indemnify the City hereunder to the extent of the liability insurance coverage with respect to its use, occupancy, disuse or condition of the Site, improvements or adjoining areas or ways, affected by such use of the Site or for property damage, providing protection of at least Two Million Dollars ($2,000,000) for bodily injury or death to any one person, at least Four Million Dollars ($4,000,000) for any one accident or occurrence, and at least One Million Dollars ($1,000,000) for property damage. Developer shall also furnish or cause to be furnished to the City evidence that any contractors with whom Developer has contracted for the performance of any work for which Developer is responsible maintains the same coverage required of Developer.

(b) *Worker's Compensation.* Developer shall also furnish or cause to be furnished to the City evidence that any contractor with whom Developer has contracted for the performance of any work for which Developer is responsible hereunder carries worker's compensation insurance as required by law.

9.1.2. ***Insurance Policy Form, Sufficiency, Content and Insurer.*** All insurance required by express provisions hereof shall be carried only by responsible insurance companies qualified to do business by California with an AM Best Rating of no less than "A". All such policies shall be non-assignable and shall contain language, to the extent obtainable, to the effect that (i) the insurer waives the right of subrogation against the City and against the City's agents and representatives except as provided in this Section; (ii) the policies are primary and noncontributing with any insurance that may be carried by the City, but only with respect to the liabilities assumed by Developer under this Agreement; and (iii) the policies cannot be canceled or materially changed except after written notice by the insurer to the City or the City's designated representative as expeditiously as the insurance company agrees to provide such notice. Developer shall furnish the City with certificates evidencing the insurance required to be procured by the terms of this Agreement.

9.1.3. ***Failure to Maintain Insurance and Proof of Compliance.*** Developer shall deliver to the City, in the manner required for notices, copies of certificates of all insurance policies required of each policy within the following time limits:

(a) For insurance required above, within seven (7) days after the Effective Date or consistent with the requirements of Exhibit "D" (Schedule of Performance)

(b) The City can request to see updated copies of the current certificates of all insurance policies required. The City reserves the right to obtain copies of the entire insurance policy, including endorsements.

(c) If Developer fails or refuses to procure or maintain insurance as required hereby or fails or refuses to furnish the City with required proof that the insurance has been procured and is in force and paid for, the City, after complying with the requirements of Section 7.5, may view such failure or refusal to be a default hereunder.

9.2. Indemnification.

9.2.1. ***General.*** To the fullest extent permitted by law, Developer shall indemnify the City and Owner, and their respective officers, employees, and agents ("Indemnitees") against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions, or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the work, operations, or activities of Developer, its agents, employees, subcontractors, or invitees, hereunder, upon the Site. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the Indemnitees with the fullest protection possible under the law. Developer acknowledges that Indemnitees would not enter into this Agreement in the absence of Developer's commitment to indemnify, defend and protect Indemnitees as set forth herein. Notwithstanding the foregoing, to the extent Developer'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 Developer. Developer's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

(a) Developer will defend any action or actions filed in connection with any of said claims or liabilities covered by the indemnification provisions herein and will pay all costs and expenses, including reasonable legal costs and attorneys' fees incurred in connection therewith, which attorneys will be first approved by the City and hired by the insurance company, where insurance coverage applies.

(b) Developer will promptly pay any judgment rendered against the City or Owner or their respective officers, agents, or employees for any such claims or liabilities arising out of or in connection with such work, operations, or activities of Developer hereunder, and Developer agrees to save and hold the City and Owner and their respective its officers, agents, and employees harmless therefrom.

(c) City shall have the right to offset against the amount of any compensation due to Developer under this Agreement, any amount due to City from Developer as a result of Developer's failure to either pay City promptly for any costs associated with Developer's obligations to indemnify the Indemnitees under this Section, or related to Developer's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

(d) The obligations of Developer under this Section will not be limited by the provisions of any workers' compensation act or similar act. Developer expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

(e) Developer agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every contractor and subcontractor or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. In the event Developer fails to obtain such indemnity obligations from others as required herein, Developer agrees to be fully responsible and

indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Developer's contractors and subcontractors or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

(f) City does not and shall not waive any rights that it may possess against Developer because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

9.2.2. ***Exceptions.*** The foregoing indemnity shall not include claims or liabilities arising from the sole negligence or willful misconduct of the City, or its officers, agents or employees who are directly responsible to the City.

9.2.3. ***Additional Coverage.*** Without limiting the generality of the foregoing, Developer's indemnity obligation shall include any liability arising by reason of:

(a) Any accident or other occurrence in or on the Site causing injury to any person or property whatsoever caused by Developer;

(b) Any failure of Developer to comply with performance of all of the provisions of this Agreement;

(c) Any harm, delays, injuries or other damages incurred by any party as a result of any subsurface conditions on the Site caused solely by Developer, including but not limited to, the presence of buried debris, hazardous materials, hydrocarbons, or any form of soil contamination.

9.2.4. ***Loss and Damage.*** Except as set forth below, the City shall not be liable for any damage to property of Developer, Owner or of others located on the Site, nor for the loss of or damage to any property of Developer, Owner or others by theft or otherwise. Except as set forth below, the City shall not be liable for any injury or damage to persons or property resulting from fire, explosion, steam, gas, electricity, water, rain, dampness or leaks from any part of Site or from the pipes or plumbing, or from the street, or from any environmental or soil contamination or hazard, or from any other latent or patent defect in the soil, subsurface or physical condition of Site, or by any other cause of whatsoever nature. The foregoing two (2) sentences shall not apply (i) to the extent the City or its agents, employees, subcontractors, invitees or representatives causes such injury or damage when accessing the Site, or (ii) to the extent covered in any permits to enter executed by the City, or (iii) under the circumstances set forth in Section 9.2.2 above.

9.2.5. ***Period of Indemnification.*** The obligations for indemnity under this Section 9.2 shall begin upon the Effective Date and shall survive termination or normal expiration

of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity .

9.3. Waiver of Subrogation. Developer and the City mutually agree that neither shall make any claim against, nor seek to recover from the other or its agents, servants, or employees, for any loss or damage to Developer or the City or to any person or property relating to this Agreement, except as specifically provided hereunder, which include but is not limited to a claim or liability to the extent arising from the negligence or willful misconduct of the City or Developer, as the case may be, or their respective officers, agents, or employees who are directly responsible to the City and Developer, as the case may be.

10. MISCELLANEOUS PROVISIONS.

10.1. Recordation of Agreement. This Agreement shall be recorded in "short form" version with the County Recorder by the City Clerk within 10 days of execution. Amendments approved by the parties, and any cancellation, shall be similarly recorded.

10.2. Entire Agreement. This Agreement sets forth and contains the entire understanding and agreement of the parties with respect to the subject matter set forth herein, and there are no oral or written representations, understandings or ancillary covenants, undertakings or agreements which are not contained or expressly referred to herein. No testimony or evidence of any such representations, understandings or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Agreement.

10.3. Severability. If any term, provision, covenant or condition of this Agreement shall be determined invalid, void or unenforceable, then that term, provision, covenant or condition of this Agreement shall be stricken and the remaining portion of this Agreement shall remain valid and enforceable if that stricken term, provision, covenant or condition is not material to the main purpose of this Agreement, which is to allow the Development to be permitted and operated and to provide the Development Fee to the City; otherwise, this Agreement shall terminate in its entirety, unless the parties otherwise agree in writing, which agreement shall not be unreasonably withheld.

10.4. Interpretation and Governing Law. This Agreement and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California. This Agreement shall be construed as a whole according to its fair language and common meaning, to achieve the objectives and purposes of the parties hereto. The rule of construction, to the effect that ambiguities are to be resolved against the drafting party or in favor of the non-drafting party, shall not be employed in interpreting this Agreement, all parties having been represented by counsel in the negotiation and preparation hereof.

10.5. Section Headings. All section headings and subheadings are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

10.6. Singular and Plural. As used herein, the singular of any word includes the plural.

10.7. Time of Essence. Time is of the essence in the performance of the provisions of this Agreement as to which time is an element.

10.8. Waiver. Failure of a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement thereafter.

10.9. No Third Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit for the parties and Owner and their respective successors and assigns. No other person shall have any right of action based upon any provision of this Agreement.

10.10. Force Majeure. Notwithstanding any provision to the contrary herein, neither party shall be deemed to be in default where failure or delay in performance of any of its obligations under this Agreement is caused by earthquakes, other acts of God, fires, rains, winds, wars, terrorism, riots or similar hostilities, strikes and other labor difficulties beyond the party's control (including the party's employment force), government actions and regulations (other than those of the City), court actions (such as restraining orders or injunctions), or other causes beyond the party's reasonable control. If any such events shall occur the term of this Agreement then the time for performance shall be extended for the duration of each such event, provided that the Term of this Agreement shall not be extended under any circumstances for more than five (5) years beyond the date it would have otherwise expired, and further provided that if such delay is longer than six (6) months, Developer may terminate this Agreement upon written notice to the City and the City shall return to Developer any portion of the Development fee paid for any period after the effective date of such termination.

10.11. Mutual Covenants. The covenants contained herein are mutual covenants and also constitute conditions to the concurrent or subsequent performance by the party benefited thereby of the covenants to be performed hereunder by such benefited party.

10.12. Counterparts. This Agreement may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

10.13. Litigation. Any action at law or in equity arising under this Agreement or brought by any party hereto for the purpose of enforcing, construing or determining the validity of any provision of this Agreement shall be filed and tried in the Superior Court of the County of Los Angeles, State of California, or such other appropriate court in said county. Service of process on the City shall be made in accordance with California law. Service of process on Developer shall be made in any manner permitted by California law and shall be effective whether served inside or outside California. In the event of any action between the City and Developer seeking enforcement of any of the terms and conditions to this Agreement, the prevailing party in such action shall be awarded, in addition to such relief to which such party is entitled under this Agreement, its reasonable litigation costs and expenses, including without limitation its expert witness fees and reasonable attorneys' fees.

10.14. Covenant Not To Sue. The parties to this Agreement, and each of them, agree that this Agreement and each term hereof are legal, valid, binding, and enforceable. The parties to this Agreement, and each of them, hereby covenant and agree that each of them will not commence, maintain, or prosecute any claim, demand, cause of action, suit, or other proceeding against any other party to this Agreement, in law or in equity, which is based on an allegation, or assert in any such action, that this Agreement or any term hereof is void, invalid, or unenforceable.

10.15. Development as a Private Undertaking. It is specifically understood and agreed by and between the parties hereto that the Development is a private development, that neither party is acting as the agent of the other in any respect hereunder, and that each party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Agreement. No partnership, joint venture or other association of any kind is formed by this Agreement. The only relationship between the City and Developer is that of a government entity regulating the development of private property, on the one hand, and the holder of a legal or equitable interest in such private property on the other hand. The City agrees that by its approval of, and entering into, this Agreement, that it is not taking any action which would transform this private development into a "public work" development, and that nothing herein shall be interpreted to convey upon Developer any benefit which would transform Developer's private development into a public work project, it being understood that this Agreement is entered into by the City and Developer upon the exchange of consideration described in this Agreement, including the Recitals to this Agreement which are incorporated into this Agreement and made a part hereof, and that the City is receiving by and through this Agreement the full measure of benefit in exchange for the burdens placed on Developer by this Agreement.

10.16. Further Actions and Instruments. Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this Agreement and the satisfaction of the conditions of this Agreement. Upon the request of either party at any time, the other party shall promptly execute, with acknowledgment or affidavit if reasonably required, and file or record such required instruments and writings and take any actions as may be reasonably necessary under the terms of this Agreement to carry out the intent and to fulfill the provisions of this Agreement or to evidence or consummate the transactions contemplated by this Agreement.

10.17. Eminent Domain. No provision of this Agreement shall be construed to limit or restrict the exercise by the City of its power of eminent domain or Developer's right to seek and collect just compensation or any other remedy available to it.

10.18. Amendments in Writing/Cooperation. This Agreement may be amended only by written consent of both parties specifically approving the amendment (which approval shall not be unreasonably withheld, conditioned or delayed). The parties shall cooperate in good faith with respect to any amendment proposed in order to clarify the intent and application of this Agreement, and shall treat any such proposal on its own merits, and not as a basis for the introduction of unrelated matters. Minor, non-material modifications may be approved on behalf of the City by the City Manager upon reasonable approval by the City Attorney.

10.19. Assignment. Developer shall have the right to transfer or assign its rights and obligations under this Agreement (collectively, an "Assignment") to any person or entity (an "Assignee") in connection with a transfer or assignment of all of Developer's interest in the Lease without the prior approval of the City; provided that, (a) Developer shall notify City in writing of such proposed Assignment at least thirty (30) days prior to the effective date of any proposed Assignment, and (b) Developer and Assignee shall enter into a written assignment and assumption agreement, executed in recordable form, pursuant to which Assignee shall agree to assume all duties and obligations of Developer under this Agreement remaining to be performed at the time of the Assignment.

10.20. Corporate Authority. The person(s) executing this Agreement on behalf of each of the parties hereto represent and warrant that (i) such party, if not an individual, is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which such party is bound.

10.21. Notices. All notices under this Agreement shall be effective when delivered by United States Postal Service mail, registered or certified, postage prepaid return receipt requested, and addressed to the respective parties as set forth below, or to such other address as either party may from time to time designate in writing by providing notice to the other party:

If to the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attn: City Manager
If to Developer:	Clear Channel Outdoor, LLC 19320 Harborgate Way Torrance, CA 90501 Attn: Vice President, Real Estate & Public Affairs
With a copy to:	Clear Channel Outdoor, LLC 2325 E. Camelback Road, Suite 250 Phoenix, AZ 85016 Attn: Operations Counsel

10.22. Nonliability of City Officials. No officer, official, member, employee, agent, or representatives of the City shall be liable for any amounts due hereunder, and no judgment or execution thereon entered in any action hereon shall be personally enforced against any such officer, official, member, employee, agent, or representative.

10.23. No Brokers. The City and Developer each represent and warrant to the other that it has not employed any broker and/or finder to represent its interest in this transaction. Each party agrees to indemnify and hold the other free and harmless from and against any and all

liability, loss, cost, or expense (including court costs and reasonable attorneys' fees) in any manner connected with a claim asserted by any individual or entity for any commission or finder's fee in connection with this Agreement or arising out of agreements by the indemnifying party to pay any commission or finder's fee.

10.24. No Amendment of Lease. Nothing contained in this Agreement shall be deemed to amend or modify any of the terms or provisions of the Lease. Nothing contained in this Agreement shall constitute or be deemed to constitute a limit on any of Developer's obligations under the Lease, or any of Owner's rights or remedies against Developer under the Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first set forth above.

BY THE CITY OF SANTA FE SPRINGS

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

Developer:

CLEAR CHANNEL OUTDOOR, LLC,

a Delaware limited liability company

_____
Bryan Parker, Executive Vice President
Real Estate and Public Affairs

[end of signatures]

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

EXHIBIT "A"

LEGAL DESCRIPTION OF SITE

All that certain real property located in the City of Santa Fe Springs, County of Los Angeles, State of California more particularly described as follows:

Legal Description:

TR=RESURVEY OF GUNN AND HAZZARDS PLAT OF THE CULLEN TRACT LOT COM N 39 31' E 40 FT AND N 50 30' W 1268.16 FT AND N 39 31' E 567.5 FT FROM MOST S COR OF LOT 5 TH N 50 30' W TO SE LINE OF SANTA FT TO BEG POR OF LOT 5

APN: 8167-002-028.

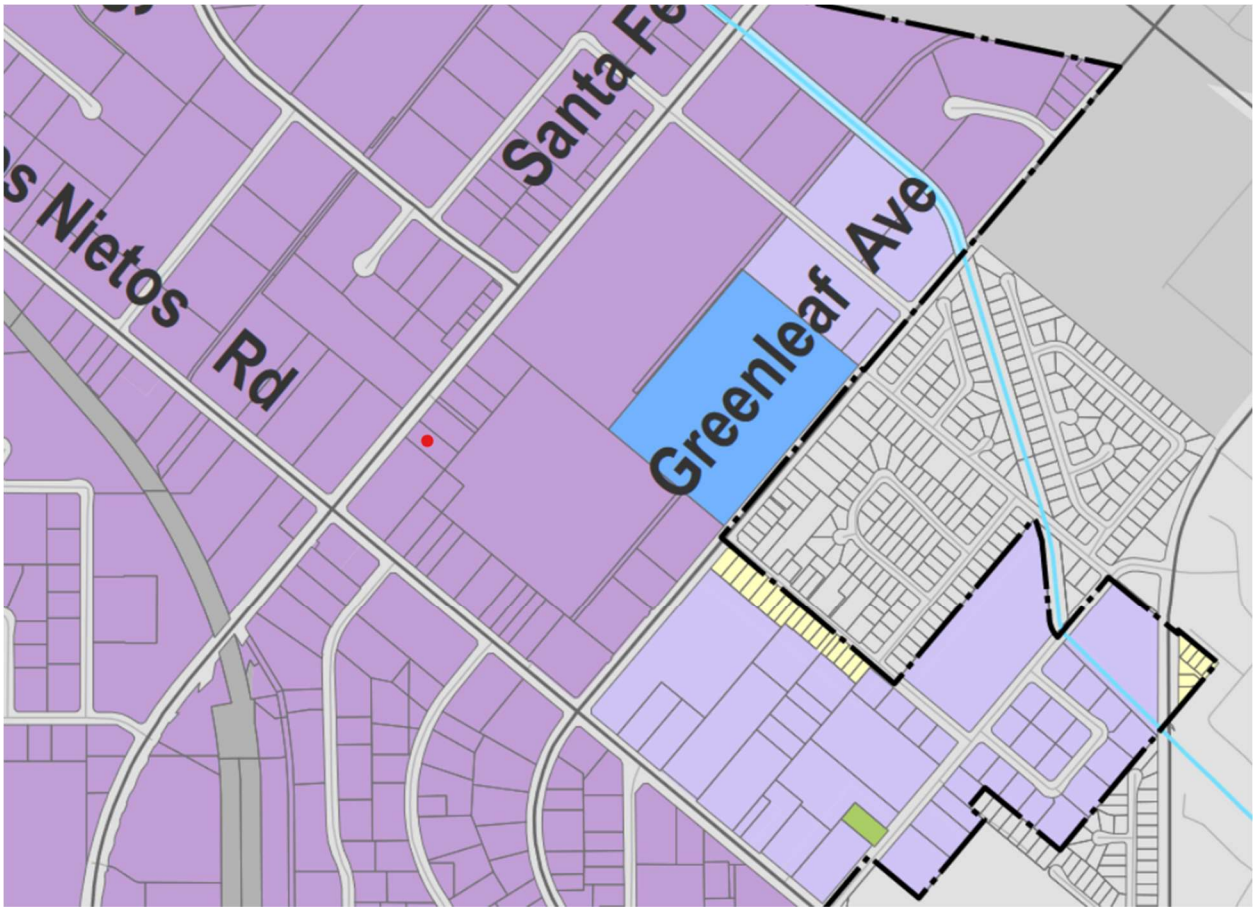


EXHIBIT "B"

SCOPE OF DEVELOPMENT

Developer and the City agree that the Development shall be undertaken in accordance with the terms of the Agreement, which include the following:

1. The Development. Developer currently owns and operates an existing lawfully-permitted double-faced 12' x 25' outdoor advertising sign with one printed display face. Developer shall replace sign in place as a double-faced 12' x 25' outdoor advertising sign with one digital display face. The Site shall be maintained in accordance with the conditions at Paragraph 3 below.

2. Building Fees. Developer shall pay all applicable City building fees, as described at Section 5.3 of the Agreement, at the time that the building permit is issued for the installation of the Digital Billboard.

3. Maintenance and Access. Developer, for itself and its successors and assigns, hereby covenants and agrees to be responsible for the following:

(a) Maintenance and repair of the Digital Billboard (where authorized pursuant to the Agreement, and including but not limited to, the displays installed thereon, and all related on-site improvements and, if applicable, easements and rights-of-way, at its sole cost and expense), including, without limitation, landscaping, poles, lighting, signs and walls (as they relate to the Development) shall be in good repair, free of graffiti, rubbish, debris and other hazards to persons using the same, and in accordance with all applicable laws, rules, ordinances and regulations of all federal, state, and local bodies and agencies having jurisdiction over the Site, unless those federal, state, and local bodies have an exception for a legal nonconforming use. Such maintenance and repair shall include, but not be limited to, the following: (i) sweeping and trash removal related to the Development; (ii) the care and replacement of applicable screening and City branding if damaged by the Development; (iii) the ongoing maintenance by Developer of any access road to the Digital Billboard if damaged by the Development and to minimize dust caused by the Development; and (iii) the repair, replacement and repainting of the Digital Billboard's structures and displays as necessary to maintain such billboards in good condition and repair.

(b) Maintenance of the Digital Billboard and surrounding portion of the Site in such a manner as to avoid the reasonable determination of a duly authorized official of the City that a public nuisance has been created by the absence of adequate maintenance of the Development such as to be detrimental to the public health, safety or general welfare, or that such a condition of deterioration or disrepair causes appreciable harm or is materially detrimental to property or improvements within three hundred (300) feet of the Site.

(c) Developer shall reasonably coordinate with any neighboring property owners who share utilities or access roads to their separate respective billboards. The City may

designate alternative access for planning purposes so long as such alternative access allows Developer to access its billboard and related utilities.

4. Other Rights of the City. In the event of any violation or threatened violation of any of the provisions of this Exhibit "B", then in addition to, but not in lieu of, any of the rights or remedies the City may have to enforce the provisions of the Agreement, the City shall have the right, after complying with Section 7.4 of the Agreement, (i) to enforce the provisions hereof by undertaking any maintenance or repairs required by Developer under Paragraph 3 above (subject to the execution of a permit to enter in form reasonably acceptable to Owner) and charging Developer for any actual maintenance costs incurred in performing same, and (ii) to withhold or revoke, after giving written notice of said violation, any building permits, occupancy permits, certificates of occupancy, business licenses and similar matters or approvals pertaining to the Development or any part thereof or interests therein as to the violating person or one threatening violation.

5. No City Liability. The granting of a right of enforcement to the City does not create a mandatory duty on the part of the City to enforce any provision of the Agreement. The failure of the City to enforce the Agreement shall not give rise to a cause of action on the part of any person. No officer or employee of the City shall be personally liable to Developer, its successors, transferees or assigns, for any default or breach by the City under the Agreement.

6. Conditions of Approval. The following additional conditions shall apply to the installation of the Digital Billboard and applicable screening and City branding, shall conform to all applicable provisions of the Development Approvals and the following conditions, in a manner subject to the approval of the Director of Community Development or his or her designee:

(a) A building permit will be required, and structural calculations shall be prepared by a licensed civil engineer and approved by the City Building Official.

(b) The Billboard shall be located in the portion of the Site shown on Exhibit "C-1", and shall be of the dimensions described in Section 1, above.

(c) The size and design of each sign display of the Digital Billboard shall satisfy the requirements of Ordinance No. 1146, as depicted in the Site Plan at Exhibit "C-1" and Billboard Elevation at Exhibit "C-2" both approved by the City as part of the Development Approvals.

(d) Plans and specifications for the proposed installation of the Digital Billboard shall be submitted to the City Community Development and Building Departments for plan check and approval prior to the issuance of building permits and electrical permits.

(f) Prior to the approval of the final inspection, all applicable conditions of approval and all mandatory improvements shall be completed to the reasonable satisfaction of the City.

(g) Developer shall maintain the Digital Billboard and use thereof in full compliance with all applicable codes, standards, policies and regulations imposed by the City, county, state or federal agencies by any duly and valid City, county or state ordinance with jurisdiction over the facilities, unless the Development is exempted as a legal nonconforming use.

(h) Developer shall, at all times, comply with the approval for the Digital Billboard from the California Department of Transportation Outdoor Advertising Division, and shall maintain acceptable clearance between proposed billboards and Southern California Edison distribution lines.

(i) Developer shall pay any and all applicable fees due to any public agency prior to the final issuance of the applicable building or electrical permits.

(j) The activities proposed in the Agreement shall be conducted completely upon the Site and shall not use or encroach on any public right-of-way.

(k) Developer shall ensure that all access to the Digital Billboard is kept restricted to the general public to the extent permitted under local laws and by the Development Approvals.

(l) If any portion of the billboard or applicable screening and City branding installed on the Digital Billboard is damaged by the Development or becomes damaged or otherwise in need of replacement, as determined by the City's Director of Community Development or his or her designee, Developer shall ensure that the replacement is accomplished within fourteen (14) days of notification by the City, unless such time is extended by the City's Director of Community Development or his or her designee if Developer shows unusual circumstances requiring more time to accomplish such replacement.

(m) Developer shall use the existing billboard utilities and upgrade only if necessary. The utilities shall be screened or otherwise concealed to the extent practical, as determined by the Director of Community Development.

(n) Developer shall comply with all necessary federal National Pollutant Discharge Elimination System (NPDES) requirements pertaining to the proposed use, to the extent applicable.

(o) All graffiti shall be adequately and completely removed or painted over within 48 hours of notice to Developer of such graffiti being affixed on the Development.

(p) Prior to final sign off of the building permit for the Digital Billboard, the applicable screening and City branding shall be installed at the Site.

(q) Developer shall comply with State law regarding the limitation of light or glare or such other standards as adopted by the Outdoor Advertising Association of America, Inc. (OAAA), including but not limited to, the 0.3 foot-candles limitation over ambient light levels and ensuring additional flexibility in reducing such maximum light level standard given the lighting

environment, the obligation to have automatic diming capabilities, as well as providing the City's Director of Community Development or his or her designee with a designated Developer employee's phone number and/or email address for emergencies or complaints that will be monitored 24 hours a day/7 days per week. Upon any reasonable complaint by the City's Director of Community Development or designee, Developer shall dim the display to meet these guidelines and further perform a brightness measurement of the display using OAAA standards and provide the City with the results of same within 5 days of the City's complaint.

EXHIBIT “C-1”



A demonstration of a sign similar to the one covered in this agreement.

EXHIBIT “C-2”

BILLBOARD ELEVATION

The elevation of the sign structure and the proposed digital faces shall be the same as the existing elevation of the sign structure and the printed faces that are currently installed.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

	ITEM OF PERFORMANCE	TIME FOR PERFORMANCE	REFERENCE
1.	City's Planning Commission holds public hearing and recommends approval of Agreement and Conditions of Approval		Recitals
2.	City's City Council holds hearings to approve Agreement by Resolution No. 1146.	October 15, 2024; provided Developer has fully executed the Agreement	Recitals
3.	Effective Date of this Agreement.	November 13, 2024; provided City Council approves the Agreement by Resolution No. 9935 and all parties have fully executed the Agreement	1.1.10
4.	City to approve all construction and engineering drawings and specifications with a plan check approval, and issue a building permit and an electrical permit. City agrees to any necessary building or electrical permits need for Developer to acquire the Caltrans approvals. Developer agrees not to commence construction until it receives the applicable Caltrans approvals.	Within 30 days of City's receipt of Developer's construction drawings and specifications addressing all of City's comments.	
5.	Developer to provide copy of Caltrans approval to City	Prior to commencing any inspections and work on the Development.	5.3, 5.4

6. Developer to submit proof of insurance to City.	Prior to commencing any inspections and work on the Development	9.1.2
7. Developer pays Processing Fee	Thirty days from the date that the billboard becomes Operational (Commencement Date)	2.4
8. Developer pays City annual installments of the Development Fee	Within ninety (90 days) following the Anniversary Date and after the termination of the Term.	2.5

It is understood that this Schedule of Performance is subject to all of the terms and conditions of the text of the Agreement. The summary of the items of performance in this Schedule of Performance is not intended to supersede or modify the more complete description in the text; in the event of any conflict or inconsistency between this Schedule of Performance and the text of the Agreement, the text shall govern.

The time periods set forth in this Schedule of Performance may be altered or amended only by written agreement signed by both Developer and the City. Notwithstanding any extension of the Term in the manner described in, and subject to the provisions of Section 5.5 of the Agreement, the City Manager shall have the authority to approve extensions of time set forth in this Schedule of Performance without action of the City Council, not to exceed a cumulative total of 180 days.

Exempt From Recording Fee Per Gov. Code §6103]

OPERATING AGREEMENT NO. 02-2024

This Operating Agreement (hereinafter "Agreement") is entered into this 4th day of November 2024 (hereinafter the "Effective Date"), by and between the CITY OF SANTA FE SPRINGS (hereinafter "City"), and CLEAR CHANNEL OUTDOOR, LLC, a Delaware limited liability company (hereinafter "Developer").

RECITALS

A. The City of Santa Fe Springs, California (the "City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

B. The City Council adopted Ordinance No. 1146 on October 15, 2024, establishing a poster billboard conversion program, such that the conversion of an existing static poster billboard to an electronic poster billboard shall only be permitted when the City has entered into an Operating Agreement with an electronic poster billboard owner; and

C. Developer has a leasehold interest in that certain portion of real property located at or near the intersection of Slauson Avenue and Santa Fe Springs Road in the City of Santa Fe Springs, Assessor Parcel Number (APN) 8168-011-803 as more specifically described in Exhibit "A" and depicted in Exhibit "C-1", attached hereto and incorporated herein (the "Site"), upon which Developer currently owns and operates an existing lawfully-permitted double-faced 12' x 25' outdoor advertising sign with two printed display faces. Developer seeks to replace sign in place as a double-faced 12' x 25' outdoor advertising sign with two digital display faces such as the one depicted in Exhibit "C-1" (hereinafter, the "Digital Billboard"). The term the "Project" is hereinafter used to describe the development project described above and that is the subject of this Agreement.

D. The Site is located within the City's Industrial Zone, designated by the General Plan as Railroad Right-of-Way Land Use. The City has determined that the Project contemplated herein complies with the City's Zoning Ordinance, which is found in Chapter 155 of the Code of Santa Fe Springs (the "Code"). Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

E. City and Developer agree and acknowledge that the outdoor advertising sign conversion contemplated herein complies with, and serves the purposes enumerated in, California Business & Professions Code Section 5200 *et seq*. (the "California Outdoor Advertising Act"), including, but not limited to, Sections 5412 and 5443.5 and incorporated by reference in the Code as well as the City's regulations regarding signage in the City, which are set forth in Chapter 155, Zoning, Section 155.515 *et seq.*, as amended.

F. In exchange for the approvals sought to convert the printed faces currently existing at the Site to the Digital Billboard, as described above, Developer has offered to:

1. Pay to the City an annual Development Fee, as defined and provided in Section 2.5 below, for the cost to the City to ameliorate the impact of the installation of the digital sign panels on the Digital Billboard; and

2. Pay to the City a one-time Processing Fee and a one-time Economic Development Fee, as are also defined in Sections 2.4 and 2.6, respectively; and

3. On a space-available basis, provide advertising space free of charge to City for the display of community messaging and public service messaging as describe more fully in Section 3. Such space-available free advertising time shall be equally distributed through the hours of operation of the Digital Billboard; and

4. Reimburse the City for the costs of making this Agreement; and

5. Remove the double-faced static billboard located south of 10634 Shoemaker Avenue, Assessor Parcel Number (APN) 8011-014-075).

G. The Site is located within the City's Industrial Zone, designated by the General Plan as Railroad Right-of-Way Land Use. Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

H. On October 15, 2024, the City Council of the City, at a duly noticed hearing, approved by Resolution No. 1146 this Agreement, finding that this Agreement: (1) is in the best public interest of the City and its residents; (2) constitutes a present exercise of the City's police power; (3) will not be detrimental to the public's health, safety, or general welfare; and (4) is consistent with the City's General Plan.

I. This Agreement and the proposed Development (as hereinafter defined) will achieve a number of City objectives, including utilizing the Site for a revenue-generating use, and the orderly development, relocation and distribution of existing displays to more appropriate locations within the City, while allowing for the incorporation of modern technology into relocated displays as part of the City's planned development.

J. The purpose of this Agreement is to set forth the rules and regulations applicable to the Development, which shall be accomplished in accordance with this Agreement, including the Scope of Development (Exhibit "B") which sets forth Scope of the Development and the Schedule of Performance (Exhibit "D").

K. In exchange for the benefits to the City described in the Agreement, together with other public benefits in this agreement that will result from the development of the Project (as defined below), Developer will receive by this Agreement assurance that it may proceed with the Project in accordance with Land Use Regulations (as defined below), and therefore desires to enter into this Agreement.

COVENANTS

NOW, THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS AND EXHIBITS.

1.1. Definitions. This Agreement uses a number of terms having specific meanings, as defined below. These specially defined terms are distinguished by having the initial letter capitalized, when used in the Agreement. In addition to the terms defined in the Recitals above, the defined terms include the following:

1.1.1 "Agreement" means this Operating Agreement and all attachments and exhibits hereto.

1.1.2 "Anniversary Date" is the annual reoccurrence of the Commencement Date.

1.1.3 "City" means the City of Santa Fe Springs, a California municipal corporation.

1.1.4 "City Council" means the City Council of the City.

1.1.5 "Commencement Date" is the date that the digital display faces on the Digital Billboard become Operational.

1.1.6 "Developer" means Clear Channel Outdoor, LLC, a Delaware limited liability company and its successors and assigns, duly existing and operating, and doing business at 19320 Harborgate Way, Torrance, CA 90501.

1.1.7 "Development" means the conversion of an existing static poster billboard to an electronic poster billboard.

1.1.8 "Development Approvals" means any and all permits and approvals which may be required by City, affected utility agencies, or any other governmental agency for the construction and/or operation of the Project by Developer pursuant to the Scope of Development, including but not limited to, necessary permits and approvals required from the California Department of Transportation ("CalTrans"), if applicable. Pursuant to Article 19, Sections 15300 and 15302 of the California Environmental Quality Act ("CEQA") guidelines, digital sign conversions are categorically exempt from CEQA review, as the development contemplates only the replacement or reconstruction of sign faces on the existing structures on the Site, involving digital panels of the same size, purpose, and capacity as the printed faces they replace.

1.1.9 "Digital Billboard" shall have the meaning set forth in the Recitals

1.1.10 "Effective Date" means the date when all the following have occurred: (i) the Agreement is signed by both Developer and City, (ii) the Agreement is approved by Resolution

and effective, and not subject to referendum, (iii) all conditions precedent to its effectiveness have been satisfied, and (iv) after expiration of all applicable appeal periods.

1.1.11 "Final Permits" shall mean all necessary/required permits and inspections by all governmental and utility agencies, to construct, operate and maintain the Digital Billboard, and are signed and dated by the Building Official, where applicable.

1.1.12 "Land Use Regulations" means all ordinances, resolutions, codes, rules, regulations and official policies of the City, including, but not limited to, the City's General Plan, Municipal Code and Zoning Code, which govern development and use of the Site, including, without limitation, the permitted use of land, the density or intensity of use, subdivision requirements, the maximum height and size of the Digital Billboard, and the design, improvement and construction standards and specifications applicable to the Development or the Site which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement. Land Use Regulations shall also include the federal National Pollutant Discharge Elimination System ("NPDES") regulations and approvals from the California Department of Transportation Outdoor Advertising Division, to the extent applicable.

1.1.13 "Lease" means the lease or license agreement, as the case may be, for the Site between [owner's name] ("Owner"), the owner of the site as landlord or licensor, and Developer, as tenant or licensee.

1.1.14 "Mortgagee" means a mortgagee of a mortgage, a beneficiary under a deed of trust or any other security-device, a lender or each of their respective successors and assigns.

1.1.15 "Operational" means the Digital Billboard is capable, legally and functionally, of displaying advertising on the digital displays because it is connected to a permanent source of power.

1.1.16 "Project" shall have the same meaning set forth in the Recitals.

1.1.17 "Site" refers to the site described in Recital B and more specifically described on Exhibit "A" attached hereto and incorporated herein.

1.1.18 "Schedule of Performance" means the Schedule of Performance attached hereto as Exhibit "D" and incorporated herein.

1.1.19 "Scope of Development" means the Scope of Development attached hereto as Exhibit "B" and incorporated herein.

1.1.20 "Subsequent Land Use Regulations" means any Land Use Regulations effective after the Effective Date of this Agreement (whether adopted prior to or after the Effective Date of this Agreement) which govern development and use of the Site.

1.1.21 "Subsequent Development Approvals" means any Development Approvals sought by Developer in connection with future changes desired to be made by Developer to the Development following its initial completion. Consistent with the Outdoor Advertising Act (Bus.

& Profs. Code, § 5200 et seq.), the performance of customary maintenance does not require local approvals, but enhancement modification or other change requires approval.

1.1.22 "Term" shall have the meaning provided in Section 2.3, unless earlier terminated as provided in this Agreement.

1.1.23 **Exhibits.** The following documents are attached to, and by this reference made a part of, this Agreement: Exhibit "A" (Legal Description of Site), Exhibit "B" (Scope of Development), Exhibit "C-l" (Site Plan of Site), Exhibit "C-2" (Billboard Elevation), and Exhibit "D" (Schedule of Performance).

2. GENERAL PROVISIONS.

2.1. Binding Effect of Agreement. From and following the Effective Date, actions by the City and Developer with respect to the Development, including actions by the City on applications for Subsequent Development Approvals affecting the Site, shall be subject to the terms and provisions of this Agreement, provided, however, that nothing in this Agreement shall be deemed or construed: (i) to modify or amend the Lease, or any of Developer's obligations thereunder, or to bind or restrict Owner with respect to its ownership or operation of the Site except as expressly set forth herein with respect to the Development, or (ii) to impose any obligation whatsoever on Owner with respect to the Development, except as expressly set forth in this Agreement.

2.2. Interest in Site. The City and Developer acknowledge and agree that Developer is the tenant or licensee of the Site and thus is qualified to enter into and be a party to this Agreement. If Developer's leasehold or license interest is prematurely and legally terminated by Owner in conformance with the Lease, then Developer shall have no further obligations under Section 3(a) of the Scope of Development, attached as Exhibit "B" herein, except as provided under Section 8.1. Additionally, if Developer's leasehold or license interest is prematurely terminated by Owner, then Developer shall have no further obligations under this Agreement for that particular Site, except as provided under Section 8.1. Subject to applicable law, the parties may consider relocation if Developer's leasehold interest in the Site is prematurely terminated.

2.3. Term of Agreement. Unless earlier terminated as provided in this Agreement, the "Term" of this Agreement shall continue in full force and effect for twenty (20) years from the Commencement Date and will terminate on (i) the expiration or earlier termination of the Lease, or (ii) the permanent removal of the Digital Billboard constructed pursuant to the terms hereof, other than its removal for repair or replacement. After said twenty (20) year initial term, Development shall have the option to extend this Agreement for an additional term of ten (10) years. Developer shall exercise that option by providing written notice to the City at least one hundred eighty (180) days before expiration of the initial term. Notwithstanding the foregoing, the (i) if Developer is unable, for reasons beyond Developer's control, to obtain or maintain any permits necessary for the operation of the Digital Billboard; (ii) if the use of the digital faces is prevented or restricted by law, (iii) if, by some cause beyond Developer's control, the operation of the Digital Billboard becomes impossible; or (iv) if the Site Lease is terminated, then Developer shall have the right to terminate the Agreement. Within thirty (30) days after the expiration or termination of this Agreement, the parties shall execute a written cancellation of this Agreement

which shall be recorded with the County Recorder pursuant to Section 10.1 below. The term of this Agreement supersedes any amortization period that may apply under the Code as to any non-conformity as applied to the Site.

2.4. Processing Fee. The Developer shall pay the City a one-time processing fee ("Processing Fee") in the amount of Ten Thousand Dollars ($10,000.00). The City shall retain and use the Processing Fee, or any part thereof, for any public purpose within the City's discretion. The Processing Fee shall be separate from all fees which are standard and uniformly applied to similar projects in the City, including, but not limited to, business license fees (due by Developer to the City annually), one-time plan check fees and building permit fees, and any other fees imposed by Los Angeles County, as may be applicable. The Processing Fee shall be paid by Developer to City within 30 days of the date that the City issues a permit for the Project.

2.5. Development Fee. The potential impacts of the Development on the City and surrounding community are difficult to identify and calculate. Developer and the City agree that an annual development fee paid by Developer to the City would adequately mitigate all such potential impacts. The parties therefore agree that Developer shall pay an annual development fee in the amount of Ten Thousand Dollars ($10,000.00) per digital display faces to the City ("Development Fee") and shall be increased in an amount equal to the Development Fee payable during the preceding year increased by three percent (3%) on subsequent Anniversary Dates. The Development Fee shall be payable in twelve (12) monthly installments, with the first installment due on the first day of the month following the date that the Digital Billboard is Operational (such date, the "Development Fee Commencement Date"). Monthly installment payments shall continue the first day of each subsequent month in the term of this Agreement.

2.5.1. Developer shall notify the City in writing when the digital display faces on the Digital Billboard become Operational for the purpose of determining the Development Fee Commencement Date, however in no event shall this be later than one hundred eighty (180) days from the Effective Date of this Agreement. Notwithstanding the preceding sentence, in the event that Developer is diligently pursuing all governmental and third party permits and/or approvals in addition to any other third-party work that need be completed in order for the Digital Billboard to become operational (such as any state approvals or approvals for Southern California Edison hookups or upgrades), then the time period set forth in the preceding sentence shall be extended for another One Hundred Eighty (180) days upon written notice to the City. Developer shall keep the City updated as to its efforts in these regards. The City's issuance of a permit shall not be unreasonably withheld, provided the issuance of a permit is done in compliance with the terms of this Agreement and said permit is issued in full compliance with applicable codes and standards.

2.6. One-Time Economic Development Fee. Developer shall pay a one-time Economic Development Fee in the amount of Ten Thousand Dollars ($10,000) per Project. Such Economic Development Fee shall be due to the City on the first day of the month following the Effective Date.

3. COMMUNITY BENEFITS. Developer shall also provide the following Community benefits during the entire Term of this Agreement.

3.1. City's Use of the Billboard. Developer shall provide, on a space-available basis, free advertising space on the digital display faces on the Digital Billboard for purposes of posting public service announcements and City-related advertising or announcements ("City Messages"). This time shall be the equivalent of one "spot" within the regular rotation. Such space-available free advertising time to City shall be equally distributed through the hours of operation of the Digital Billboard.

3.2. Provision of Copy and Representations. The City shall submit all proposed copies of City Messages to Developer not less than five (5) business days prior to the date the copy is proposed to be eligible for display, and, with the exception of Public Service Messages described in Section 3.5, the City shall notify Developer in writing not less than twenty (20) days prior to a requested display date. All proposed copy shall be subject to Developer's standard advertising copy rejection and removal policies, which allow Developer to approve or disapprove a copy and remove a copy once posted or displayed. Any content provided by City shall be owned and belong exclusively to the City, and Developer shall not reproduce, sell, or give away any such content without the advance written consent of the City. It is expressly understood and agreed that, absent approval from Developer, City Messages shall not include any names, logos or marks associated with any third-party non-governmental person or entity, or any products or services associated with any third-party non-governmental person or entity.

3.3. Mutual Representations and Warranties.

3.3.1. City represents and warrants that all copy, content and materials supplied by City to Developer for display under this Agreement: (i) are owned or duly licensed by City and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.3.2. Developer represents and warrants that all copy, content and materials displayed by Developer under this Agreement: (i) are owned or duly licensed by Developer and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.4. Mutual Indemnification. Each Party ("Indemnifying Party") mutually agrees to indemnify, defend and hold harmless the other Party ("Indemnified Party") for, from and against, any claims, costs (including, but not limited to, court costs and reasonable attorneys' fees), losses, actions or liabilities, arising from or in connection with any third party allegation that any portion of any City Message or Developer advertising infringes or violates the rights, including, but not limited to, copyright, trademark, trade secret or any similar right, of any third party. The Indemnifying Party shall not be liable for any claims, damages, or liabilities caused by the sole negligence or willful misconduct of the Indemnified Party. The Indemnified Party shall promptly notify the Indemnifying Party of the existence of any claim, demand, or other matter, which the Indemnifying Party's indemnification obligations under this Section would apply, and shall give them a reasonable opportunity to settle or defend the same at their own expense and with counsel of their own selection, provided that the Indemnified Party shall at all times also have the right to fully participate in the defense. If the Indemnifying Party, within a reasonable time after this notice, fails to take appropriate steps to settle or defend the claim, demand or the matter, the Indemnified Party shall, upon written notice, have the right, but not the obligation, to undertake such settlement or defense and settle the claim, demand, or other matter on behalf, for the account, and at the risk, of the Indemnifying Party.

3.5. Public Service Messages. During the entire Term of this Agreement and any extension, Developer shall make advertising space immediately available on the digital display faces on the Digital Billboard Faces for the purposes of displaying "Amber Alert" or other similar public service or emergency messages ("Public Service Messages"), at no cost, and in accordance with local and regional emergency protocols.

3.6. Discount Advertising. Developer shall offer a twenty percent (20%) discount off its applicable rates for display of advertising on the Billboard to any business that is a member of the Santa Fe Springs Chamber of Commerce, and has a headquarters and/or office in the City.

4. PROHIBITED USE. Developer shall not utilize the digital display faces on the Digital Billboard to advertise tobacco, marijuana, hashish, "gentlemen's clubs," adult entertainment businesses, sexually oriented materials, use sexually oriented images or language, "obscene matter," as that term is defined in California Penal Code section 311, or any matter that is prohibited by City ordinance existing as of the Effective Date of this Agreement or as may be amended or implemented from time-to-time after the Effective Date and equally applicable to all billboard displays. In addition, the Developer shall at all times comply with Article 7 § 5402 of the Outdoor Advertising Act of the Business and Professions Code. Developer shall immediately remove any prohibited content upon notice from the City. If there is a dispute between Developer and City as to whether any such content is prohibited, Developer shall remove the disputed content until the dispute is resolved.

5. DEVELOPMENT AND IMPLEMENTATION OF THE DEVELOPMENT.

5.1. Rights to Develop. Subject to and during the Term of this Agreement, Developer shall have the right to develop the Site in accordance with, and to the extent of, the Development Approvals, the Land Use Regulations and this Agreement, provided that nothing in this

Agreement shall be deemed to modify or amend any of the pre-existing Land Use Regulations, as more particularly set forth in Section 5.2 below.

5.2. Effect of Agreement on Land Use Regulations. Except as otherwise provided under the terms of this Agreement, the rules, regulations and official policies governing permitted uses of the Site, the density and intensity of use of the of the structure on the Site, the maximum height and size of proposed structures on the Site, and the design, improvement and construction standards and specifications applicable to the Site, shall be as set forth in the Land Use Regulations which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement.

5.3. Development Approvals. Developer shall, at its own expense and before commencement of demolition, construction or development of any structures or other work of improvement upon the Site, secure or cause to be secured the Development Approvals and building permit(s) from the City, and any and all permits and approvals which may be required by any other governmental agency or utility affected by such construction, development or work to be performed by Developer pursuant to the Scope of Development; provided, however, that the City acknowledges that the City's Planning Commission and City Council have approved an Initial Study/Negative Declaration for the project, thus complying with, and satisfying the requirements of, the California Environmental Quality Act ("CEQA"). Not by way of limiting the foregoing, in developing and constructing the Development, Developer shall comply with all: (1) applicable development standards in the City's Municipal Code that were in affect at the time the Operating Agreement was approved by the City Council, (2) applicable NPDES requirements pertaining to the Development, and (3) applicable building codes that were in affect at the time the Operating Agreement was approved by the City Council, except as may be permitted through approved variances and modifications. Developer shall pay all normal and customary fees and charges applicable to such permits, and any fees and charges hereafter imposed by the City in connection with the Development which are standard and uniformly-applied to similar projects in the City. Nothing contained in this Agreement shall be deemed to impose any obligation on Owner with respect to the Development Approvals or the Development.

5.4. Timing of Development; Scope of Development. Developer shall commence the Development within the time set forth in the Schedule of Performance, attached hereto as Exhibit "D". "Commencement" of the Development is defined herein as commencement of construction or improvements under the City building permit for the construction of the Digital Billboard on the Site, which shall occur as soon as possible following Developer's receipt of all necessary Development Approvals and Final Permits. In the event that Developer fails to meet the schedule for Commencement of the Development, then after compliance with Section 5.4, either party hereto may terminate this Agreement by delivering written notice to the other party, and, in the event of such termination, neither party shall have any further obligation hereunder. However, if circumstances within the scope of Section 10.10 delay the Commencement or completion of the Development, then such delays shall not constitute grounds for any termination rights found within this Agreement. In such case, the timeline to commence or complete the relevant task shall be extended in the manner set forth at Section 10.10. Notwithstanding the above, Developer shall, at all times, comply with all other obligations set forth in this Agreement regarding the construction or improvement of the Digital Billboard.

Developer shall also maintain the Digital Billboard at all times during the Term in accordance with the maintenance provisions set forth in Section 3 of the Scope of Development, attached as Exhibit "B" herein.

5.5. Changes and Amendments. Developer may determine that changes to the Development Approvals are appropriate and desirable. In the event Developer makes such a determination, Developer may apply in writing for an amendment to the Development Approvals to effectuate such change(s), provided that the City may request written consent from Owner if the modification is deemed material. The parties acknowledge that the City shall be permitted to use its inherent land use authority in deciding whether to approve or deny any such amendment request; provided, however, that in exercising the foregoing reasonable discretion, the City shall not apply a standard different than that used in evaluating requests of other developers. Accordingly, under no circumstance shall the City be obligated in any manner to approve any amendment to the Development Approvals. The City Manager shall be authorized to approve any non-substantive amendment to the Development Approvals without processing an amendment to this Agreement. All other amendments shall require the approval of the City Council. Nothing herein shall cause Developer to be in default if it upgrades the digital displays installed pursuant to this Agreement during the Term of this Agreement to incorporate newer technology; provided Developer shall secure all applicable ministerial permits to do so and such upgrade is consistent with the dimensions and standards for the displays, as provided under this Agreement, Land Use Regulations and Subsequent Land Use Regulations.

5.6. Reservation of Authority.

5.6.1. ***Limitations, Reservations and Exceptions***. Notwithstanding any other provision of this Agreement, the following Subsequent Land Use Regulations shall apply to the Development:

(a) Processing fees and charges of every kind and nature imposed by the City to cover the estimated actual costs to the City of processing applications for Subsequent Development Approvals.

(b) Procedural regulations consistent with this Agreement relating to hearing bodies, petitions, applications, notices, findings, records, hearings, reports, recommendations, appeals and any other matter of procedure. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(c) Changes adopted by the International Conference of Building Officials, or other similar body, as part of the then most current versions of the Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, or National Electrical Code, as adopted by the City as Subsequent Land Use Regulations, if adopted prior to the issuance of a building permit for development of the Digital Billboard. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts

its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(d) Regulations that are not in conflict with the Development Approvals or this Agreement.

(e) Regulations that are in conflict with the Development Approvals or this Agreement, provided Developer has given written consent to the application of such regulations to the Development.

(f) Applicable federal, state, county and multi-jurisdictional laws and regulations which the City is required to enforce against the Site or the Development, and that do not have an exception for existing signs or legal nonconforming uses.

5.6.2. ***Future Discretion of the City.*** This Agreement shall not prevent the City from denying or conditionally approving any application for a Subsequent Development Approval on the basis of the Land Use Regulations.

5.6.3. ***Modification or Suspension by Federal, State, County, or Multi-Jurisdictional Law.*** In the event that applicable federal, state, county or multi-jurisdictional laws or regulations, enacted after the Effective Date of this Agreement, prevent or preclude compliance with one or more of the provisions of this Agreement, and there is no exception for the legal nonconforming use, such provisions of this Agreement shall be modified or suspended as may be necessary to comply with such federal, state, county or multi-jurisdictional laws or regulations, and this Agreement shall remain in full force and effect to the extent it is not inconsistent with such laws or regulations and to the extent such laws or regulations do not render such remaining provision impractical to enforce. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.7. Regulation by Other Public Agencies. It is acknowledged by the parties that other public agencies not subject to control by the City may possess authority to regulate aspects of the Development as contemplated herein, and this Agreement does not limit the authority of such other public agencies. Developer acknowledges and represents that, in addition to the Land Use Regulations, Developer shall, at all times, comply with all applicable federal, state and local laws and regulations applicable to the Development and that do not have an exception for a legal nonconforming use. To the extent such other public agencies preclude development or maintenance of the Development and do not have an exception for a legal nonconforming use, Developer shall not be further obligated under this Agreement except as provided in Section 8.1. Notwithstanding the foregoing, if such action by another public agency materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.8. Public Improvements. Notwithstanding any provision herein to the contrary, the City shall retain the right to condition any Subsequent Development Approvals on the

requirement that Developer pay subsequently required development fees, and/or construct certain subsequently required public infrastructure ("Exactions") at such time as the City shall determine, subject to the following conditions:

5.8.1. The payment or construction must be to alleviate an impact caused by the Development or be of benefit to the Development; and

5.8.2. The timing of the Exaction should be reasonably related to the development of the Development, and said public improvements shall be phased to be commensurate with the logical progression of the development of the Development, as well as the reasonable needs of the public.

5.8.3. It is understood, however, that if the there is a material increase in cost to Developer, or such action by the City otherwise materially impacts Developer or its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.9. Fees, Taxes and Assessments. During the Term of this Agreement, the City shall not, without the prior written consent of Developer, impose any additional fees, taxes or assessments on all or any portion of the Development, except such fees, taxes and assessments as are described in or required by this Operating Agreement and/or the Development Approvals. However, this Operating Agreement shall not prohibit the application of fees, taxes or assessments upon the Site only and not on the Digital Billboard or Developer directly, except as follows:

5.9.1. Developer shall be obligated to pay those fees, taxes or City assessments and any increases in same which exist as the Effective Date and applicable to the Development or are included in the Development Approvals;

5.9.2. Developer shall be obligated to pay any fees or taxes, and increases thereof, imposed on a City-wide basis such as, but not limited to, business license fees or taxes or utility taxes applicable to the Development;

5.9.3. Developer shall be obligated to pay all fees applicable to any permit applications as charged by the City at the time such application(s) are filed by Developer; and

5.9.4. Developer shall be obligated to pay any fees imposed pursuant to any Uniform Code that existed when the permit applications are filed by Developer or that exist when Developer applies for any Subsequent Development Approvals.

5.10. Changes. Notwithstanding anything to the contrary herein, if there is a change is such fees as compared to those fees in effect as of the Effective Date, or if any additional fees are charged and such additional or increased fees materially change Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

6. DEVELOPER'S OBLIGATIONS AFTER EXPIRATION OR TERMINATION

6.1. Following the termination or expiration of this Agreement, Developer shall remove the digital display faces from the Digital Billboard and shall restore the printed display faces that were present at the Site before the conversion Project occurred. Such reversion back to printed display faces shall be completed within sixty (60) days after the termination or expiration of the Agreement. The City shall cooperate in providing any permits necessary for such work, if any.

7. REVIEW FOR COMPLIANCE.

7.1. Annual Review. Annually, within sixty (60) days after a written request from City, Developer shall demonstrate its good faith compliance with the terms hereof by providing a written report thereon. If the City Manager finds that Developer is not acting in good faith compliance with this Agreement, the City Manager shall schedule a hearing before the Planning Commission. The City shall provide Developer with written notice of such hearing and a copy of all staff reports and related exhibits as soon as available, but in no event later than five (5) days prior to the hearing. The Planning Commission's determination following such a hearing shall be based on substantial evidence, and shall be subject to appeal to the City Council. If the Planning Commission or City Council, as applicable, finds that the Developer is not in compliance with the terms of this Agreement, the provisions of Section 8 shall govern the parties' rights.

7.2. Special Review. The City Council may, in its sole and absolute discretion, order a special review of compliance with this Agreement at any time at the City's sole cost ("Special Review"). Developer shall cooperate with the City in the conduct of such any Special Review.

7.3. Technological Status. The Parties acknowledge and agree that both City and Developer intend that Developer shall maintain and operate the Digital Billboard in conformance with best available technologies in the industry. If an annual written review report is requested by City as described above, Developer shall submit written documentation designed to demonstrate its compliance with this Section. Notwithstanding the foregoing, Developer shall not be required to actually install an upgrade more frequently than once every 10 years and may be required to do so upon term extension in Section 2.3.

7.4. City Rights of Access. The City, its officers, employees, agents and contractors, shall, in the exercise of the City's police power, have the right, at their sole risk and expense, to enter the Site consistent with any rights the City has obtained by virtue of a recorded easement or other property interests or, if no such interests exist, upon exercise of its police power. If an emergency repair to a public improvement or public facility on the Site is required Developer acknowledges that the City may exercise its police power to enter the Site and conduct such repair after providing Developer and the Site owner with reasonable advance notice. The City also may access the Site in order to implement any of its lawful police powers to address any nuisance, dangerous condition, or other condition prohibited under the City's ordinances.

7.5. Procedure. Each party shall have a reasonable opportunity to assert matters which it believes have not been undertaken in accordance with this Agreement, to explain the basis for such assertion, and to receive from the other party a justification of its position on such matters. If, on the basis of the parties' review of any terms of this Agreement, either party

concludes that the other party has not complied in good faith with the terms of this Agreement, then such party may issue a written "Notice of Non-Compliance" specifying the grounds therefore and all facts demonstrating such non-compliance. The party receiving a Notice of Non-Compliance shall have thirty (30) days to cure or remedy the non-compliance identified in the Notice of Non-Compliance, but if such cure or remedy is not reasonably capable of being cured or remedied within such thirty (30) day period, then the party receiving a Notice of Non-Compliance shall commence to cure or remedy the non-compliance within such thirty (30) day period and thereafter diligently and in good faith prosecute such cure or remedy to completion. If the party receiving the Notice of Non-Compliance does not believe it is out of compliance and contests the Notice of Non-Compliance, it shall do so by responding in writing to said Notice of Non-Compliance within thirty (30) days after receipt of the Notice of Non-Compliance. If the response to the Notice of Non-Compliance has not been received in the office of the party alleging the non-compliance within the prescribed time period, the Notice of Non-Compliance shall be conclusively presumed to be valid. If a Notice of Non-Compliance is contested, the parties shall, for a period of not less than fifteen (15) days following receipt of the response, seek to arrive at a mutually acceptable resolution of the matter(s) occasioning the Notice of Non-Compliance. In the event that a cure or remedy is not timely completed, the party alleging the non-compliance may thereupon pursue the remedies provided in Section 8; provided, however, that if the Notice of Non-Compliance is contested and the parties are not able to arrive at a mutually acceptable resolution of the matter(s) by the end of the fifteen (15) day period, then either party shall have the right to seek a judicial determination of such contested matter. Neither party hereto shall be deemed in breach if the reason for non-compliance is due to "force majeure" as defined in, and subject to the provisions of, Section 10.10.

8. DEFAULT AND REMEDIES.

8.1. Termination of Agreement.

8.1.1. ***Termination of Agreement for Material Default of Developer.*** The City, in its discretion, may terminate this Agreement for any material failure of Developer to perform any material duty or obligation of Developer hereunder or to comply in good faith with the terms of this Agreement (hereinafter referred to as "default" or "breach"); provided, however, the City may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In the event of a termination by the City under this Section 8.1.1, Developer acknowledges and agrees that the City may retain all fees accrued up to the date of the termination, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.2. ***Termination of Agreement for Material Default of City.*** Developer, in its discretion, may terminate this Agreement for any material failure of the City to perform any material duty or obligation of the City hereunder or to comply in good faith with the terms of this Agreement; provided, however, Developer may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In addition, Developer may

terminate this Agreement if, despite Developer's good faith efforts, (1) it is unable to secure the necessary permits and/or compliance with requirements under laws necessary to effectuate the Development, or (2) any governmental agency has concluded a taking or regulatory taking of the Site and/or the Development or (3) the Lease is terminated, or (4) it is unable to profitably operate the Development. In the event of a termination by Developer under this Section 8.1.2, Developer acknowledges and agrees that the City may retain all fees, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that is so terminated that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.3. ***Rights and Duties Following Termination.*** Upon the termination of this Agreement, no party shall have any further right or obligation hereunder except with respect to (i) any obligations to have been performed prior to said termination of this Agreement , (ii) any default in the performance of the provisions of this Agreement which has occurred prior to said termination of this Agreement, (iii) Developer's obligation to remove the terminated Digital Billboard pursuant to Section 2.3, or (iv) any continuing obligations to indemnify other parties.

8.1.4. The termination rights set forth in this Section are in addition to those limited termination rights of Developer as set forth in Section 2.3.

8.2. Remedies.

8.2.1. ***Remedies***. In addition to the rights of termination set forth above, in the event of a default by either party, the non-defaulting party shall have the right to: (i) bring any proceeding in the nature of specific performance, injunctive relief, declaratory relief, or mandamus and/or; (ii) bring any action at law or in equity to compensate the non-defaulting party for all the detriment proximately caused by the defaulting party's default; provided, however, that Developer's sole and exclusive remedy shall be specific performance and Developer shall not have the right to recover monetary damages (compensatory, consequential, punitive, or other) against the City other than attorneys' fees to the extent provided in Section 10.13 below, and the City shall only have the right to recover actual, direct damages (and not consequential or punitive damages) against Developer, as well as attorneys' fees to the extent provided in Section 10.13 below.

9. INSURANCE, INDEMNIFICATION AND WAIVERS.

9.1. Insurance.

9.1.1. ***Types of Insurance.***

(a) *Liability Insurance.* Beginning on the Effective Date hereof and until completion of the Term, Developer shall, at its sole cost and expense, keep or cause to be kept in force for Developer comprehensive broad form general liability insurance against claims and liabilities covered by the indemnification provisions of Section 9.2. Developer has agreed to

indemnify the City hereunder to the extent of the liability insurance coverage with respect to its use, occupancy, disuse or condition of the Site, improvements or adjoining areas or ways, affected by such use of the Site or for property damage, providing protection of at least Two Million Dollars ($2,000,000) for bodily injury or death to any one person, at least Four Million Dollars ($4,000,000) for any one accident or occurrence, and at least One Million Dollars ($1,000,000) for property damage. Developer shall also furnish or cause to be furnished to the City evidence that any contractors with whom Developer has contracted for the performance of any work for which Developer is responsible maintains the same coverage required of Developer.

(b) *Worker's Compensation.* Developer shall also furnish or cause to be furnished to the City evidence that any contractor with whom Developer has contracted for the performance of any work for which Developer is responsible hereunder carries worker's compensation insurance as required by law.

9.1.2. ***Insurance Policy Form, Sufficiency, Content and Insurer.*** All insurance required by express provisions hereof shall be carried only by responsible insurance companies qualified to do business by California with an AM Best Rating of no less than "A". All such policies shall be non-assignable and shall contain language, to the extent obtainable, to the effect that (i) the insurer waives the right of subrogation against the City and against the City's agents and representatives except as provided in this Section; (ii) the policies are primary and noncontributing with any insurance that may be carried by the City, but only with respect to the liabilities assumed by Developer under this Agreement; and (iii) the policies cannot be canceled or materially changed except after written notice by the insurer to the City or the City's designated representative as expeditiously as the insurance company agrees to provide such notice. Developer shall furnish the City with certificates evidencing the insurance required to be procured by the terms of this Agreement.

9.1.3. ***Failure to Maintain Insurance and Proof of Compliance.*** Developer shall deliver to the City, in the manner required for notices, copies of certificates of all insurance policies required of each policy within the following time limits:

(a) For insurance required above, within seven (7) days after the Effective Date or consistent with the requirements of Exhibit "D" (Schedule of Performance)

(b) The City can request to see updated copies of the current certificates of all insurance policies required. The City reserves the right to obtain copies of the entire insurance policy, including endorsements.

(c) If Developer fails or refuses to procure or maintain insurance as required hereby or fails or refuses to furnish the City with required proof that the insurance has been procured and is in force and paid for, the City, after complying with the requirements of Section 7.5, may view such failure or refusal to be a default hereunder.

9.2. Indemnification.

9.2.1. ***General.*** To the fullest extent permitted by law, Developer shall indemnify the City and Owner, and their respective officers, employees, and agents ("Indemnitees") against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions, or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the work, operations, or activities of Developer, its agents, employees, subcontractors, or invitees, hereunder, upon the Site. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the Indemnitees with the fullest protection possible under the law. Developer acknowledges that Indemnitees would not enter into this Agreement in the absence of Developer's commitment to indemnify, defend and protect Indemnitees as set forth herein. Notwithstanding the foregoing, to the extent Developer'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 Developer. Developer's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

(a) Developer will defend any action or actions filed in connection with any of said claims or liabilities covered by the indemnification provisions herein and will pay all costs and expenses, including reasonable legal costs and attorneys' fees incurred in connection therewith, which attorneys will be first approved by the City and hired by the insurance company, where insurance coverage applies.

(b) Developer will promptly pay any judgment rendered against the City or Owner or their respective officers, agents, or employees for any such claims or liabilities arising out of or in connection with such work, operations, or activities of Developer hereunder, and Developer agrees to save and hold the City and Owner and their respective its officers, agents, and employees harmless therefrom.

(c) City shall have the right to offset against the amount of any compensation due to Developer under this Agreement, any amount due to City from Developer as a result of Developer's failure to either pay City promptly for any costs associated with Developer's obligations to indemnify the Indemnitees under this Section, or related to Developer's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

(d) The obligations of Developer under this Section will not be limited by the provisions of any workers' compensation act or similar act. Developer expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

(e) Developer agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every contractor and subcontractor or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. In the event Developer fails to obtain such indemnity obligations from others as required herein, Developer agrees to be fully responsible and

indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Developer's contractors and subcontractors or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

(f) City does not and shall not waive any rights that it may possess against Developer because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

9.2.2. ***Exceptions.*** The foregoing indemnity shall not include claims or liabilities arising from the sole negligence or willful misconduct of the City, or its officers, agents or employees who are directly responsible to the City.

9.2.3. ***Additional Coverage.*** Without limiting the generality of the foregoing, Developer's indemnity obligation shall include any liability arising by reason of:

(a) Any accident or other occurrence in or on the Site causing injury to any person or property whatsoever caused by Developer;

(b) Any failure of Developer to comply with performance of all of the provisions of this Agreement;

(c) Any harm, delays, injuries or other damages incurred by any party as a result of any subsurface conditions on the Site caused solely by Developer, including but not limited to, the presence of buried debris, hazardous materials, hydrocarbons, or any form of soil contamination.

9.2.4. ***Loss and Damage.*** Except as set forth below, the City shall not be liable for any damage to property of Developer, Owner or of others located on the Site, nor for the loss of or damage to any property of Developer, Owner or others by theft or otherwise. Except as set forth below, the City shall not be liable for any injury or damage to persons or property resulting from fire, explosion, steam, gas, electricity, water, rain, dampness or leaks from any part of Site or from the pipes or plumbing, or from the street, or from any environmental or soil contamination or hazard, or from any other latent or patent defect in the soil, subsurface or physical condition of Site, or by any other cause of whatsoever nature. The foregoing two (2) sentences shall not apply (i) to the extent the City or its agents, employees, subcontractors, invitees or representatives causes such injury or damage when accessing the Site, or (ii) to the extent covered in any permits to enter executed by the City, or (iii) under the circumstances set forth in Section 9.2.2 above.

9.2.5. ***Period of Indemnification.*** The obligations for indemnity under this Section 9.2 shall begin upon the Effective Date and shall survive termination or normal expiration

of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity .

9.3. Waiver of Subrogation. Developer and the City mutually agree that neither shall make any claim against, nor seek to recover from the other or its agents, servants, or employees, for any loss or damage to Developer or the City or to any person or property relating to this Agreement, except as specifically provided hereunder, which include but is not limited to a claim or liability to the extent arising from the negligence or willful misconduct of the City or Developer, as the case may be, or their respective officers, agents, or employees who are directly responsible to the City and Developer, as the case may be.

10. MISCELLANEOUS PROVISIONS.

10.1. Recordation of Agreement. This Agreement shall be recorded in "short form" version with the County Recorder by the City Clerk within 10 days of execution. Amendments approved by the parties, and any cancellation, shall be similarly recorded.

10.2. Entire Agreement. This Agreement sets forth and contains the entire understanding and agreement of the parties with respect to the subject matter set forth herein, and there are no oral or written representations, understandings or ancillary covenants, undertakings or agreements which are not contained or expressly referred to herein. No testimony or evidence of any such representations, understandings or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Agreement.

10.3. Severability. If any term, provision, covenant or condition of this Agreement shall be determined invalid, void or unenforceable, then that term, provision, covenant or condition of this Agreement shall be stricken and the remaining portion of this Agreement shall remain valid and enforceable if that stricken term, provision, covenant or condition is not material to the main purpose of this Agreement, which is to allow the Development to be permitted and operated and to provide the Development Fee to the City; otherwise, this Agreement shall terminate in its entirety, unless the parties otherwise agree in writing, which agreement shall not be unreasonably withheld.

10.4. Interpretation and Governing Law. This Agreement and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California. This Agreement shall be construed as a whole according to its fair language and common meaning, to achieve the objectives and purposes of the parties hereto. The rule of construction, to the effect that ambiguities are to be resolved against the drafting party or in favor of the non-drafting party, shall not be employed in interpreting this Agreement, all parties having been represented by counsel in the negotiation and preparation hereof.

10.5. Section Headings. All section headings and subheadings are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

10.6. Singular and Plural. As used herein, the singular of any word includes the plural.

10.7. Time of Essence. Time is of the essence in the performance of the provisions of this Agreement as to which time is an element.

10.8. Waiver. Failure of a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement thereafter.

10.9. No Third Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit for the parties and Owner and their respective successors and assigns. No other person shall have any right of action based upon any provision of this Agreement.

10.10. Force Majeure. Notwithstanding any provision to the contrary herein, neither party shall be deemed to be in default where failure or delay in performance of any of its obligations under this Agreement is caused by earthquakes, other acts of God, fires, rains, winds, wars, terrorism, riots or similar hostilities, strikes and other labor difficulties beyond the party's control (including the party's employment force), government actions and regulations (other than those of the City), court actions (such as restraining orders or injunctions), or other causes beyond the party's reasonable control. If any such events shall occur the term of this Agreement then the time for performance shall be extended for the duration of each such event, provided that the Term of this Agreement shall not be extended under any circumstances for more than five (5) years beyond the date it would have otherwise expired, and further provided that if such delay is longer than six (6) months, Developer may terminate this Agreement upon written notice to the City and the City shall return to Developer any portion of the Development fee paid for any period after the effective date of such termination.

10.11. Mutual Covenants. The covenants contained herein are mutual covenants and also constitute conditions to the concurrent or subsequent performance by the party benefited thereby of the covenants to be performed hereunder by such benefited party.

10.12. Counterparts. This Agreement may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

10.13. Litigation. Any action at law or in equity arising under this Agreement or brought by any party hereto for the purpose of enforcing, construing or determining the validity of any provision of this Agreement shall be filed and tried in the Superior Court of the County of Los Angeles, State of California, or such other appropriate court in said county. Service of process on the City shall be made in accordance with California law. Service of process on Developer shall be made in any manner permitted by California law and shall be effective whether served inside or outside California. In the event of any action between the City and Developer seeking enforcement of any of the terms and conditions to this Agreement, the prevailing party in such action shall be awarded, in addition to such relief to which such party is entitled under this Agreement, its reasonable litigation costs and expenses, including without limitation its expert witness fees and reasonable attorneys' fees.

10.14. Covenant Not To Sue. The parties to this Agreement, and each of them, agree that this Agreement and each term hereof are legal, valid, binding, and enforceable. The parties to this Agreement, and each of them, hereby covenant and agree that each of them will not commence, maintain, or prosecute any claim, demand, cause of action, suit, or other proceeding against any other party to this Agreement, in law or in equity, which is based on an allegation, or assert in any such action, that this Agreement or any term hereof is void, invalid, or unenforceable.

10.15. Development as a Private Undertaking. It is specifically understood and agreed by and between the parties hereto that the Development is a private development, that neither party is acting as the agent of the other in any respect hereunder, and that each party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Agreement. No partnership, joint venture or other association of any kind is formed by this Agreement. The only relationship between the City and Developer is that of a government entity regulating the development of private property, on the one hand, and the holder of a legal or equitable interest in such private property on the other hand. The City agrees that by its approval of, and entering into, this Agreement, that it is not taking any action which would transform this private development into a "public work" development, and that nothing herein shall be interpreted to convey upon Developer any benefit which would transform Developer's private development into a public work project, it being understood that this Agreement is entered into by the City and Developer upon the exchange of consideration described in this Agreement, including the Recitals to this Agreement which are incorporated into this Agreement and made a part hereof, and that the City is receiving by and through this Agreement the full measure of benefit in exchange for the burdens placed on Developer by this Agreement.

10.16. Further Actions and Instruments. Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this Agreement and the satisfaction of the conditions of this Agreement. Upon the request of either party at any time, the other party shall promptly execute, with acknowledgment or affidavit if reasonably required, and file or record such required instruments and writings and take any actions as may be reasonably necessary under the terms of this Agreement to carry out the intent and to fulfill the provisions of this Agreement or to evidence or consummate the transactions contemplated by this Agreement.

10.17. Eminent Domain. No provision of this Agreement shall be construed to limit or restrict the exercise by the City of its power of eminent domain or Developer's right to seek and collect just compensation or any other remedy available to it.

10.18. Amendments in Writing/Cooperation. This Agreement may be amended only by written consent of both parties specifically approving the amendment (which approval shall not be unreasonably withheld, conditioned or delayed). The parties shall cooperate in good faith with respect to any amendment proposed in order to clarify the intent and application of this Agreement, and shall treat any such proposal on its own merits, and not as a basis for the introduction of unrelated matters. Minor, non-material modifications may be approved on behalf of the City by the City Manager upon reasonable approval by the City Attorney.

10.19. Assignment. Developer shall have the right to transfer or assign its rights and obligations under this Agreement (collectively, an "Assignment") to any person or entity (an "Assignee") in connection with a transfer or assignment of all of Developer's interest in the Lease without the prior approval of the City; provided that, (a) Developer shall notify City in writing of such proposed Assignment at least thirty (30) days prior to the effective date of any proposed Assignment, and (b) Developer and Assignee shall enter into a written assignment and assumption agreement, executed in recordable form, pursuant to which Assignee shall agree to assume all duties and obligations of Developer under this Agreement remaining to be performed at the time of the Assignment.

10.20. Corporate Authority. The person(s) executing this Agreement on behalf of each of the parties hereto represent and warrant that (i) such party, if not an individual, is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which such party is bound.

10.21. Notices. All notices under this Agreement shall be effective when delivered by United States Postal Service mail, registered or certified, postage prepaid return receipt requested, and addressed to the respective parties as set forth below, or to such other address as either party may from time to time designate in writing by providing notice to the other party:

If to the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attn: City Manager
If to Developer:	Clear Channel Outdoor, LLC 19320 Harborgate Way Torrance, CA 90501 Attn: Vice President, Real Estate & Public Affairs
With a copy to:	Clear Channel Outdoor, LLC 2325 E. Camelback Road, Suite 250 Phoenix, AZ 85016 Attn: Operations Counsel

10.22. Nonliability of City Officials. No officer, official, member, employee, agent, or representatives of the City shall be liable for any amounts due hereunder, and no judgment or execution thereon entered in any action hereon shall be personally enforced against any such officer, official, member, employee, agent, or representative.

10.23. No Brokers. The City and Developer each represent and warrant to the other that it has not employed any broker and/or finder to represent its interest in this transaction. Each party agrees to indemnify and hold the other free and harmless from and against any and all

liability, loss, cost, or expense (including court costs and reasonable attorneys' fees) in any manner connected with a claim asserted by any individual or entity for any commission or finder's fee in connection with this Agreement or arising out of agreements by the indemnifying party to pay any commission or finder's fee.

10.24. No Amendment of Lease. Nothing contained in this Agreement shall be deemed to amend or modify any of the terms or provisions of the Lease. Nothing contained in this Agreement shall constitute or be deemed to constitute a limit on any of Developer's obligations under the Lease, or any of Owner's rights or remedies against Developer under the Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first set forth above.

BY THE CITY OF SANTA FE SPRINGS

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

Developer:

CLEAR CHANNEL OUTDOOR, LLC,

a Delaware limited liability company

_____
Bryan Parker, Executive Vice President
Real Estate and Public Affairs

[end of signatures]

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

EXHIBIT "A"

LEGAL DESCRIPTION OF SITE

All that certain real property located in the City of Santa Fe Springs, County of Los Angeles, State of California more particularly described as follows:

Legal Description:

COLIMA TRACT IN THE RANCHO SANTA GERTRUDES THAT PART SHOWN AS SBE 872-19-285 PAR 3 PART OF NICOLAS S COLIMA 113 AC ALLOT AND PART OF HEIRS OF A S C DE ACUNA 100 AC ALLOT

APN: 8168-011-803.

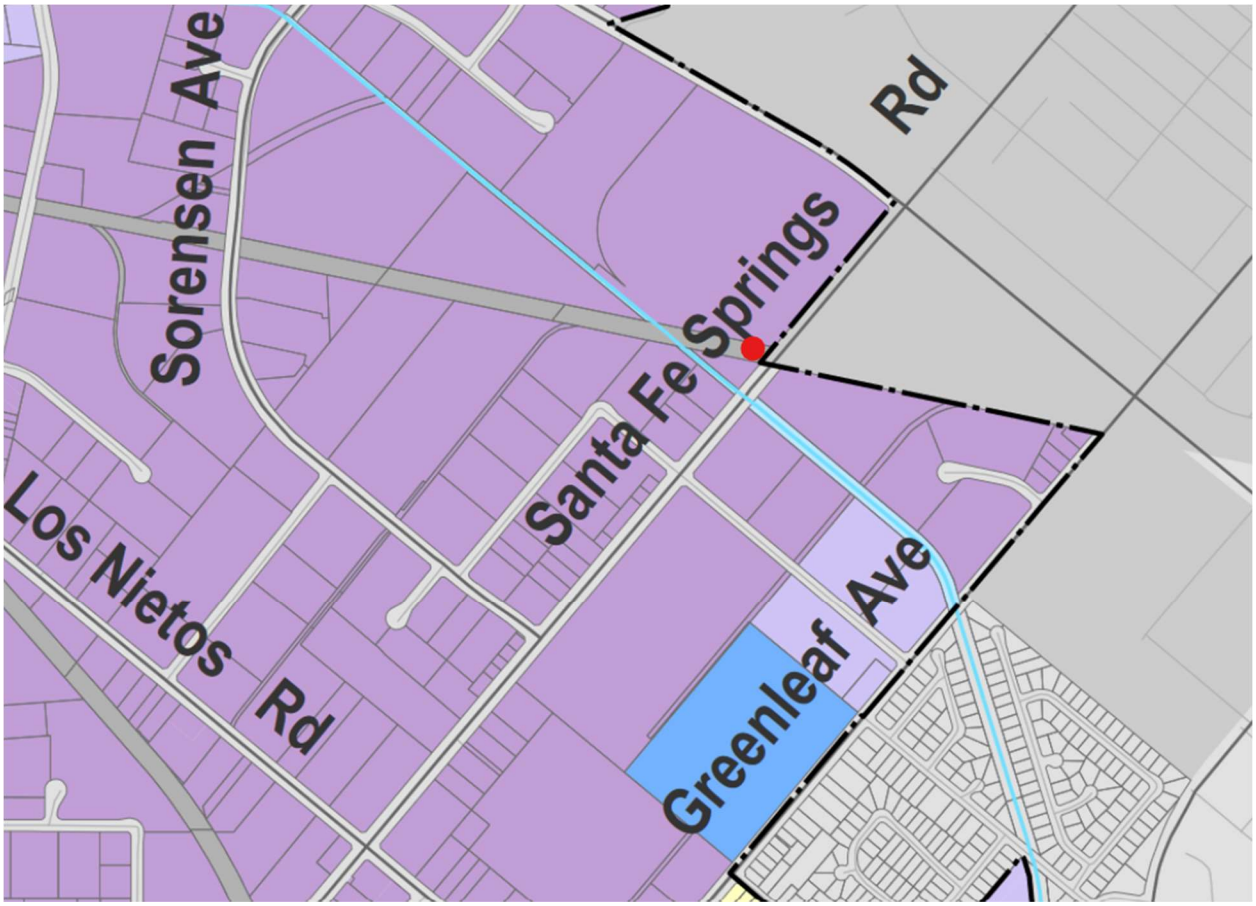


EXHIBIT "B"

SCOPE OF DEVELOPMENT

Developer and the City agree that the Development shall be undertaken in accordance with the terms of the Agreement, which include the following:

1. The Development. Developer currently owns and operates an existing lawfully-permitted double-faced 12' x 25' outdoor advertising sign with two printed display faces. Developer shall replace sign in place as a double-faced 12' x 25' outdoor advertising sign with two digital display faces. The Site shall be maintained in accordance with the conditions at Paragraph 3 below.

2. Building Fees. Developer shall pay all applicable City building fees, as described at Section 5.3 of the Agreement, at the time that the building permit is issued for the installation of the Digital Billboard.

3. Maintenance and Access. Developer, for itself and its successors and assigns, hereby covenants and agrees to be responsible for the following:

(a) Maintenance and repair of the Digital Billboard (where authorized pursuant to the Agreement, and including but not limited to, the displays installed thereon, and all related on-site improvements and, if applicable, easements and rights-of-way, at its sole cost and expense), including, without limitation, landscaping, poles, lighting, signs and walls (as they relate to the Development) shall be in good repair, free of graffiti, rubbish, debris and other hazards to persons using the same, and in accordance with all applicable laws, rules, ordinances and regulations of all federal, state, and local bodies and agencies having jurisdiction over the Site, unless those federal, state, and local bodies have an exception for a legal nonconforming use. Such maintenance and repair shall include, but not be limited to, the following: (i) sweeping and trash removal related to the Development; (ii) the care and replacement of applicable screening and City branding if damaged by the Development; (iii) the ongoing maintenance by Developer of any access road to the Digital Billboard if damaged by the Development and to minimize dust caused by the Development; and (iii) the repair, replacement and repainting of the Digital Billboard's structures and displays as necessary to maintain such billboards in good condition and repair.

(b) Maintenance of the Digital Billboard and surrounding portion of the Site in such a manner as to avoid the reasonable determination of a duly authorized official of the City that a public nuisance has been created by the absence of adequate maintenance of the Development such as to be detrimental to the public health, safety or general welfare, or that such a condition of deterioration or disrepair causes appreciable harm or is materially detrimental to property or improvements within three hundred (300) feet of the Site.

(c) Developer shall reasonably coordinate with any neighboring property owners who share utilities or access roads to their separate respective billboards. The City may

designate alternative access for planning purposes so long as such alternative access allows Developer to access its billboard and related utilities.

4. Other Rights of the City. In the event of any violation or threatened violation of any of the provisions of this Exhibit "B", then in addition to, but not in lieu of, any of the rights or remedies the City may have to enforce the provisions of the Agreement, the City shall have the right, after complying with Section 7.4 of the Agreement, (i) to enforce the provisions hereof by undertaking any maintenance or repairs required by Developer under Paragraph 3 above (subject to the execution of a permit to enter in form reasonably acceptable to Owner) and charging Developer for any actual maintenance costs incurred in performing same, and (ii) to withhold or revoke, after giving written notice of said violation, any building permits, occupancy permits, certificates of occupancy, business licenses and similar matters or approvals pertaining to the Development or any part thereof or interests therein as to the violating person or one threatening violation.

5. No City Liability. The granting of a right of enforcement to the City does not create a mandatory duty on the part of the City to enforce any provision of the Agreement. The failure of the City to enforce the Agreement shall not give rise to a cause of action on the part of any person. No officer or employee of the City shall be personally liable to Developer, its successors, transferees or assigns, for any default or breach by the City under the Agreement.

6. Conditions of Approval. The following additional conditions shall apply to the installation of the Digital Billboard and applicable screening and City branding, shall conform to all applicable provisions of the Development Approvals and the following conditions, in a manner subject to the approval of the Director of Community Development or his or her designee:

(a) A building permit will be required, and structural calculations shall be prepared by a licensed civil engineer and approved by the City Building Official.

(b) The Billboard shall be located in the portion of the Site shown on Exhibit "C-1", and shall be of the dimensions described in Section 1, above.

(c) The size and design of each sign display of the Digital Billboard shall satisfy the requirements of Ordinance No. 1146, as depicted in the Site Plan at Exhibit "C-1" and Billboard Elevation at Exhibit "C-2" both approved by the City as part of the Development Approvals.

(d) Plans and specifications for the proposed installation of the Digital Billboard shall be submitted to the City Community Development and Building Departments for plan check and approval prior to the issuance of building permits and electrical permits.

(f) Prior to the approval of the final inspection, all applicable conditions of approval and all mandatory improvements shall be completed to the reasonable satisfaction of the City.

(g) Developer shall maintain the Digital Billboard and use thereof in full compliance with all applicable codes, standards, policies and regulations imposed by the City, county, state or federal agencies by any duly and valid City, county or state ordinance with jurisdiction over the facilities, unless the Development is exempted as a legal nonconforming use.

(h) Developer shall, at all times, comply with the approval for the Digital Billboard from the California Department of Transportation Outdoor Advertising Division, and shall maintain acceptable clearance between proposed billboards and Southern California Edison distribution lines.

(i) Developer shall pay any and all applicable fees due to any public agency prior to the final issuance of the applicable building or electrical permits.

(j) The activities proposed in the Agreement shall be conducted completely upon the Site and shall not use or encroach on any public right-of-way.

(k) Developer shall ensure that all access to the Digital Billboard is kept restricted to the general public to the extent permitted under local laws and by the Development Approvals.

(l) If any portion of the billboard or applicable screening and City branding installed on the Digital Billboard is damaged by the Development or becomes damaged or otherwise in need of replacement, as determined by the City's Director of Community Development or his or her designee, Developer shall ensure that the replacement is accomplished within fourteen (14) days of notification by the City, unless such time is extended by the City's Director of Community Development or his or her designee if Developer shows unusual circumstances requiring more time to accomplish such replacement.

(m) Developer shall use the existing billboard utilities and upgrade only if necessary. The utilities shall be screened or otherwise concealed to the extent practical, as determined by the Director of Community Development.

(n) Developer shall comply with all necessary federal National Pollutant Discharge Elimination System (NPDES) requirements pertaining to the proposed use, to the extent applicable.

(o) All graffiti shall be adequately and completely removed or painted over within 48 hours of notice to Developer of such graffiti being affixed on the Development.

(p) Prior to final sign off of the building permit for the Digital Billboard, the applicable screening and City branding shall be installed at the Site.

(q) Developer shall comply with State law regarding the limitation of light or glare or such other standards as adopted by the Outdoor Advertising Association of America, Inc. (OAAA), including but not limited to, the 0.3 foot-candles limitation over ambient light levels and ensuring additional flexibility in reducing such maximum light level standard given the lighting

environment, the obligation to have automatic diming capabilities, as well as providing the City's Director of Community Development or his or her designee with a designated Developer employee's phone number and/or email address for emergencies or complaints that will be monitored 24 hours a day/7 days per week. Upon any reasonable complaint by the City's Director of Community Development or designee, Developer shall dim the display to meet these guidelines and further perform a brightness measurement of the display using OAAA standards and provide the City with the results of same within 5 days of the City's complaint.

EXHIBIT “C-1”



A demonstration of a sign similar to the one covered in this agreement.

EXHIBIT “C-2”

BILLBOARD ELEVATION

The elevation of the sign structure and the proposed digital faces shall be the same as the existing elevation of the sign structure and the printed faces that are currently installed.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

ITEM OF PERFORMANCE	TIME FOR PERFORMANCE	REFERENCE
1. City's Planning Commission holds public hearing and recommends approval of Agreement and Conditions of Approval		Recitals
2. City's City Council holds hearings to approve Agreement by Resolution 1146.	October 15, 2024; provided Developer has fully executed the Agreement	Recitals
3. Effective Date of this Agreement.	November 13, 2024; provided City Council approves the Agreement by Resolution No. 9935 and all parties have fully executed the Agreement	1.1.10
4. City to approve all construction and engineering drawings and specifications with a plan check approval, and issue a building permit and an electrical permit. City agrees to any necessary building or electrical permits need for Developer to acquire the Caltrans approvals. Developer agrees not to commence construction until it receives the applicable Caltrans approvals.	Within 30 days of City's receipt of Developer's construction drawings and specifications addressing all of City's comments.	
5. Developer to provide copy of Caltrans approval to City	Prior to commencing any inspections and work on the Development.	5.3, 5.4

6. Developer to submit proof of insurance to City.	Prior to commencing any inspections and work on the Development	9.1.2
7. Developer pays Processing Fee	Thirty days from the date that the billboard becomes Operational (Commencement Date)	2.4
8. Developer pays City annual installments of the Development Fee	Within ninety (90 days) following the Anniversary Date and after the termination of the Term.	2.5

It is understood that this Schedule of Performance is subject to all of the terms and conditions of the text of the Agreement. The summary of the items of performance in this Schedule of Performance is not intended to supersede or modify the more complete description in the text; in the event of any conflict or inconsistency between this Schedule of Performance and the text of the Agreement, the text shall govern.

The time periods set forth in this Schedule of Performance may be altered or amended only by written agreement signed by both Developer and the City. Notwithstanding any extension of the Term in the manner described in, and subject to the provisions of Section 5.5 of the Agreement, the City Manager shall have the authority to approve extensions of time set forth in this Schedule of Performance without action of the City Council, not to exceed a cumulative total of 180 days.

Exempt From Recording Fee Per Gov. Code §6103]

OPERATING AGREEMENT NO. 03-2024

This Operating Agreement (hereinafter "Agreement") is entered into this 4th day of November 2024 (hereinafter the "Effective Date"), by and between the CITY OF SANTA FE SPRINGS (hereinafter "City"), and CLEAR CHANNEL OUTDOOR, LLC, a Delaware limited liability company (hereinafter "Developer").

RECITALS

A. The City of Santa Fe Springs, California (the "City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

B. The City Council adopted Ordinance No. 1146 on October 15, 2024, establishing a poster billboard conversion program, such that the conversion of an existing static poster billboard to an electronic poster billboard shall only be permitted when the City has entered into an Operating Agreement with an electronic poster billboard owner; and

C. Developer has a leasehold interest in that certain portion of real property located at or near the intersection of Imperial Highway and Carmenita Road in the City of Santa Fe Springs, Assessor Parcel Number (APN) 8044-001-007 as more specifically described in Exhibit "A" and depicted in Exhibit "C-1", attached hereto and incorporated herein (the "Site"), upon which Developer currently owns and operates an existing lawfully-permitted double-faced 12' x 25' outdoor advertising sign with two printed display faces. Developer seeks to replace sign in place as a double-faced 12' x 25' outdoor advertising sign with two digital display faces such as the one depicted in Exhibit "C-1" (hereinafter, the "Digital Billboard"). The term the "Project" is hereinafter used to describe the development project described above and that is the subject of this Agreement.

D. The Site is located within the City's Commercial Zone, designated by the General Plan as Commercial Land Use. The City has determined that the Project contemplated herein complies with the City's Zoning Ordinance, which is found in Chapter 155 of the Code of Santa Fe Springs (the "Code"). Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

E. City and Developer agree and acknowledge that the outdoor advertising sign conversion contemplated herein complies with, and serves the purposes enumerated in, California Business & Professions Code Section 5200 *et seq*. (the "California Outdoor Advertising Act"), including, but not limited to, Sections 5412 and 5443.5 and incorporated by reference in the Code as well as the City's regulations regarding signage in the City, which are set forth in Chapter 155, Zoning, Section 155.515 *et seq.*, as amended.

F. In exchange for the approvals sought to convert the printed faces currently existing at the Site to the Digital Billboard, as described above, Developer has offered to:

1. Pay to the City an annual Development Fee, as defined and provided in Section 2.5 below, for the cost to the City to ameliorate the impact of the installation of the digital sign panels on the Digital Billboard; and

2. Pay to the City a one-time Processing Fee and a one-time Economic Development Fee, as are also defined in Sections 2.4 and 2.6, respectively; and

3. On a space-available basis, provide advertising space free of charge to City for the display of community messaging and public service messaging as describe more fully in Section 3. Such space-available free advertising time shall be equally distributed through the hours of operation of the Digital Billboard; and

4. Reimburse the City for the costs of making this Agreement; and

5. Remove the double-faced static billboard located north of 10715 Shoemaker Avenue, Assessor Parcel Number (APN) 8011-017-808.

G. The Site is located within the City's Commercial Zone, designated by the General Plan as Commercial Land Use. Developer and the City agree that an operating agreement should be approved and adopted to memorialize the property expectations of the City and Developer, as more particularly described herein.

H. On October 15, 2024, the City Council of the City, at a duly noticed hearing, approved by Resolution No. 1146 this Agreement, finding that this Agreement: (1) is in the best public interest of the City and its residents; (2) constitutes a present exercise of the City's police power; (3) will not be detrimental to the public's health, safety, or general welfare; and (4) is consistent with the City's General Plan.

I. This Agreement and the proposed Development (as hereinafter defined) will achieve a number of City objectives, including utilizing the Site for a revenue-generating use, and the orderly development, relocation and distribution of existing displays to more appropriate locations within the City, while allowing for the incorporation of modern technology into relocated displays as part of the City's planned development.

J. The purpose of this Agreement is to set forth the rules and regulations applicable to the Development, which shall be accomplished in accordance with this Agreement, including the Scope of Development (Exhibit "B") which sets forth Scope of the Development and the Schedule of Performance (Exhibit "D").

K. In exchange for the benefits to the City described in the Agreement, together with other public benefits in this agreement that will result from the development of the Project (as defined below), Developer will receive by this Agreement assurance that it may proceed with the Project in accordance with Land Use Regulations (as defined below), and therefore desires to enter into this Agreement.

COVENANTS

NOW, THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS AND EXHIBITS.

1.1. Definitions. This Agreement uses a number of terms having specific meanings, as defined below. These specially defined terms are distinguished by having the initial letter capitalized, when used in the Agreement. In addition to the terms defined in the Recitals above, the defined terms include the following:

1.1.1 "Agreement" means this Operating Agreement and all attachments and exhibits hereto.

1.1.2 "Anniversary Date" is the annual reoccurrence of the Commencement Date.

1.1.3 "City" means the City of Santa Fe Springs, a California municipal corporation.

1.1.4 "City Council" means the City Council of the City.

1.1.5 "Commencement Date" is the date that the digital display faces on the Digital Billboard become Operational.

1.1.6 "Developer" means Clear Channel Outdoor, LLC, a Delaware limited liability company and its successors and assigns, duly existing and operating, and doing business at 19320 Harborgate Way, Torrance, CA 90501.

1.1.7 "Development" means the conversion of an existing static poster billboard to an electronic poster billboard.

1.1.8 "Development Approvals" means any and all permits and approvals which may be required by City, affected utility agencies, or any other governmental agency for the construction and/or operation of the Project by Developer pursuant to the Scope of Development, including but not limited to, necessary permits and approvals required from the California Department of Transportation ("CalTrans"), if applicable. Pursuant to Article 19, Sections 15300 and 15302 of the California Environmental Quality Act ("CEQA") guidelines, digital sign conversions are categorically exempt from CEQA review, as the development contemplates only the replacement or reconstruction of sign faces on the existing structures on the Site, involving digital panels of the same size, purpose, and capacity as the printed faces they replace.

1.1.9 "Digital Billboard" shall have the meaning set forth in the Recitals

1.1.10 "Effective Date" means the date when all the following have occurred: (i) the Agreement is signed by both Developer and City, (ii) the Agreement is approved by Resolution

No. 1146 and effective, and not subject to referendum, (iii) all conditions precedent to its effectiveness have been satisfied, and (iv) after expiration of all applicable appeal periods.

1.1.11 "Final Permits" shall mean all necessary/required permits and inspections by all governmental and utility agencies, to construct, operate and maintain the Digital Billboard, and are signed and dated by the Building Official, where applicable.

1.1.12 "Land Use Regulations" means all ordinances, resolutions, codes, rules, regulations and official policies of the City, including, but not limited to, the City's General Plan, Municipal Code and Zoning Code, which govern development and use of the Site, including, without limitation, the permitted use of land, the density or intensity of use, subdivision requirements, the maximum height and size of the Digital Billboard, and the design, improvement and construction standards and specifications applicable to the Development or the Site which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement. Land Use Regulations shall also include the federal National Pollutant Discharge Elimination System ("NPDES") regulations and approvals from the California Department of Transportation Outdoor Advertising Division, to the extent applicable.

1.1.13 "Lease" means the lease or license agreement, as the case may be, for the Site between [owner's name] ("Owner"), the owner of the site as landlord or licensor, and Developer, as tenant or licensee.

1.1.14 "Mortgagee" means a mortgagee of a mortgage, a beneficiary under a deed of trust or any other security-device, a lender or each of their respective successors and assigns.

1.1.15 "Operational" means the Digital Billboard is capable, legally and functionally, of displaying advertising on the digital displays because it is connected to a permanent source of power.

1.1.16 "Project" shall have the same meaning set forth in the Recitals.

1.1.17 "Site" refers to the site described in Recital B and more specifically described on Exhibit "A" attached hereto and incorporated herein.

1.1.18 "Schedule of Performance" means the Schedule of Performance attached hereto as Exhibit "D" and incorporated herein.

1.1.19 "Scope of Development" means the Scope of Development attached hereto as Exhibit "B" and incorporated herein.

1.1.20 "Subsequent Land Use Regulations" means any Land Use Regulations effective after the Effective Date of this Agreement (whether adopted prior to or after the Effective Date of this Agreement) which govern development and use of the Site.

1.1.21 "Subsequent Development Approvals" means any Development Approvals sought by Developer in connection with future changes desired to be made by Developer to the Development following its initial completion. Consistent with the Outdoor Advertising Act (Bus.

& Profs. Code, § 5200 et seq.), the performance of customary maintenance does not require local approvals, but enhancement modification or other change requires approval.

1.1.22 "Term" shall have the meaning provided in Section 2.3, unless earlier terminated as provided in this Agreement.

1.1.23 **Exhibits.** The following documents are attached to, and by this reference made a part of, this Agreement: Exhibit "A" (Legal Description of Site), Exhibit "B" (Scope of Development), Exhibit "C-l" (Site Plan of Site), Exhibit "C-2" (Billboard Elevation), and Exhibit "D" (Schedule of Performance).

2. GENERAL PROVISIONS.

2.1. Binding Effect of Agreement. From and following the Effective Date, actions by the City and Developer with respect to the Development, including actions by the City on applications for Subsequent Development Approvals affecting the Site, shall be subject to the terms and provisions of this Agreement, provided, however, that nothing in this Agreement shall be deemed or construed: (i) to modify or amend the Lease, or any of Developer's obligations thereunder, or to bind or restrict Owner with respect to its ownership or operation of the Site except as expressly set forth herein with respect to the Development, or (ii) to impose any obligation whatsoever on Owner with respect to the Development, except as expressly set forth in this Agreement.

2.2. Interest in Site. The City and Developer acknowledge and agree that Developer is the tenant or licensee of the Site and thus is qualified to enter into and be a party to this Agreement. If Developer's leasehold or license interest is prematurely and legally terminated by Owner in conformance with the Lease, then Developer shall have no further obligations under Section 3(a) of the Scope of Development, attached as Exhibit "B" herein, except as provided under Section 8.1. Additionally, if Developer's leasehold or license interest is prematurely terminated by Owner, then Developer shall have no further obligations under this Agreement for that particular Site, except as provided under Section 8.1. Subject to applicable law, the parties may consider relocation if Developer's leasehold interest in the Site is prematurely terminated.

2.3. Term of Agreement. Unless earlier terminated as provided in this Agreement, the "Term" of this Agreement shall continue in full force and effect for twenty (20) years from the Commencement Date and will terminate on (i) the expiration or earlier termination of the Lease, or (ii) the permanent removal of the Digital Billboard constructed pursuant to the terms hereof, other than its removal for repair or replacement. After said twenty (20) year initial term, Development shall have the option to extend this Agreement for an additional term of ten (10) years. Developer shall exercise that option by providing written notice to the City at least one hundred eighty (180) days before expiration of the initial term. Notwithstanding the foregoing, the (i) if Developer is unable, for reasons beyond Developer's control, to obtain or maintain any permits necessary for the operation of the Digital Billboard; (ii) if the use of the digital faces is prevented or restricted by law, (iii) if, by some cause beyond Developer's control, the operation of the Digital Billboard becomes impossible; or (iv) if the Site Lease is terminated, then Developer shall have the right to terminate the Agreement. Within thirty (30) days after the expiration or termination of this Agreement, the parties shall execute a written cancellation of this Agreement

which shall be recorded with the County Recorder pursuant to Section 10.1 below. The term of this Agreement supersedes any amortization period that may apply under the Code as to any non-conformity as applied to the Site.

2.4. Processing Fee. The Developer shall pay the City a one-time processing fee ("Processing Fee") in the amount of Ten Thousand Dollars ($10,000.00). The City shall retain and use the Processing Fee, or any part thereof, for any public purpose within the City's discretion. The Processing Fee shall be separate from all fees which are standard and uniformly applied to similar projects in the City, including, but not limited to, business license fees (due by Developer to the City annually), one-time plan check fees and building permit fees, and any other fees imposed by Los Angeles County, as may be applicable. The Processing Fee shall be paid by Developer to City within 30 days of the date that the City issues a permit for the Project.

2.5. Development Fee. The potential impacts of the Development on the City and surrounding community are difficult to identify and calculate. Developer and the City agree that an annual development fee paid by Developer to the City would adequately mitigate all such potential impacts. The parties therefore agree that Developer shall pay an annual development fee in the amount of Ten Thousand Dollars ($10,000.00) per digital display faces to the City ("Development Fee") and shall be increased in an amount equal to the Development Fee payable during the preceding year increased by three percent (3%) on subsequent Anniversary Dates. The Development Fee shall be payable in twelve (12) monthly installments, with the first installment due on the first day of the month following the date that the Digital Billboard is Operational (such date, the "Development Fee Commencement Date"). Monthly installment payments shall continue the first day of each subsequent month in the term of this Agreement.

2.5.1. Developer shall notify the City in writing when the digital display faces on the Digital Billboard become Operational for the purpose of determining the Development Fee Commencement Date, however in no event shall this be later than one hundred eighty (180) days from the Effective Date of this Agreement. Notwithstanding the preceding sentence, in the event that Developer is diligently pursuing all governmental and third party permits and/or approvals in addition to any other third-party work that need be completed in order for the Digital Billboard to become operational (such as any state approvals or approvals for Southern California Edison hookups or upgrades), then the time period set forth in the preceding sentence shall be extended for another One Hundred Eighty (180) days upon written notice to the City. Developer shall keep the City updated as to its efforts in these regards. The City's issuance of a permit shall not be unreasonably withheld, provided the issuance of a permit is done in compliance with the terms of this Agreement and said permit is issued in full compliance with applicable codes and standards.

2.6. One-Time Economic Development Fee. Developer shall pay a one-time Economic Development Fee in the amount of Ten Thousand Dollars ($10,000) per Project. Such Economic Development Fee shall be due to the City on the first day of the month following the Effective Date.

3. COMMUNITY BENEFITS. Developer shall also provide the following Community benefits during the entire Term of this Agreement.

3.1. City's Use of the Billboard. Developer shall provide, on a space-available basis, free advertising space on the digital display faces on the Digital Billboard for purposes of posting public service announcements and City-related advertising or announcements ("City Messages"). This time shall be the equivalent of one "spot" within the regular rotation. Such space-available free advertising time to City shall be equally distributed through the hours of operation of the Digital Billboard.

3.2. Provision of Copy and Representations. The City shall submit all proposed copies of City Messages to Developer not less than five (5) business days prior to the date the copy is proposed to be eligible for display, and, with the exception of Public Service Messages described in Section 3.5, the City shall notify Developer in writing not less than twenty (20) days prior to a requested display date. All proposed copy shall be subject to Developer's standard advertising copy rejection and removal policies, which allow Developer to approve or disapprove a copy and remove a copy once posted or displayed. Any content provided by City shall be owned and belong exclusively to the City, and Developer shall not reproduce, sell, or give away any such content without the advance written consent of the City. It is expressly understood and agreed that, absent approval from Developer, City Messages shall not include any names, logos or marks associated with any third-party non-governmental person or entity, or any products or services associated with any third-party non-governmental person or entity.

3.3. Mutual Representations and Warranties.

3.3.1. City represents and warrants that all copy, content and materials supplied by City to Developer for display under this Agreement: (i) are owned or duly licensed by City and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.3.2. Developer represents and warrants that all copy, content and materials displayed by Developer under this Agreement: (i) are owned or duly licensed by Developer and do not infringe or misappropriate the rights of any other person or entity; (ii) comply with all applicable federal, state, and local laws, rules and regulations and any industry codes or rules by which City and/or Developer may be bound and do not contain any obscene, libelous, slanderous or otherwise defamatory materials or refer in an offensive manner to the gender, race or ethnicity of any individual or group; (iii) are accurate and that all claims contained therein have been substantiated; and (iv) do not infringe upon any copyright, trademark or other intellectual property or privacy right of any third party.

3.4. Mutual Indemnification. Each Party ("Indemnifying Party") mutually agrees to indemnify, defend and hold harmless the other Party ("Indemnified Party") for, from and against, any claims, costs (including, but not limited to, court costs and reasonable attorneys' fees), losses, actions or liabilities, arising from or in connection with any third party allegation that any portion of any City Message or Developer advertising infringes or violates the rights, including, but not limited to, copyright, trademark, trade secret or any similar right, of any third party. The Indemnifying Party shall not be liable for any claims, damages, or liabilities caused by the sole negligence or willful misconduct of the Indemnified Party. The Indemnified Party shall promptly notify the Indemnifying Party of the existence of any claim, demand, or other matter, which the Indemnifying Party's indemnification obligations under this Section would apply, and shall give them a reasonable opportunity to settle or defend the same at their own expense and with counsel of their own selection, provided that the Indemnified Party shall at all times also have the right to fully participate in the defense. If the Indemnifying Party, within a reasonable time after this notice, fails to take appropriate steps to settle or defend the claim, demand or the matter, the Indemnified Party shall, upon written notice, have the right, but not the obligation, to undertake such settlement or defense and settle the claim, demand, or other matter on behalf, for the account, and at the risk, of the Indemnifying Party.

3.5. Public Service Messages. During the entire Term of this Agreement and any extension, Developer shall make advertising space immediately available on the digital display faces on the Digital Billboard Faces for the purposes of displaying "Amber Alert" or other similar public service or emergency messages ("Public Service Messages"), at no cost, and in accordance with local and regional emergency protocols.

3.6. Discount Advertising. Developer shall offer a twenty percent (20%) discount off its applicable rates for display of advertising on the Billboard to any business that is a member of the Santa Fe Springs Chamber of Commerce, and has a headquarters and/or office in the City.

4. PROHIBITED USE. Developer shall not utilize the digital display faces on the Digital Billboard to advertise tobacco, marijuana, hashish, "gentlemen's clubs," adult entertainment businesses, sexually oriented materials, use sexually oriented images or language, "obscene matter," as that term is defined in California Penal Code section 311, or any matter that is prohibited by City ordinance existing as of the Effective Date of this Agreement or as may be amended or implemented from time-to-time after the Effective Date and equally applicable to all billboard displays. In addition, the Developer shall at all times comply with Article 7 § 5402 of the Outdoor Advertising Act of the Business and Professions Code. Developer shall immediately remove any prohibited content upon notice from the City. If there is a dispute between Developer and City as to whether any such content is prohibited, Developer shall remove the disputed content until the dispute is resolved.

5. DEVELOPMENT AND IMPLEMENTATION OF THE DEVELOPMENT.

5.1. Rights to Develop. Subject to and during the Term of this Agreement, Developer shall have the right to develop the Site in accordance with, and to the extent of, the Development Approvals, the Land Use Regulations and this Agreement, provided that nothing in this

Agreement shall be deemed to modify or amend any of the pre-existing Land Use Regulations, as more particularly set forth in Section 5.2 below.

5.2. Effect of Agreement on Land Use Regulations. Except as otherwise provided under the terms of this Agreement, the rules, regulations and official policies governing permitted uses of the Site, the density and intensity of use of the of the structure on the Site, the maximum height and size of proposed structures on the Site, and the design, improvement and construction standards and specifications applicable to the Site, shall be as set forth in the Land Use Regulations which are in full force and effect as of the Effective Date of this Agreement, subject to the terms of this Agreement.

5.3. Development Approvals. Developer shall, at its own expense and before commencement of demolition, construction or development of any structures or other work of improvement upon the Site, secure or cause to be secured the Development Approvals and building permit(s) from the City, and any and all permits and approvals which may be required by any other governmental agency or utility affected by such construction, development or work to be performed by Developer pursuant to the Scope of Development; provided, however, that the City acknowledges that the City's Planning Commission and City Council have approved an Initial Study/Negative Declaration for the project, thus complying with, and satisfying the requirements of, the California Environmental Quality Act ("CEQA"). Not by way of limiting the foregoing, in developing and constructing the Development, Developer shall comply with all: (1) applicable development standards in the City's Municipal Code that were in affect at the time the Operating Agreement was approved by the City Council, (2) applicable NPDES requirements pertaining to the Development, and (3) applicable building codes that were in affect at the time the Operating Agreement was approved by the City Council, except as may be permitted through approved variances and modifications. Developer shall pay all normal and customary fees and charges applicable to such permits, and any fees and charges hereafter imposed by the City in connection with the Development which are standard and uniformly-applied to similar projects in the City. Nothing contained in this Agreement shall be deemed to impose any obligation on Owner with respect to the Development Approvals or the Development.

5.4. Timing of Development; Scope of Development. Developer shall commence the Development within the time set forth in the Schedule of Performance, attached hereto as Exhibit "D". "Commencement" of the Development is defined herein as commencement of construction or improvements under the City building permit for the construction of the Digital Billboard on the Site, which shall occur as soon as possible following Developer's receipt of all necessary Development Approvals and Final Permits. In the event that Developer fails to meet the schedule for Commencement of the Development, then after compliance with Section 5.4, either party hereto may terminate this Agreement by delivering written notice to the other party, and, in the event of such termination, neither party shall have any further obligation hereunder. However, if circumstances within the scope of Section 10.10 delay the Commencement or completion of the Development, then such delays shall not constitute grounds for any termination rights found within this Agreement. In such case, the timeline to commence or complete the relevant task shall be extended in the manner set forth at Section 10.10. Notwithstanding the above, Developer shall, at all times, comply with all other obligations set forth in this Agreement regarding the construction or improvement of the Digital Billboard.

Developer shall also maintain the Digital Billboard at all times during the Term in accordance with the maintenance provisions set forth in Section 3 of the Scope of Development, attached as Exhibit "B" herein.

5.5. Changes and Amendments. Developer may determine that changes to the Development Approvals are appropriate and desirable. In the event Developer makes such a determination, Developer may apply in writing for an amendment to the Development Approvals to effectuate such change(s), provided that the City may request written consent from Owner if the modification is deemed material. The parties acknowledge that the City shall be permitted to use its inherent land use authority in deciding whether to approve or deny any such amendment request; provided, however, that in exercising the foregoing reasonable discretion, the City shall not apply a standard different than that used in evaluating requests of other developers. Accordingly, under no circumstance shall the City be obligated in any manner to approve any amendment to the Development Approvals. The City Manager shall be authorized to approve any non-substantive amendment to the Development Approvals without processing an amendment to this Agreement. All other amendments shall require the approval of the City Council. Nothing herein shall cause Developer to be in default if it upgrades the digital displays installed pursuant to this Agreement during the Term of this Agreement to incorporate newer technology; provided Developer shall secure all applicable ministerial permits to do so and such upgrade is consistent with the dimensions and standards for the displays, as provided under this Agreement, Land Use Regulations and Subsequent Land Use Regulations.

5.6. Reservation of Authority.

5.6.1. ***Limitations, Reservations and Exceptions***. Notwithstanding any other provision of this Agreement, the following Subsequent Land Use Regulations shall apply to the Development:

(a) Processing fees and charges of every kind and nature imposed by the City to cover the estimated actual costs to the City of processing applications for Subsequent Development Approvals.

(b) Procedural regulations consistent with this Agreement relating to hearing bodies, petitions, applications, notices, findings, records, hearings, reports, recommendations, appeals and any other matter of procedure. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(c) Changes adopted by the International Conference of Building Officials, or other similar body, as part of the then most current versions of the Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, or National Electrical Code, as adopted by the City as Subsequent Land Use Regulations, if adopted prior to the issuance of a building permit for development of the Digital Billboard. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts

its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

(d) Regulations that are not in conflict with the Development Approvals or this Agreement.

(e) Regulations that are in conflict with the Development Approvals or this Agreement, provided Developer has given written consent to the application of such regulations to the Development.

(f) Applicable federal, state, county and multi-jurisdictional laws and regulations which the City is required to enforce against the Site or the Development, and that do not have an exception for existing signs or legal nonconforming uses.

5.6.2. ***Future Discretion of the City.*** This Agreement shall not prevent the City from denying or conditionally approving any application for a Subsequent Development Approval on the basis of the Land Use Regulations.

5.6.3. ***Modification or Suspension by Federal, State, County, or Multi-Jurisdictional Law.*** In the event that applicable federal, state, county or multi-jurisdictional laws or regulations, enacted after the Effective Date of this Agreement, prevent or preclude compliance with one or more of the provisions of this Agreement, and there is no exception for the legal nonconforming use, such provisions of this Agreement shall be modified or suspended as may be necessary to comply with such federal, state, county or multi-jurisdictional laws or regulations, and this Agreement shall remain in full force and effect to the extent it is not inconsistent with such laws or regulations and to the extent such laws or regulations do not render such remaining provision impractical to enforce. Notwithstanding the foregoing, if such change materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.7. Regulation by Other Public Agencies. It is acknowledged by the parties that other public agencies not subject to control by the City may possess authority to regulate aspects of the Development as contemplated herein, and this Agreement does not limit the authority of such other public agencies. Developer acknowledges and represents that, in addition to the Land Use Regulations, Developer shall, at all times, comply with all applicable federal, state and local laws and regulations applicable to the Development and that do not have an exception for a legal nonconforming use. To the extent such other public agencies preclude development or maintenance of the Development and do not have an exception for a legal nonconforming use, Developer shall not be further obligated under this Agreement except as provided in Section 8.1. Notwithstanding the foregoing, if such action by another public agency materially changes Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.8. Public Improvements. Notwithstanding any provision herein to the contrary, the City shall retain the right to condition any Subsequent Development Approvals on the

requirement that Developer pay subsequently required development fees, and/or construct certain subsequently required public infrastructure ("Exactions") at such time as the City shall determine, subject to the following conditions:

5.8.1. The payment or construction must be to alleviate an impact caused by the Development or be of benefit to the Development; and

5.8.2. The timing of the Exaction should be reasonably related to the development of the Development, and said public improvements shall be phased to be commensurate with the logical progression of the development of the Development, as well as the reasonable needs of the public.

5.8.3. It is understood, however, that if the there is a material increase in cost to Developer, or such action by the City otherwise materially impacts Developer or its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

5.9. Fees, Taxes and Assessments. During the Term of this Agreement, the City shall not, without the prior written consent of Developer, impose any additional fees, taxes or assessments on all or any portion of the Development, except such fees, taxes and assessments as are described in or required by this Operating Agreement and/or the Development Approvals. However, this Operating Agreement shall not prohibit the application of fees, taxes or assessments upon the Site only and not on the Digital Billboard or Developer directly, except as follows:

5.9.1. Developer shall be obligated to pay those fees, taxes or City assessments and any increases in same which exist as the Effective Date and applicable to the Development or are included in the Development Approvals;

5.9.2. Developer shall be obligated to pay any fees or taxes, and increases thereof, imposed on a City-wide basis such as, but not limited to, business license fees or taxes or utility taxes applicable to the Development;

5.9.3. Developer shall be obligated to pay all fees applicable to any permit applications as charged by the City at the time such application(s) are filed by Developer; and

5.9.4. Developer shall be obligated to pay any fees imposed pursuant to any Uniform Code that existed when the permit applications are filed by Developer or that exist when Developer applies for any Subsequent Development Approvals.

5.10. Changes. Notwithstanding anything to the contrary herein, if there is a change is such fees as compared to those fees in effect as of the Effective Date, or if any additional fees are charged and such additional or increased fees materially change Developer's costs or otherwise materially impacts its performance hereunder, Developer may terminate this Agreement upon ninety (90) days prior written notice to the City.

6. DEVELOPER'S OBLIGATIONS AFTER EXPIRATION OR TERMINATION

6.1. Following the termination or expiration of this Agreement, Developer shall remove the digital display faces from the Digital Billboard and shall restore the printed display faces that were present at the Site before the conversion Project occurred. Such reversion back to printed display faces shall be completed within sixty (60) days after the termination or expiration of the Agreement. The City shall cooperate in providing any permits necessary for such work, if any.

7. REVIEW FOR COMPLIANCE.

7.1. Annual Review. Annually, within sixty (60) days after a written request from City, Developer shall demonstrate its good faith compliance with the terms hereof by providing a written report thereon. If the City Manager finds that Developer is not acting in good faith compliance with this Agreement, the City Manager shall schedule a hearing before the Planning Commission. The City shall provide Developer with written notice of such hearing and a copy of all staff reports and related exhibits as soon as available, but in no event later than five (5) days prior to the hearing. The Planning Commission's determination following such a hearing shall be based on substantial evidence, and shall be subject to appeal to the City Council. If the Planning Commission or City Council, as applicable, finds that the Developer is not in compliance with the terms of this Agreement, the provisions of Section 8 shall govern the parties' rights.

7.2. Special Review. The City Council may, in its sole and absolute discretion, order a special review of compliance with this Agreement at any time at the City's sole cost ("Special Review"). Developer shall cooperate with the City in the conduct of such any Special Review.

7.3. Technological Status. The Parties acknowledge and agree that both City and Developer intend that Developer shall maintain and operate the Digital Billboard in conformance with best available technologies in the industry. If an annual written review report is requested by City as described above, Developer shall submit written documentation designed to demonstrate its compliance with this Section. Notwithstanding the foregoing, Developer shall not be required to actually install an upgrade more frequently than once every 10 years and may be required to do so upon term extension in Section 2.3.

7.4. City Rights of Access. The City, its officers, employees, agents and contractors, shall, in the exercise of the City's police power, have the right, at their sole risk and expense, to enter the Site consistent with any rights the City has obtained by virtue of a recorded easement or other property interests or, if no such interests exist, upon exercise of its police power. If an emergency repair to a public improvement or public facility on the Site is required Developer acknowledges that the City may exercise its police power to enter the Site and conduct such repair after providing Developer and the Site owner with reasonable advance notice. The City also may access the Site in order to implement any of its lawful police powers to address any nuisance, dangerous condition, or other condition prohibited under the City's ordinances.

7.5. Procedure. Each party shall have a reasonable opportunity to assert matters which it believes have not been undertaken in accordance with this Agreement, to explain the basis for such assertion, and to receive from the other party a justification of its position on such matters. If, on the basis of the parties' review of any terms of this Agreement, either party

concludes that the other party has not complied in good faith with the terms of this Agreement, then such party may issue a written "Notice of Non-Compliance" specifying the grounds therefore and all facts demonstrating such non-compliance. The party receiving a Notice of Non-Compliance shall have thirty (30) days to cure or remedy the non-compliance identified in the Notice of Non-Compliance, but if such cure or remedy is not reasonably capable of being cured or remedied within such thirty (30) day period, then the party receiving a Notice of Non-Compliance shall commence to cure or remedy the non-compliance within such thirty (30) day period and thereafter diligently and in good faith prosecute such cure or remedy to completion. If the party receiving the Notice of Non-Compliance does not believe it is out of compliance and contests the Notice of Non-Compliance, it shall do so by responding in writing to said Notice of Non-Compliance within thirty (30) days after receipt of the Notice of Non-Compliance. If the response to the Notice of Non-Compliance has not been received in the office of the party alleging the non-compliance within the prescribed time period, the Notice of Non-Compliance shall be conclusively presumed to be valid. If a Notice of Non-Compliance is contested, the parties shall, for a period of not less than fifteen (15) days following receipt of the response, seek to arrive at a mutually acceptable resolution of the matter(s) occasioning the Notice of Non-Compliance. In the event that a cure or remedy is not timely completed, the party alleging the non-compliance may thereupon pursue the remedies provided in Section 8; provided, however, that if the Notice of Non-Compliance is contested and the parties are not able to arrive at a mutually acceptable resolution of the matter(s) by the end of the fifteen (15) day period, then either party shall have the right to seek a judicial determination of such contested matter. Neither party hereto shall be deemed in breach if the reason for non-compliance is due to "force majeure" as defined in, and subject to the provisions of, Section 10.10.

8. DEFAULT AND REMEDIES.

8.1. Termination of Agreement.

8.1.1. ***Termination of Agreement for Material Default of Developer.*** The City, in its discretion, may terminate this Agreement for any material failure of Developer to perform any material duty or obligation of Developer hereunder or to comply in good faith with the terms of this Agreement (hereinafter referred to as "default" or "breach"); provided, however, the City may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In the event of a termination by the City under this Section 8.1.1, Developer acknowledges and agrees that the City may retain all fees accrued up to the date of the termination, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.2. ***Termination of Agreement for Material Default of City.*** Developer, in its discretion, may terminate this Agreement for any material failure of the City to perform any material duty or obligation of the City hereunder or to comply in good faith with the terms of this Agreement; provided, however, Developer may terminate this Agreement pursuant to this Section only after following the procedures set forth in Section 7.5. In addition, Developer may

terminate this Agreement if, despite Developer's good faith efforts, (1) it is unable to secure the necessary permits and/or compliance with requirements under laws necessary to effectuate the Development, or (2) any governmental agency has concluded a taking or regulatory taking of the Site and/or the Development or (3) the Lease is terminated, or (4) it is unable to profitably operate the Development. In the event of a termination by Developer under this Section 8.1.2, Developer acknowledges and agrees that the City may retain all fees, including the Processing Fee and the Development Fee or Alternative Fee, as applicable, paid up to the date of termination, and Developer shall pay the prorated amount of the Development Fee or Alternative Fee, as applicable, within sixty (60) days after the date of termination and removal of the Digital Billboard that is so terminated that equates to the percentage of time elapsed in the year of the Term at the time of termination.

8.1.3. ***Rights and Duties Following Termination.*** Upon the termination of this Agreement, no party shall have any further right or obligation hereunder except with respect to (i) any obligations to have been performed prior to said termination of this Agreement , (ii) any default in the performance of the provisions of this Agreement which has occurred prior to said termination of this Agreement, (iii) Developer's obligation to remove the terminated Digital Billboard pursuant to Section 2.3, or (iv) any continuing obligations to indemnify other parties.

8.1.4. The termination rights set forth in this Section are in addition to those limited termination rights of Developer as set forth in Section 2.3.

8.2. Remedies.

8.2.1. ***Remedies***. In addition to the rights of termination set forth above, in the event of a default by either party, the non-defaulting party shall have the right to: (i) bring any proceeding in the nature of specific performance, injunctive relief, declaratory relief, or mandamus and/or; (ii) bring any action at law or in equity to compensate the non-defaulting party for all the detriment proximately caused by the defaulting party's default; provided, however, that Developer's sole and exclusive remedy shall be specific performance and Developer shall not have the right to recover monetary damages (compensatory, consequential, punitive, or other) against the City other than attorneys' fees to the extent provided in Section 10.13 below, and the City shall only have the right to recover actual, direct damages (and not consequential or punitive damages) against Developer, as well as attorneys' fees to the extent provided in Section 10.13 below.

9. INSURANCE, INDEMNIFICATION AND WAIVERS.

9.1. Insurance.

9.1.1. ***Types of Insurance.***

(a) *Liability Insurance.* Beginning on the Effective Date hereof and until completion of the Term, Developer shall, at its sole cost and expense, keep or cause to be kept in force for Developer comprehensive broad form general liability insurance against claims and liabilities covered by the indemnification provisions of Section 9.2. Developer has agreed to

indemnify the City hereunder to the extent of the liability insurance coverage with respect to its use, occupancy, disuse or condition of the Site, improvements or adjoining areas or ways, affected by such use of the Site or for property damage, providing protection of at least Two Million Dollars ($2,000,000) for bodily injury or death to any one person, at least Four Million Dollars ($4,000,000) for any one accident or occurrence, and at least One Million Dollars ($1,000,000) for property damage. Developer shall also furnish or cause to be furnished to the City evidence that any contractors with whom Developer has contracted for the performance of any work for which Developer is responsible maintains the same coverage required of Developer.

(b) *Worker's Compensation.* Developer shall also furnish or cause to be furnished to the City evidence that any contractor with whom Developer has contracted for the performance of any work for which Developer is responsible hereunder carries worker's compensation insurance as required by law.

9.1.2. ***Insurance Policy Form, Sufficiency, Content and Insurer.*** All insurance required by express provisions hereof shall be carried only by responsible insurance companies qualified to do business by California with an AM Best Rating of no less than "A". All such policies shall be non-assignable and shall contain language, to the extent obtainable, to the effect that (i) the insurer waives the right of subrogation against the City and against the City's agents and representatives except as provided in this Section; (ii) the policies are primary and noncontributing with any insurance that may be carried by the City, but only with respect to the liabilities assumed by Developer under this Agreement; and (iii) the policies cannot be canceled or materially changed except after written notice by the insurer to the City or the City's designated representative as expeditiously as the insurance company agrees to provide such notice. Developer shall furnish the City with certificates evidencing the insurance required to be procured by the terms of this Agreement.

9.1.3. ***Failure to Maintain Insurance and Proof of Compliance.*** Developer shall deliver to the City, in the manner required for notices, copies of certificates of all insurance policies required of each policy within the following time limits:

(a) For insurance required above, within seven (7) days after the Effective Date or consistent with the requirements of Exhibit "D" (Schedule of Performance)

(b) The City can request to see updated copies of the current certificates of all insurance policies required. The City reserves the right to obtain copies of the entire insurance policy, including endorsements.

(c) If Developer fails or refuses to procure or maintain insurance as required hereby or fails or refuses to furnish the City with required proof that the insurance has been procured and is in force and paid for, the City, after complying with the requirements of Section 7.5, may view such failure or refusal to be a default hereunder.

9.2. Indemnification.

9.2.1. ***General.*** To the fullest extent permitted by law, Developer shall indemnify the City and Owner, and their respective officers, employees, and agents ("Indemnitees") against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions, or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the work, operations, or activities of Developer, its agents, employees, subcontractors, or invitees, hereunder, upon the Site. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the Indemnitees with the fullest protection possible under the law. Developer acknowledges that Indemnitees would not enter into this Agreement in the absence of Developer's commitment to indemnify, defend and protect Indemnitees as set forth herein. Notwithstanding the foregoing, to the extent Developer'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 Developer. Developer's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

(a) Developer will defend any action or actions filed in connection with any of said claims or liabilities covered by the indemnification provisions herein and will pay all costs and expenses, including reasonable legal costs and attorneys' fees incurred in connection therewith, which attorneys will be first approved by the City and hired by the insurance company, where insurance coverage applies.

(b) Developer will promptly pay any judgment rendered against the City or Owner or their respective officers, agents, or employees for any such claims or liabilities arising out of or in connection with such work, operations, or activities of Developer hereunder, and Developer agrees to save and hold the City and Owner and their respective its officers, agents, and employees harmless therefrom.

(c) City shall have the right to offset against the amount of any compensation due to Developer under this Agreement, any amount due to City from Developer as a result of Developer's failure to either pay City promptly for any costs associated with Developer's obligations to indemnify the Indemnitees under this Section, or related to Developer's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

(d) The obligations of Developer under this Section will not be limited by the provisions of any workers' compensation act or similar act. Developer expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

(e) Developer agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every contractor and subcontractor or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. In the event Developer fails to obtain such indemnity obligations from others as required herein, Developer agrees to be fully responsible and

indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Developer's contractors and subcontractors or any other person or entity involved by, for, with or on behalf of Developer in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

(f) City does not and shall not waive any rights that it may possess against Developer because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

9.2.2. ***Exceptions.*** The foregoing indemnity shall not include claims or liabilities arising from the sole negligence or willful misconduct of the City, or its officers, agents or employees who are directly responsible to the City.

9.2.3. ***Additional Coverage.*** Without limiting the generality of the foregoing, Developer's indemnity obligation shall include any liability arising by reason of:

(a) Any accident or other occurrence in or on the Site causing injury to any person or property whatsoever caused by Developer;

(b) Any failure of Developer to comply with performance of all of the provisions of this Agreement;

(c) Any harm, delays, injuries or other damages incurred by any party as a result of any subsurface conditions on the Site caused solely by Developer, including but not limited to, the presence of buried debris, hazardous materials, hydrocarbons, or any form of soil contamination.

9.2.4. ***Loss and Damage.*** Except as set forth below, the City shall not be liable for any damage to property of Developer, Owner or of others located on the Site, nor for the loss of or damage to any property of Developer, Owner or others by theft or otherwise. Except as set forth below, the City shall not be liable for any injury or damage to persons or property resulting from fire, explosion, steam, gas, electricity, water, rain, dampness or leaks from any part of Site or from the pipes or plumbing, or from the street, or from any environmental or soil contamination or hazard, or from any other latent or patent defect in the soil, subsurface or physical condition of Site, or by any other cause of whatsoever nature. The foregoing two (2) sentences shall not apply (i) to the extent the City or its agents, employees, subcontractors, invitees or representatives causes such injury or damage when accessing the Site, or (ii) to the extent covered in any permits to enter executed by the City, or (iii) under the circumstances set forth in Section 9.2.2 above.

9.2.5. ***Period of Indemnification.*** The obligations for indemnity under this Section 9.2 shall begin upon the Effective Date and shall survive termination or normal expiration

of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity .

9.3. Waiver of Subrogation. Developer and the City mutually agree that neither shall make any claim against, nor seek to recover from the other or its agents, servants, or employees, for any loss or damage to Developer or the City or to any person or property relating to this Agreement, except as specifically provided hereunder, which include but is not limited to a claim or liability to the extent arising from the negligence or willful misconduct of the City or Developer, as the case may be, or their respective officers, agents, or employees who are directly responsible to the City and Developer, as the case may be.

10. MISCELLANEOUS PROVISIONS.

10.1. Recordation of Agreement. This Agreement shall be recorded in "short form" version with the County Recorder by the City Clerk within 10 days of execution. Amendments approved by the parties, and any cancellation, shall be similarly recorded.

10.2. Entire Agreement. This Agreement sets forth and contains the entire understanding and agreement of the parties with respect to the subject matter set forth herein, and there are no oral or written representations, understandings or ancillary covenants, undertakings or agreements which are not contained or expressly referred to herein. No testimony or evidence of any such representations, understandings or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Agreement.

10.3. Severability. If any term, provision, covenant or condition of this Agreement shall be determined invalid, void or unenforceable, then that term, provision, covenant or condition of this Agreement shall be stricken and the remaining portion of this Agreement shall remain valid and enforceable if that stricken term, provision, covenant or condition is not material to the main purpose of this Agreement, which is to allow the Development to be permitted and operated and to provide the Development Fee to the City; otherwise, this Agreement shall terminate in its entirety, unless the parties otherwise agree in writing, which agreement shall not be unreasonably withheld.

10.4. Interpretation and Governing Law. This Agreement and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California. This Agreement shall be construed as a whole according to its fair language and common meaning, to achieve the objectives and purposes of the parties hereto. The rule of construction, to the effect that ambiguities are to be resolved against the drafting party or in favor of the non-drafting party, shall not be employed in interpreting this Agreement, all parties having been represented by counsel in the negotiation and preparation hereof.

10.5. Section Headings. All section headings and subheadings are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

10.6. Singular and Plural. As used herein, the singular of any word includes the plural.

10.7. Time of Essence. Time is of the essence in the performance of the provisions of this Agreement as to which time is an element.

10.8. Waiver. Failure of a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement thereafter.

10.9. No Third Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit for the parties and Owner and their respective successors and assigns. No other person shall have any right of action based upon any provision of this Agreement.

10.10. Force Majeure. Notwithstanding any provision to the contrary herein, neither party shall be deemed to be in default where failure or delay in performance of any of its obligations under this Agreement is caused by earthquakes, other acts of God, fires, rains, winds, wars, terrorism, riots or similar hostilities, strikes and other labor difficulties beyond the party's control (including the party's employment force), government actions and regulations (other than those of the City), court actions (such as restraining orders or injunctions), or other causes beyond the party's reasonable control. If any such events shall occur the term of this Agreement then the time for performance shall be extended for the duration of each such event, provided that the Term of this Agreement shall not be extended under any circumstances for more than five (5) years beyond the date it would have otherwise expired, and further provided that if such delay is longer than six (6) months, Developer may terminate this Agreement upon written notice to the City and the City shall return to Developer any portion of the Development fee paid for any period after the effective date of such termination.

10.11. Mutual Covenants. The covenants contained herein are mutual covenants and also constitute conditions to the concurrent or subsequent performance by the party benefited thereby of the covenants to be performed hereunder by such benefited party.

10.12. Counterparts. This Agreement may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

10.13. Litigation. Any action at law or in equity arising under this Agreement or brought by any party hereto for the purpose of enforcing, construing or determining the validity of any provision of this Agreement shall be filed and tried in the Superior Court of the County of Los Angeles, State of California, or such other appropriate court in said county. Service of process on the City shall be made in accordance with California law. Service of process on Developer shall be made in any manner permitted by California law and shall be effective whether served inside or outside California. In the event of any action between the City and Developer seeking enforcement of any of the terms and conditions to this Agreement, the prevailing party in such action shall be awarded, in addition to such relief to which such party is entitled under this Agreement, its reasonable litigation costs and expenses, including without limitation its expert witness fees and reasonable attorneys' fees.

10.14. Covenant Not To Sue. The parties to this Agreement, and each of them, agree that this Agreement and each term hereof are legal, valid, binding, and enforceable. The parties to this Agreement, and each of them, hereby covenant and agree that each of them will not commence, maintain, or prosecute any claim, demand, cause of action, suit, or other proceeding against any other party to this Agreement, in law or in equity, which is based on an allegation, or assert in any such action, that this Agreement or any term hereof is void, invalid, or unenforceable.

10.15. Development as a Private Undertaking. It is specifically understood and agreed by and between the parties hereto that the Development is a private development, that neither party is acting as the agent of the other in any respect hereunder, and that each party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Agreement. No partnership, joint venture or other association of any kind is formed by this Agreement. The only relationship between the City and Developer is that of a government entity regulating the development of private property, on the one hand, and the holder of a legal or equitable interest in such private property on the other hand. The City agrees that by its approval of, and entering into, this Agreement, that it is not taking any action which would transform this private development into a "public work" development, and that nothing herein shall be interpreted to convey upon Developer any benefit which would transform Developer's private development into a public work project, it being understood that this Agreement is entered into by the City and Developer upon the exchange of consideration described in this Agreement, including the Recitals to this Agreement which are incorporated into this Agreement and made a part hereof, and that the City is receiving by and through this Agreement the full measure of benefit in exchange for the burdens placed on Developer by this Agreement.

10.16. Further Actions and Instruments. Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this Agreement and the satisfaction of the conditions of this Agreement. Upon the request of either party at any time, the other party shall promptly execute, with acknowledgment or affidavit if reasonably required, and file or record such required instruments and writings and take any actions as may be reasonably necessary under the terms of this Agreement to carry out the intent and to fulfill the provisions of this Agreement or to evidence or consummate the transactions contemplated by this Agreement.

10.17. Eminent Domain. No provision of this Agreement shall be construed to limit or restrict the exercise by the City of its power of eminent domain or Developer's right to seek and collect just compensation or any other remedy available to it.

10.18. Amendments in Writing/Cooperation. This Agreement may be amended only by written consent of both parties specifically approving the amendment (which approval shall not be unreasonably withheld, conditioned or delayed). The parties shall cooperate in good faith with respect to any amendment proposed in order to clarify the intent and application of this Agreement, and shall treat any such proposal on its own merits, and not as a basis for the introduction of unrelated matters. Minor, non-material modifications may be approved on behalf of the City by the City Manager upon reasonable approval by the City Attorney.

10.19. Assignment. Developer shall have the right to transfer or assign its rights and obligations under this Agreement (collectively, an "Assignment") to any person or entity (an "Assignee") in connection with a transfer or assignment of all of Developer's interest in the Lease without the prior approval of the City; provided that, (a) Developer shall notify City in writing of such proposed Assignment at least thirty (30) days prior to the effective date of any proposed Assignment, and (b) Developer and Assignee shall enter into a written assignment and assumption agreement, executed in recordable form, pursuant to which Assignee shall agree to assume all duties and obligations of Developer under this Agreement remaining to be performed at the time of the Assignment.

10.20. Corporate Authority. The person(s) executing this Agreement on behalf of each of the parties hereto represent and warrant that (i) such party, if not an individual, is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which such party is bound.

10.21. Notices. All notices under this Agreement shall be effective when delivered by United States Postal Service mail, registered or certified, postage prepaid return receipt requested, and addressed to the respective parties as set forth below, or to such other address as either party may from time to time designate in writing by providing notice to the other party:

If to the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attn: City Manager
If to Developer:	Clear Channel Outdoor, LLC 19320 Harborgate Way Torrance, CA 90501 Attn: Vice President, Real Estate & Public Affairs
With a copy to:	Clear Channel Outdoor, LLC 2325 E. Camelback Road, Suite 250 Phoenix, AZ 85016 Attn: Operations Counsel

10.22. Nonliability of City Officials. No officer, official, member, employee, agent, or representatives of the City shall be liable for any amounts due hereunder, and no judgment or execution thereon entered in any action hereon shall be personally enforced against any such officer, official, member, employee, agent, or representative.

10.23. No Brokers. The City and Developer each represent and warrant to the other that it has not employed any broker and/or finder to represent its interest in this transaction. Each party agrees to indemnify and hold the other free and harmless from and against any and all

liability, loss, cost, or expense (including court costs and reasonable attorneys' fees) in any manner connected with a claim asserted by any individual or entity for any commission or finder's fee in connection with this Agreement or arising out of agreements by the indemnifying party to pay any commission or finder's fee.

10.24. No Amendment of Lease. Nothing contained in this Agreement shall be deemed to amend or modify any of the terms or provisions of the Lease. Nothing contained in this Agreement shall constitute or be deemed to constitute a limit on any of Developer's obligations under the Lease, or any of Owner's rights or remedies against Developer under the Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first set forth above.

BY THE CITY OF SANTA FE SPRINGS

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

Developer:

CLEAR CHANNEL OUTDOOR, LLC,

a Delaware limited liability company

_____
Bryan Parker, Executive Vice President
Real Estate and Public Affairs

[end of signatures]

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

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 Los Angeles)

On _____, before me, _____, a Notary Public, personally appeared _____, 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 executed the same in his/her authorized capacity(ies), and that by his/her 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.

Signature _____

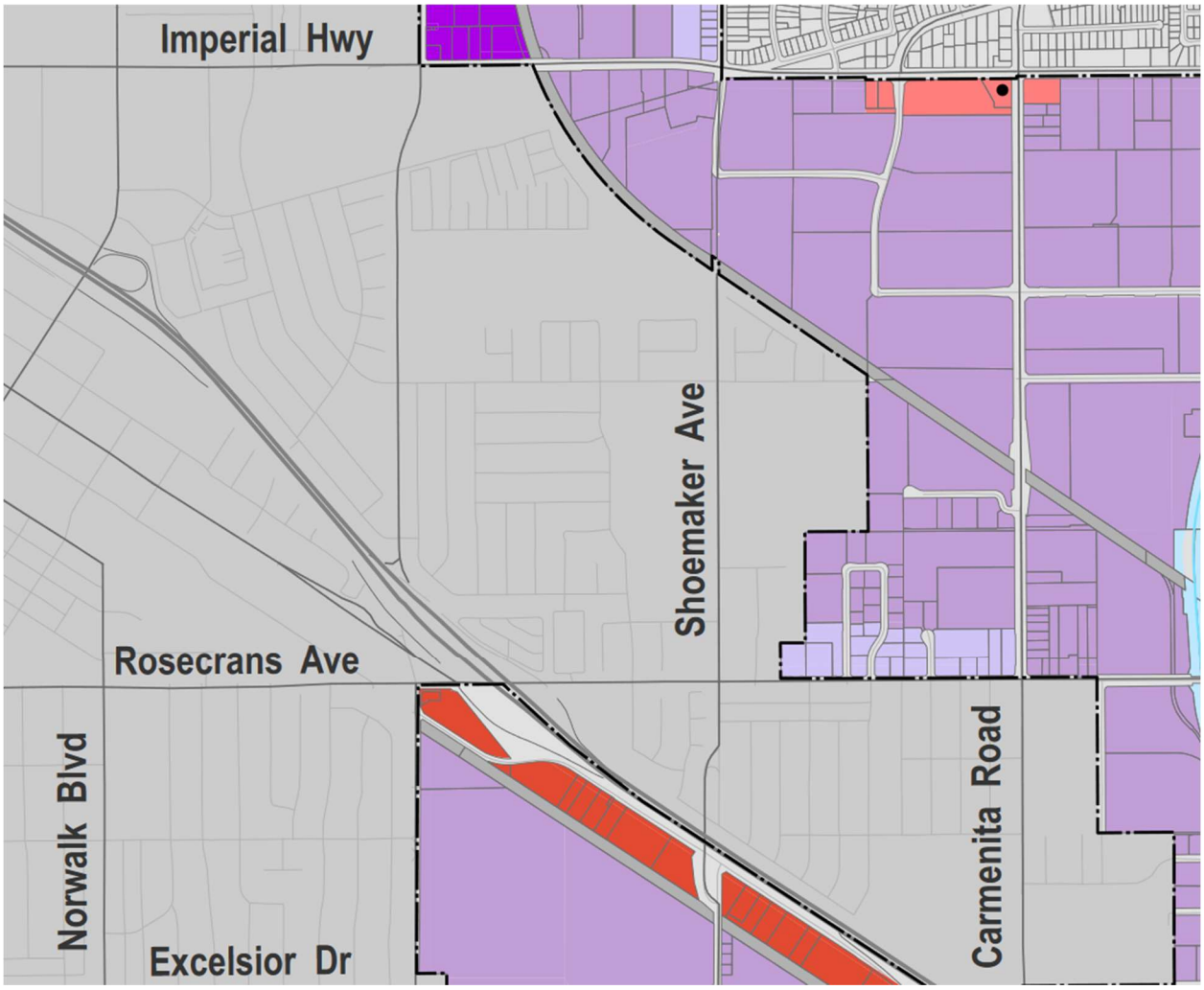
EXHIBIT "A"

LEGAL DESCRIPTION OF SITE

All that certain real property located in the City of Santa Fe Springs, County of Los Angeles, State of California more particularly described as follows:

Legal Description: PARCEL MAP AS PER BK 160 P 23-24 OF P M LOT 1

APN: 8044-001-007



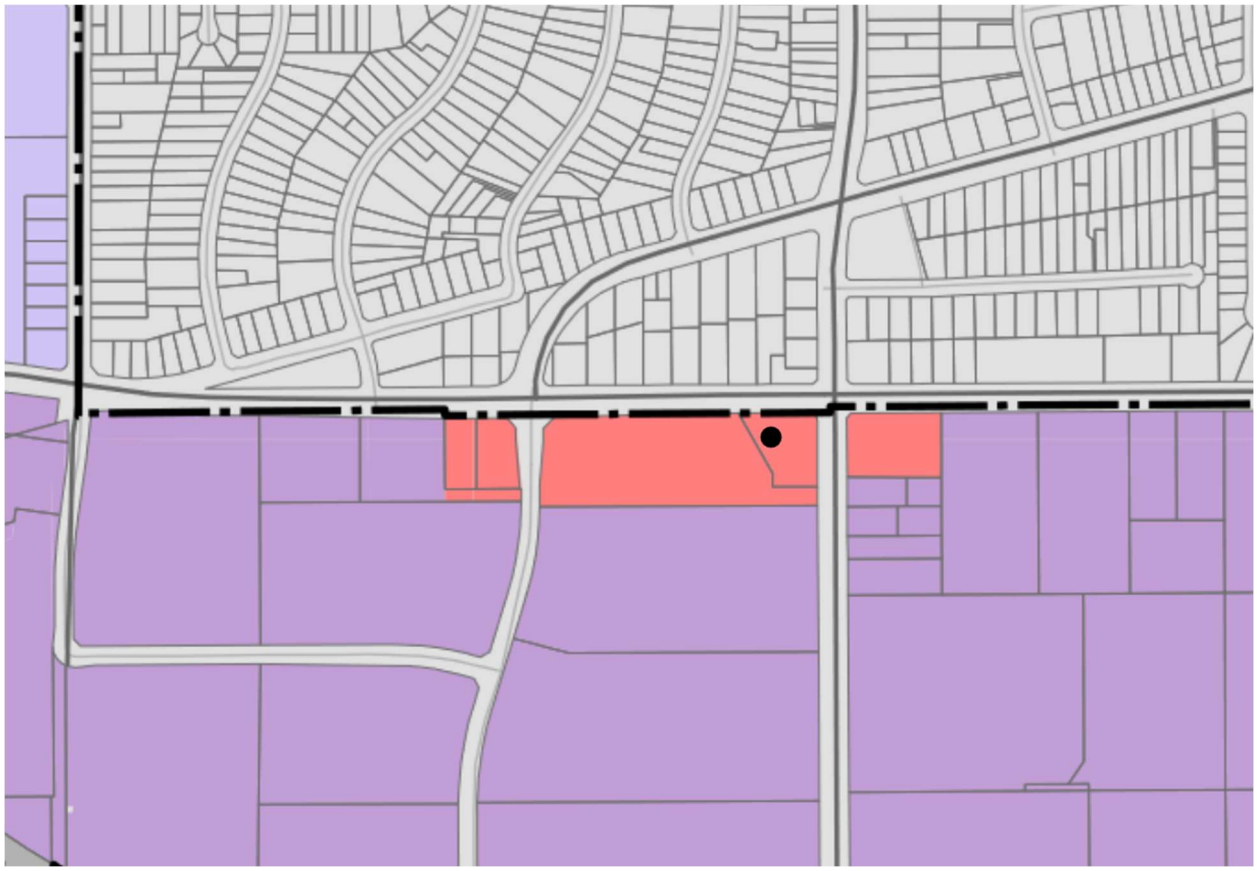


EXHIBIT "B"

SCOPE OF DEVELOPMENT

Developer and the City agree that the Development shall be undertaken in accordance with the terms of the Agreement, which include the following:

1. The Development. Developer currently owns and operates an existing lawfully-permitted double-faced 12' x 25' outdoor advertising sign with two printed display faces. Developer shall replace sign in place as a double-faced 12' x 25' outdoor advertising sign with two digital display faces. The Site shall be maintained in accordance with the conditions at Paragraph 3 below.

2. Building Fees. Developer shall pay all applicable City building fees, as described at Section 5.3 of the Agreement, at the time that the building permit is issued for the installation of the Digital Billboard.

3. Maintenance and Access. Developer, for itself and its successors and assigns, hereby covenants and agrees to be responsible for the following:

(a) Maintenance and repair of the Digital Billboard (where authorized pursuant to the Agreement, and including but not limited to, the displays installed thereon, and all related on-site improvements and, if applicable, easements and rights-of-way, at its sole cost and expense), including, without limitation, landscaping, poles, lighting, signs and walls (as they relate to the Development) shall be in good repair, free of graffiti, rubbish, debris and other hazards to persons using the same, and in accordance with all applicable laws, rules, ordinances and regulations of all federal, state, and local bodies and agencies having jurisdiction over the Site, unless those federal, state, and local bodies have an exception for a legal nonconforming use. Such maintenance and repair shall include, but not be limited to, the following: (i) sweeping and trash removal related to the Development; (ii) the care and replacement of applicable screening and City branding if damaged by the Development; (iii) the ongoing maintenance by Developer of any access road to the Digital Billboard if damaged by the Development and to minimize dust caused by the Development; and (iii) the repair, replacement and repainting of the Digital Billboard's structures and displays as necessary to maintain such billboards in good condition and repair.

(b) Maintenance of the Digital Billboard and surrounding portion of the Site in such a manner as to avoid the reasonable determination of a duly authorized official of the City that a public nuisance has been created by the absence of adequate maintenance of the Development such as to be detrimental to the public health, safety or general welfare, or that such a condition of deterioration or disrepair causes appreciable harm or is materially detrimental to property or improvements within three hundred (300) feet of the Site.

(c) Developer shall reasonably coordinate with any neighboring property owners who share utilities or access roads to their separate respective billboards. The City may

designate alternative access for planning purposes so long as such alternative access allows Developer to access its billboard and related utilities.

4. Other Rights of the City. In the event of any violation or threatened violation of any of the provisions of this Exhibit "B", then in addition to, but not in lieu of, any of the rights or remedies the City may have to enforce the provisions of the Agreement, the City shall have the right, after complying with Section 7.4 of the Agreement, (i) to enforce the provisions hereof by undertaking any maintenance or repairs required by Developer under Paragraph 3 above (subject to the execution of a permit to enter in form reasonably acceptable to Owner) and charging Developer for any actual maintenance costs incurred in performing same, and (ii) to withhold or revoke, after giving written notice of said violation, any building permits, occupancy permits, certificates of occupancy, business licenses and similar matters or approvals pertaining to the Development or any part thereof or interests therein as to the violating person or one threatening violation.

5. No City Liability. The granting of a right of enforcement to the City does not create a mandatory duty on the part of the City to enforce any provision of the Agreement. The failure of the City to enforce the Agreement shall not give rise to a cause of action on the part of any person. No officer or employee of the City shall be personally liable to Developer, its successors, transferees or assigns, for any default or breach by the City under the Agreement.

6. Conditions of Approval. The following additional conditions shall apply to the installation of the Digital Billboard and applicable screening and City branding, shall conform to all applicable provisions of the Development Approvals and the following conditions, in a manner subject to the approval of the Director of Community Development or his or her designee:

(a) A building permit will be required, and structural calculations shall be prepared by a licensed civil engineer and approved by the City Building Official.

(b) The Billboard shall be located in the portion of the Site shown on Exhibit "C-1", and shall be of the dimensions described in Section 1, above.

(c) The size and design of each sign display of the Digital Billboard shall satisfy the requirements of Ordinance No. 1146, as depicted in the Site Plan at Exhibit "C-1" and Billboard Elevation at Exhibit "C-2" both approved by the City as part of the Development Approvals.

(d) Plans and specifications for the proposed installation of the Digital Billboard shall be submitted to the City Community Development and Building Departments for plan check and approval prior to the issuance of building permits and electrical permits.

(f) Prior to the approval of the final inspection, all applicable conditions of approval and all mandatory improvements shall be completed to the reasonable satisfaction of the City.

(g) Developer shall maintain the Digital Billboard and use thereof in full compliance with all applicable codes, standards, policies and regulations imposed by the City, county, state or federal agencies by any duly and valid City, county or state ordinance with jurisdiction over the facilities, unless the Development is exempted as a legal nonconforming use.

(h) Developer shall, at all times, comply with the approval for the Digital Billboard from the California Department of Transportation Outdoor Advertising Division, and shall maintain acceptable clearance between proposed billboards and Southern California Edison distribution lines.

(i) Developer shall pay any and all applicable fees due to any public agency prior to the final issuance of the applicable building or electrical permits.

(j) The activities proposed in the Agreement shall be conducted completely upon the Site and shall not use or encroach on any public right-of-way.

(k) Developer shall ensure that all access to the Digital Billboard is kept restricted to the general public to the extent permitted under local laws and by the Development Approvals.

(l) If any portion of the billboard or applicable screening and City branding installed on the Digital Billboard is damaged by the Development or becomes damaged or otherwise in need of replacement, as determined by the City's Director of Community Development or his or her designee, Developer shall ensure that the replacement is accomplished within fourteen (14) days of notification by the City, unless such time is extended by the City's Director of Community Development or his or her designee if Developer shows unusual circumstances requiring more time to accomplish such replacement.

(m) Developer shall use the existing billboard utilities and upgrade only if necessary. The utilities shall be screened or otherwise concealed to the extent practical, as determined by the Director of Community Development.

(n) Developer shall comply with all necessary federal National Pollutant Discharge Elimination System (NPDES) requirements pertaining to the proposed use, to the extent applicable.

(o) All graffiti shall be adequately and completely removed or painted over within 48 hours of notice to Developer of such graffiti being affixed on the Development.

(p) Prior to final sign off of the building permit for the Digital Billboard, the applicable screening and City branding shall be installed at the Site.

(q) Developer shall comply with State law regarding the limitation of light or glare or such other standards as adopted by the Outdoor Advertising Association of America, Inc. (OAAA), including but not limited to, the 0.3 foot-candles limitation over ambient light levels and ensuring additional flexibility in reducing such maximum light level standard given the lighting

environment, the obligation to have automatic diming capabilities, as well as providing the City's Director of Community Development or his or her designee with a designated Developer employee's phone number and/or email address for emergencies or complaints that will be monitored 24 hours a day/7 days per week. Upon any reasonable complaint by the City's Director of Community Development or designee, Developer shall dim the display to meet these guidelines and further perform a brightness measurement of the display using OAAA standards and provide the City with the results of same within 5 days of the City's complaint.

EXHIBIT “C-1”



A demonstration of a sign similar to the one covered in this agreement.

EXHIBIT “C-2”

BILLBOARD ELEVATION

The elevation of the sign structure and the proposed digital faces shall be the same as the existing elevation of the sign structure and the printed faces that are currently installed.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

	ITEM OF PERFORMANCE	TIME FOR PERFORMANCE	REFERENCE
1.	City's Planning Commission holds public hearing and recommends approval of Agreement and Conditions of Approval		Recitals
2.	City's City Council holds hearings to approve Agreement by Resolution No. 1146.	October 15, 2024; provided Developer has fully executed the Agreement	Recitals
3.	Effective Date of this Agreement.	November 13, 2024; provided City Council approves the Agreement by Resolution No. 9935 and all parties have fully executed the Agreement	1.1.10
4.	City to approve all construction and engineering drawings and specifications with a plan check approval, and issue a building permit and an electrical permit. City agrees to any necessary building or electrical permits need for Developer to acquire the Caltrans approvals. Developer agrees not to commence construction until it receives the applicable Caltrans approvals.	Within 30 days of City's receipt of Developer's construction drawings and specifications addressing all of City's comments.	
5.	Developer to provide copy of Caltrans approval to City	Prior to commencing any inspections and work on the Development.	5.3, 5.4

6. Developer to submit proof of insurance to City.	Prior to commencing any inspections and work on the Development	9.1.2
7. Developer pays Processing Fee	Thirty days from the date that the billboard becomes Operational (Commencement Date)	2.4
8. Developer pays City annual installments of the Development Fee	Within ninety (90 days) following the Anniversary Date and after the termination of the Term.	2.5

It is understood that this Schedule of Performance is subject to all of the terms and conditions of the text of the Agreement. The summary of the items of performance in this Schedule of Performance is not intended to supersede or modify the more complete description in the text; in the event of any conflict or inconsistency between this Schedule of Performance and the text of the Agreement, the text shall govern.

The time periods set forth in this Schedule of Performance may be altered or amended only by written agreement signed by both Developer and the City. Notwithstanding any extension of the Term in the manner described in, and subject to the provisions of Section 5.5 of the Agreement, the City Manager shall have the authority to approve extensions of time set forth in this Schedule of Performance without action of the City Council, not to exceed a cumulative total of 180 days.

ITEM # 39

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Maricela Balderas, Director of Community Services

SUBJECT: **PUBLIC ARTWORK FOR RAISING CANE'S RESTAURANT COMPANY**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Approve the public artwork for Raising Cane's (Raising Cane's) Restaurant Company; and

2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The Raising Cane's property owner will pay for the public artwork and installation as part of the Heritage Artwork in Public Places Program (HAPP) development requirement. There is no impact to the General Fund.

BACKGROUND

At its October 29, 2024 meeting, the Heritage Arts Advisory Committee (HAAC) reviewed and approved a public art concept for Raising Cane's. The artwork is 147 square (sq.) foot (ft.) of 3D red and white illuminated letters spelling out "Santa Fe Springs". The artwork will be placed on the northeast corner intersection of Imperial Highway and Bloomfield Avenue. The Project Site is a 2,899 sq. ft. building with 10,287 sq. ft. landscaping located 12623 Imperial Highway, on a parcel measuring approximately 2.17 acres. Upon completion of the approved building, the applicant will operate the Raising Cane's restaurant, with a friendly outdoor experience and drive-through component.

Raising Cane's, was established in 1996, by founder Todd Graves, with a vision of "One, Dream, One Love, and One Community", building its first location at the north gates of

Louisiana State University. Its namesake is after his Labrador retriever who frequented the original restaurant construction site. Raising Cane's restaurant has since grown to hundreds of locations nationwide specializing in chicken fingers and sandwiches, along with sides of coleslaw, Texas toast, crispy, crinkle-cut fries and Cane's sauce.

ANALYSIS

With an approximate art requirement of $16,000.00 Raising Cane's representatives estimate the cost of this artwork project to be $28,200.00. In addition, although not part of the HAPP requirement, the interior of the restaurant will include historic highlights of the Santa Fe Springs community. The maintenance of the artwork is the responsibility of the property owner.

The submitted application of the 3D Illuminated lettering not only brings color and vibrancy to the neighborhood, it provides a grand entry point to the south portion of the City with a character of modern culture supporting the mission of the HAPP Program.

ENVIRONMENTAL

NA

DISCUSSION

NA

SUMMARY/NEXT STEPS

Upon City Council approval, City staff will coordinate with the property owner for the artwork installation.

ATTACHMENT(S):

A. HAPP Application Raising Canes Restaurant Company
B. Raising Cane's Concept Plan & Elevations

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS

Heritage Artwork in Public Places

II. DEVELOPER GUIDE

SECTION I: VISION AND GOALS

Santa Fe Springs is a family-oriented community that is proud of its history, heritage, and spirit of collaboration among residents, businesses and City officials. The community is recognized for its commitment to youth and dedication to quality of life. People who move to Santa Fe Springs stay – there is less than 2% turnover in population compared to the 7% national average.*[1]

Santa Fe Springs has a strong record of support for public art. On August 10, 1989, the Santa Fe Springs City Council adopted Ordinance No. 755, which created the Heritage Artwork in Public Places Program (HAPP). The purposes are:

To provide a collection of nationally recognized permanent and temporary artwork throughout the city to be of public benefit.

To expand the opportunities for residents and visitors to experience artistic, historic, and cultural aspects of Santa Fe Springs through the placement of artwork in public places that may feature, but is not limited to, the historic periods of Native American, Spanish Mexican, Turn-of-the-Century Ranching, and Industrial/Modern.

To generate funding to support a range of artistic and cultural activities and venues, including, but not limited to, children-oriented public art events, live theatre, music and dance festivals, museum activities, arts education, and facilities that support the creation, performance, and exhibition of art.

SECTION II: OVERVIEW

This Developer Guide serves as a comprehensive step-by step outline of definitions, options, submittal requirements, and approvals needed for meeting requirements of the City of Santa Fe Springs Heritage Artwork in Public Places (HAPP) Ordinance.

*[1] As of 2010.

A. WHAT PROJECTS ARE SUBJECT TO THE HERITAGE ART- WORK IN PUBLIC PLACES (HAPP) ORDINANCE?

1. **New Residential, Commercial, and Industrial Development Projects.** All new residential, commercial, and industrial development projects valued at $300,000 or more.

2. **Tenant Improvements, Remodels and Building Additions.** Projects that involve remodeling or expansion of existing developments valued at $300,000 or more.

B. WHAT PROJECTS ARE EXEMPT FROM THE HAPP ORDINANCE?

1. Reconstruction of structures that have been damaged by fire, flood, wind, earthquake or other calamity.

2. Facilities dedicated to exclusive use by a formally constituted non-profit organization providing religious or cultural activities (i.e. museums, theatres, and performing arts centers) available to a broad public.

C. WHAT IS THE REQUIRED HAPP ALLOCATION?

One percent (1%) of the total building permit valuation, excluding the value of the land.

D. HOW IS THE TOTAL BUILDING VALUATION CALCULATED?

1. The total building valuation is computed using the latest Building Valuation Data as set forth by the International Conference Building Officials (ICBO). The value of the land is excluded from this calculation.

2. The one percent (1%) for art is calculated by the Department of Planning and verified by the Director of the Department of Community Services or designee.

E. WHERE SHOULD THE ARTWORK BE LOCATED?

Location of the artwork must be in an area on public or private property that is open and accessible to the general public a minimum of five days a week during normal business hours. Unobstructed and unrestricted access to the artwork without security check-in or clearance, invitation, or the perception that appropriate business must be conducted at the site is also required.

SECTION III: DEVELOPER OPTIONS

When plans are submitted to the Department of Planning for review, the Director of Planning or designee will inform the developer of the HAPP Ordinance and its goals. Once the developer has received approval for a

development, the developer is expected to make an appointment with the Director of the Department of Community Services or designee to receive further details about the HAPP Program.

Throughout negotiations, Community Services Administration staff will work with the developer to fully evaluate the available options and will apply the HAAP Ordinance in a flexible manner to achieve a high quality meaningful project. The developer has two options for meeting the required percent for art obligation.

A. HOW TO SATISFY THE HAPP REQUIREMENT

Spend one percent (1%) of the total building valuation for one of the following options:

On-Site Artwork
Incorporate artwork in a public place on or in the vicinity of the project site by following the procedures described under Art Plan Requirements.

OR

Alternate-Site Artwork
Acquire and install artwork in a public place not on the project site by following the procedures described under Art Plan Requirements.

OR

Contribute to the Heritage Artwork in Public Places Fund
Contribute an in-lieu fee equal to 100% of the HAPP requirement or any remaining obligation. Requirements.

B. WHAT ARE THE KEY FEATURES OF AN ART PLAN AND FINAL REPORT FOR ON-SITE AND ALTERNATE-SITE ART?

The Conceptual Art Plan and Final Report for on-site art are submitted to the Director of the Department of Community Services or designee at the schematic and final design stages, respectively. The Conceptual Art Plan provides details on the artist selection process, artist qualifications, artwork ideas, design elements and discusses how the artwork is in a publicly accessible location and how it impacts the development project.

The Final Report is a comprehensive record of the artwork and must be submitted to and reviewed by the HAAC prior to issuance of building permits by the City.

C. WHO REVIEWS THE CONCEPTUAL ART PLAN AND FINAL REPORT?

Conceptual Art Plans are reviewed by the Director of the Department of Community Services or designee and the Heritage Arts Advisory Committee (HAAC). Within 30 days after approving the Conceptual Art Plan, the HAAC will submit it to the City Council for final approval. The City Council may approve, approve in part, conditionally approve, or deny the application. The City Council meets on the second and fourth Thursdays of each month.

D. WHAT IF THE ART BUDGET IS SMALL?

When the 1% HAPP allocation for a project equates to an amount less than $30,000, the developer is encouraged to pay the full in-lieu contribution to the HAPP Fund since it is difficult to fabricate notable public art at a lesser value.

E. WHY CONTRIBUTE TO THE HAPP FUND?

The HAPP Fund is used for generational/intergenerational art education programs and events, for the purchase, commission, and installation of public artwork to enchance the civic spaces, and to create studio, rehearsal, exhibition, and office space4 for artists and non-profit arts organizations. Funds are also used for maintenance and conservation of public artwork.

SECTION IV: STEPS AND SUBMITTALS

Art Plan for On-Site or Alternative-Site Art – STEPS 1 through 11

HAPP Fund Payment - STEPS 1 through 4 → 8

STEP 1 Project Screening

Upon submittal of plans to the Department of Planning Department, the Director of Planning or designee will determine whether a development project is subject to the requirements of the HAPP Ordinance. The Director of Planning or designee may require the submission of additional information regarding project valuation to assist in making this determination.

STEP 2 Review and Understand Policy, Requirements, and Options

All developers will be informed of the HAPP obligation at the outset of discussions for development projects with the City of Santa Fe Springs and upon submittal of construction drawings to the Building Division.

Developers also will be given copies of the HAPP Ordinance and this Developer Guide. Developers should meet with Department of Planning staff or designated Department of Community Services Administration

staff to discuss options available and ask questions to ensure a clear understanding of the requirements.

STEP 3 Estimate Project Art Budget and Choose Option

The Director of the Department of Community Services or designee will make an estimate of the percent for art budget, review the preliminary project scheme, and discuss with the development team the viability of the options open to the developer to satisfy the HAPP Ordinance requirement.

STEP 4 Submit HAPP Application

The Department of Planning staff will provide a HAPP Application form to the developer to complete at time of submittal of construction drawings. The HAPP Application will set forth the manner in which the developer proposes to fulfill the requirements of the HAPP Ordinance -- by on-site or alternate-site artwork, in-lieu contribution, or any combination thereof.

STEP 5 Hire Professional Public Art Consultant

Should the developer choose to pursue the acquisition and installation of public artwork, the developer is required to secure the services of a professional public art consultant. The developer may select a consultant:

- From a pre-approved list of public art consultants maintained by the Department of Community Services;
- Of the developer's choosing from a source other than the pre-approved list, which requires approval by the HAAC; or
- By paying a fee-for-service to the City for the services of a public art consultant who may be on retainer.

Public art consultant fees of up to fifteen percent (15%) of the public art project budget are an allowable expense and can be included in the administrative cost portion of the budget. If the developer chooses the fee-for-service option, the developer is required to pay fifteen percent (15%) of the public art project budget to the City for the purpose of managing an HAPP project on the development site.

STEP 6 Submit Conceptual Art Plan for On-Site or Alternate-Site Art (if applicable)

Any developer electing to meet the HAPP requirement by incorporating public art into the project is required to develop Conceptual Art Plan and Final Report. The Conceptual Art Plan must be presented to the City and then presented to the HAAC at the schematic design stage.

The Conceptual Art Plan describes how the artist was selected; provides evidence of artist qualifications, provides illustrations and details of how the artwork is incorporated into the development project in a publicly accessible location, and provides a breakdown of the public art budget.

STEP 7 Obtain HAAC and City Council Approval of the Conceptual Art Plan

The Director of the Department of Community Services or designee will prepare a report for HAAC review. Upon review, the HAAC will forward a recommendation to the City Council for approval.

STEP 8 Make HAPP Fund Deposit (if applicable)

Required HAPP Fund payments must be received at least ten (10) business days prior to issuance of a building permit by the City, unless otherwise provided by the City Council.

STEP 9 Submit Final Report

Prior to project completion and issuance by the City of the Certificate of Occupancy, the Department of Community Services must have a complete record of any artwork created under the HAPP Ordinance. This record must include final construction or shop drawings for the artwork; all legal agreements between artists and the developer; contextual and detailed

photographic images (preferably digital); maintenance plan and schedule; photograph of plaque acknowledging the artist and the City of Santa Fe Springs; and copies of any press clippings or media coverage. Since changes may occur in building ownership and management, and artists relocate or pass away, the Department of Community Services functions as a stable repository for project information.

STEP 10 Sign Covenant and Plan for Long-Term Maintenance

Prior to project conclusion and issuance of the Certificate of Completion, the developer must enter into a covenant obligating the developer to maintain the artwork over the lifespan of the artwork, unless otherwise negotiated and approved by the City Council. Proof of filing of the Covenant with the Los Angeles County Recorder's Office must be provided to the City.

STEP 11 Artwork Dedication

Once the artwork is installed and approved, a dedication/unveiling is scheduled. The dedication ceremony is attended by the developer's guests, City officials, the artists, members of the press and the community.

SECTION V: PROCEDURES

A. CONCEPTUAL ART PLAN AND FINAL REPORT REQUIREMENTS

1. Conceptual Art Plan

The Conceptual Art Plan submitted at the schematic design stage must include the following:

a. **Summary of Artist Selection Process** in accordance with Section IV of these guidelines, including:
- A list of all artists considered.
- Evidence that the list includes regional artists, artists from diverse cultural backgrounds and artists of both genders.
- Type of selection process used.
- Names and affiliations of jury/artist selection panel members.
- Resume of selected artist or artists.
- Images of selected artist's work (slides, digital, video, DVD, catalogs, press clippings).
- Statement as to why the selected artist is qualified to work on this project.

b. **List of Team Members**, including:
- Developer (contact person, address, phone, e-mail, web page).
- Art Consultant (name, address, phone, e-mail, web page).
- Architect (lead designer, address, phone, e-mail, web page).
- Landscape Architect (lead designer, address, phone, e-mail, web page).
- Artist (address, phone, e-mail, web page)

c. **Narrative Statement** articulates how the artwork design:
- Responds to the vision and goals of the HAPP Program.
- Responds to the project site in relationship to the neighborhood in which it is located.
- Can be viewed by the public a minimum of eight (8) hours a day.
- Helps create lively, habitable places which make unique contributions to the community.
- Engages the visitors, tourists, residents, and/or workers.
- Is well-integrated into the project design and reflects the sensibilities of the architect, landscape architect, and artist.
- Involves community members.
- Reflects the history of the site and its place in the history of the City of Santa Fe Springs.
- Engages street-level activities and creates a positive experience for pedestrians.
- Impacts the surrounding streetscape.

d. **Visual Representation of the Artist's Conceptual Design** must illustrate the context of the artwork within the site and show details sufficient to

communicate compliance with setback, visibility, and other safety requirements. Representation may be in the form of any one or combination of the following:

- Digital images of renderings or models/maquettes in jpeg format.
- Hand-drawn renderings or other illustrations.
- A model or maquette.
- Computer generated drawings or 3-D renderings.
- QuickTime, Media Player movies, or other moving images of the project or artwork content on a CD or DVD.

e. **Artwork Details** including:
- Materials to be used in the fabrication of each artwork element.
- Approximate size of each artwork element.
- Colors and textures selected for each artwork element.
- Structural engineering calculations, as appropriate. ***Note: A building permit and/or a permit for excavation is required by the City.***

f. **Landscape Details** including:
- Plans showing exact location of sprinklers and landscaping around the artwork, as appropriate.
- Specification of the type of irrigation and plant materials to be used.

g. **Lighting Details** including:
- Plans showing exact location of lighting fixtures.
- Specification of type of fixtures and lamps to be used including model name. ***Note: An electrical permit is required by the City.***

h. **Art Budget** including:
- Breakdowns for on-site artwork and anticipated HAPP Fund contributions.
- Breakdowns for finalist fees, anticipated artist fees, artwork fabrication, art consultant fees, and other administrative expenses.
- Total art budget must meet or exceed required allocation per the HAPP ordinance.

2. **Final Report**

Final submittals must create a comprehensive record of the artwork and show any changes to the accepted schematic design and associated submittals including:

a. **A Final Narrative Statement** updating the statement submitted at the schematic stage. The statement must include artist's budget quotes and written statement about the project.

b. **Contracts**, including:
- A contract between the artist and the developer.
- If applicable, the contract between the developer and an art or special fabricator.

c. **Final Drawings**, including:
- Project final construction drawings showing any and all artwork views and details.
- Shop drawings of all artwork elements.
- Engineering drawings and calculations.

d. **Conservation and Maintenance Reports** demonstrating that an art conservator has reviewed all artwork elements and has concurred with the proposed maintenance schedule and procedures. A maintenance manual should be provided, including:
- Comprehensive information, such as materials data sheets on all materials used in all artwork elements.
- Paint type and color swatches.
- Maintenance schedule.
- Instructions on maintenance work and periodic repairs to be conducted.
- Warranties for any artwork parts or equipment.

e. **Final Detailed Art Budget** showing only allowable expenditures.

f. **Photographic Documentation** of the artwork showing the artwork in context of the project and detailed images of each artwork element. Any required copyright notices that must accompany use or publication of the images must be indicated.

B. ART PLAN FOR ON-SITE ART

Any developer electing to meet the HAPP Ordinance requirement by preparing and carrying out a Conceptual Art Plan and Final Report for on-site and alternate-site artwork will be instructed that it is optimal when the artwork evolves as an integral part of the overall development project.

1. Artist Selection

a. **Starts when Public Art Consultant is Hired**

The artist selection process begins when a professional public art consultant is hired by the developer or through the Department of Community Services on a fee-for-service basis to guide the developer through the process.

b. **Selection Process**

The developer is responsible for selecting the artist, provided that the artist meets the qualifications listed below in Artist and Artwork Selection. Developers may receive assistance from the Director of the Department of Community Services or designee with the selection of an artist. The City will provide access to the Pre-Qualified Artist Directory and to other resources with artist listings. The HAAC will consider each artist and proposed artwork on a case-by-case basis.

c. **Methods of Artist Selection**

The developer, in consultation with the professional public art consultant, may consider - but is not limited to - the following options for selecting an artist.

- **Selecting from the Pre-Qualified Artist Directory**

  Artists may be selected from the Pre-Qualified Artist Directory, a list of artists who meet the Artist Selection Criteria below that is developed and maintained by the Director of the Department of Community Services Services or designee.

- **Open Competition**

  An Open Competition provides an opportunity for any qualified artist to submit images of their artwork and qualifications. A written and electronic notice are issued summarizing the project, qualifications sought, proposal requirements, and project schedule. After a review of submitted materials, and a follow-up interview for finalists, an artist is selected for the commission.

- **Limited Competition**

  A Limited Competition involves assembly of a shortlist of qualified artists who are solicited through the Pre-Qualified Artist Directory or nominated from a select number of expert and well-informed arts and design professionals.

2. Artist Selection Criteria

a. **Artist Qualifications**

- Ability to generate creative and appropriate ideas.
- Ability to influence a product of uncompromising quality.
- Proven ability to work effectively in collaborative situations.
- Ability to understand and work with diverse community constituencies.
- Experience in architecture or landscape-based projects.
- Proven ability to meet established budgets and deadlines.

b. **Ineligible Project Artists**

- The project architects or members of consulting architectural or design, landscape, or engineering firms.
- Members of the selection panel.
- Employees of the developer, or anyone with a vested or familial relationship to the developer.
- Employees of the City of Santa Fe Springs.
- Members of the HAAC.

C. ART BUDGET FOR ON-SITE AND ALTERNATE-SITE ARTWORK

1. **Allowable Expenses**

Subject to restrictions on expenditures of revenues, the HAPP allocation may be expended for, but is not limited to, the following:

a. HAPP Program administration for expenses incurred in the process of artist and artwork selection, development and installation of artwork, and media/community outreach efforts.
b. Artist's fee for professional design, execution, and installation of the artwork.
c. Fees for fabricators and other sub-contracted labor.
d. Supplies and materials.
e. Equipment rental.
f. Project related travel.
g. Transportation of the artwork to the site.
h. City and county permits, as required.
i. Taxes, where applicable.
j. Frames, mattes, pedestals, containments, and other devices necessary for the security, preservation, and display of the artwork.
k. Site modifications necessary for the installation of the artwork.
l. Fire retardant treatments, when necessary.
m. Insurance, as required.
n. Waterworks, electrical, and mechanical devices, lighting or other equipment that is an integral part of the artwork.
o. Slides and other documentation.
p. Purchase of existing artworks.

2. **Unallowable Expenses**

In general, the HAPP project allocation may not be expended for the following:

a. Reproductions of original visual artworks by mechanical or other means. Limited editions signed by the artist of artwork such as original prints, cast sculpture, and photographs may be included.

b. Elements generally considered to be components of the architecture and landscape architecture building program, unless designed by a qualified artist specifically commissioned for this purpose.

c. Art objects that are mass-produced or of standard design such as functional equipment, fountains, or statuary objects.

d. Directional elements such as signs, maps, and color coding, unless designed and executed by an artist.

e. Expenses related to the ongoing operation of the artwork such as utility costs and electrical, water, or mechanical service required to activate the artwork.

f. Insurance, ongoing maintenance and long-term conservation of the artwork.

D. REVIEW AND APPROVAL

1. **Role of Staff**

From the development of the Conceptual Art Plan through submittal of the Final Report, developers and their public art consultants should proactively communicate with the Director of the Department of Community Services or designee to ensure that their plans meet HAPP Ordinance requirements.

2. **Review and Approval by HAAC and City Council**

The HAAC will evaluate the Conceptual Art Plan and Final Report based on the criteria below. Within 30 days after approving the Conceptual Art Plan, the HAAC will submit it to the City Council for final approval. The City Council may approve, approve in part, conditionally approve, or deny the application.

3. **Criteria for Review and Approval**

The Director of the Department of Community Services or designee and the HAAC will use the following criteria for evaluating an Art Plan for On-Site Art:

a. **Artistic Quality**. The assessed aesthetic merit of the piece as a work of art, independent of other considerations.

b. **Context.** Works of art must be compatible in scale, material, form, and content with their surroundings. Consideration should be given to the architectural, historical, geographical and social/cultural context of the site.

c. **Content.** Expressions of obvious bad taste or profanity, which would likely be offensive to the general public, are unacceptable.

d. **Media.** All forms of visual art may be considered. Works may either be portable or permanently attached.

e. **Permanence.** Due consideration shall be given to the structural and surface soundness, and to inherent resistance to theft, vandalism and weathering.

f. **Ability to Maintain**. Significant consideration shall be given to the cost and amount of on-going maintenance and/or repair anticipated.

g. **Public Safety and Accessibility**. Each work shall be evaluated to ensure that it does not present a hazard to public safety and complies with all applicable building codes and accessibility requirements.

h. **Range.** The City strives for diversity in style, scale, media, and numbers of artists represented to assure a balanced and interesting collection. Applicants are encouraged to utilize styles, materials, and artists that will complement the existing collection.

i. **Feasibility.** Proposed objects shall be evaluated relative to their feasibility and convincing evidence of the artist's ability to successfully complete the work as proposed. Factors to be considered include, but are not limited to: project budget, timeline, and artist's experience, soundness of materials, city approval requirements, and level of community support.

j. **Duplication.** To assure that the artwork will not be duplicated, the artist shall be asked to warrant that the work is unique, and an edition of one, unless stated to the contrary in the contract.

E. ARTWORK IDENTIFICATION PLAQUE

The HAAC will finance the fabrication and installation of a plaque or equivalent form of permanent signage acknowledging the artist, other design professionals involved in the project, the developer, and the City of Santa Fe Springs HAPP Program in a publicly accessible location near the artwork.

F. PROJECT COMPLETION

1. **In-lieu contribution**.

In the event that the 1% HAPP Allocation in-lieu contribution has not been paid in full, the City will not issue grading or building permits.

2. On-Site or Alternate-Site Artwork.

When the developer has elected to fulfill the requirements in full or in part through on-site artwork pursuant to the approved HAPP Conceptual Art Plan, the Certificate of Occupancy or final building permit will not be issued until the approved artwork has been fully installed and completed in a

manner satisfactory to the Director of the Department of Community Services or designee and the Final Report has been received and reviewed by the HAAC.

At the discretion of the Director of Planning or designee, an in-lieu contribution in the amount of the valuation of the approved artwork may be made as a deposit to secure the proper installation of artwork subsequent to the issuance of a Certificate of Occupancy or final building permit. Upon proper installation of the approved artwork, the deposit will be refunded. After one (1) year following the deposit of an in-lieu contribution, the City may elect to cancel the requirement for the approved artwork and retain the deposit as fulfillment of the HAPP requirement.

SECTION VI: OWNERSHIP AND MAINTENANCE RESPONSIBILITIES

Prior to project conclusion and issuance of the Certificate of Occupancy, the developer must enter into and record with the Los Angeles County Recorder's Office and filed with the City of Santa Fe Springs) a covenant (sample attached) obligating the developer or their successors an interest to maintain the artwork over the life of the artwork unless otherwise negotiated and approved by the HAAC.

A. ARTWORK OWNERSHIP

Any on-site artwork created under the HAPP Ordinance is the property of the development owner and cannot be sold or transferred to an owner other than the owner of that development.

B. ARTWORK MAINTENANCE OBLIGATION

The continued maintenance of the artwork will be the responsibility of the developer or its successors throughout the lifetime of the artwork, unless otherwise negotiated and approved by the HAAC. Prior to that date, the developer, its successors, and its assigns, may not destroy, remove, relocate, change, alter, modify, or allow to be defaced, any such public art component without the express consent of the artist and the City. If the artwork is removed, stolen or destroyed beyond repair, the owner will be responsible for the replacement of the artwork or must pay an amount equivalent to the original requirement into the HAPP Fund.

Where artwork is placed on private property pursuant to the requirements of the HAPP Ordinance, the developer will execute and record a covenant with the Los Angeles County Recorder which sets forth the developer's obligation to properly maintain the approved artwork. If any approved artwork placed on private property pursuant to the HAPP Ordinance is removed without City approval, the City will pursue enforcement of the covenant and any other appropriate remedies that will ensure compliance with the requirements of the HAPP Ordinance.

C. ART INSURANCE

Public artwork must remain permanently installed at the site as a condition of project approval and if not, in a recordable agreement, binding on successors to title to the subject property, as reasonably approved by the City attorney. In the event the artwork is damaged, destroyed, damaged beyond repair, or stolen, the developer is legally responsible for repairing or replacing the artwork, with an artwork or artworks of equivalent value. Developers are strongly encouraged to insure artwork on their property.

D. DAMAGED ARTWORK

The developer is responsible for repairing artwork located on their property in the event of damage and/or vandalism.

1. Artwork damaged or vandalized will be repaired as closely as possible to the original approved artwork.
2. If repair is needed, the original artist must be given first refusal to repair the artwork at a reasonable fee. If the original artist is not available, or is unwilling to perform the required repair for a reasonable fee, the owner will make arrangements for repair with a reputable art conservator.
3. The developer will be responsible for notifying the City of the steps that will be taken to repair the work.

E. REPLACEMENT OF ARTWORK

In the event the artwork is destroyed, damaged beyond repair, stolen or otherwise removed from the site, the owner will replace the artwork with a new artwork.

1. The developer will submit an application to the City for review by the HAAC.
2. The new artwork will comply with all of the requirements of the HAPP Program in effect at the time the artwork is replaced. The allocation for the new (replacement) artwork will be calculated based on the current total building valuation, as determined by the Director of the Department of Community Services or designee.
3. The replacement process will be completed within a six to twelve-month time frame unless otherwise agreed to by the Director of the Department of Community Services or designee.

F. REMOVAL OF ARTWORK

The City will not authorize removing public art, except under the most extenuating circumstances:

1. The indefinite removal of an artwork from permanent display, whether or not it is disposed, affects the artist's rights and has serious legal consequences for the developer.

2. Developers wishing to remove, modify, or in any way alter the artwork, must first seek legal consent from the original artist and must provide a compelling reason for taking such action with the artwork.
3. All such requests must be submitted to the HAAC for its consideration and approval in accordance with the Policy for Deaccessioning Works of Art.
4. Factors to be considered by the HAAC will include, but not be limited to reasons and costs of relocation, risk of damage to the artwork, maintenance costs, and artist and owner rights and responsibilities.

SECTION VII: DEFINITIONS

A. **Artist:** A person who has established a reputation of artistic excellence in the visual, performing, literary, or media arts, as judged by peers, through a record of exhibitions, public commissions, sale of works and/or educational attainment.

B. **Artist Fees:** Artist fees refer to that portion of the public art project budget reserved for payment to the artist for his/her creative services for design, fabrication and project management services. Fees do not include other labor, materials, travel and per diem allowances for out-of-town artists.

C. **Artist Selection Panel:** A group of artists, design professionals, arts professionals, community representatives, and others deemed necessary for a balanced point of view called together by a developer or the Director of the Department of Community Services or designee to evaluate artist qualifications and/or identify artist(s) for a given project in conformance with the HAPP Ordinance.

D. **Artwork:** Publicly accessible artistic and cultural facilities, services and/or amenities encompassing all cultures through the broadest possible range of expression, media and materials.

E. **Conceptual Art Plan:** A plan prepared by the developer and submitted to the HAAC at the schematic and final design stages that provides details on the artist selection process, artist qualifications, artwork ideas, and design elements, is in a publicly accessible location, and how the artwork impacts the development project.

F. **Conservation**: The act of restoring or repairing artwork.

G. **Community Outreach:** Education and marketing efforts to connect with the public to teach about and gather input on HAPP Projects.

H. **Deaccession**: The process of permanently removing artwork from the collection, usually through sale or exchange or any other transactions by which title of outgoing artworks are transferred from the collection to another institution or individual. Under certain conditions, it may also include disposal by intentional destruction.

I. **Design Professional:** An individual professionally trained in design, such as architecture, landscape architecture, art, graphics, urban design, and planning; also environmental, industrial, interior, and design.

J. **Developer**: The person or entity that is financially and legally responsible for the planning, development and construction of any development project, who may or may not be the owner of the subject property.

K. **Development Project**: New residential, commercial, and industrial development projects and projects that involve remodeling or expansion of existing developments valued at $300,000 or more. A Development Project consists of all facilities combined within the development site that require a building permit.

L. **Donation of Artwork**: A gift of artwork or memorial of any size, style or medium donated to the City of Santa Fe Springs by an individual, businesses, or group.

M. **Final Design**: Once all variables (engineering, costs, and changes in project design) are fixed and resolved including identification of all materials, colors, and processes to be used in the creation of the art, as well as an identification of who will fabricate or provide all components.

N. **Final Report**: A complete record of any artwork created under the HAPP Ordinance.

O. **Finalist Fees:** Modest payment made to each public art project finalist for a proposal.

P. **Heritage Arts Advisory Committee** a standing committee appointed by the City Council to advise the City's Heritage Artwork in Public Places Program.

Q. **Heritage Artwork in Public Places (HAPP) Annual Plan:** The document developed annually by the HAAC and submitted to the City Council for approval that recommends City-initiated HAPP projects funded through the HAPP Fund to be implemented in the upcoming year, including conservation projects, community outreach and public education efforts or other activities to be undertaken by the program.

R. **Heritage Artwork in Public Places (HAPP) Fund:** A separate interest-bearing fund established and maintained by the City for the deposit of the in-lieu portion of the HAPP fee requirement of a private development.

S. **Heritage Artwork in Public Places (HAPP) Program:** The program, under the jurisdiction of Library and Cultural Services, which sets forth the oversight and management of developer-initiated public art projects, City-initiated HAPP projects, and other related activities.

T. **Department of Community Services:** Department of the Community Services of the City of Santa Fe Springs is responsible for implementing the HAPP Ordinance and administering the HAPP Program.

U. **Lifespan of the Artwork:** Artwork life span cannot be less than 25 years. Artwork reaches the end of its life cycle when the artist, or the artist's estate, and/or a qualified art conservator verifies that the artwork has aged or deteriorated to a point where it cannot reasonably be conserved or repaired.

V. **Maintenance:** Actions taken to retard or prevent deterioration or damage to artwork by control of the environment and/or treatment of the artwork on a routine basis.

W. **Plaque**: Identification signage affixed on or near an artwork that identifies the title, artist, media, and other relevant information about the artwork.

X. **Pre-Qualified Artist Directory**: A resource list of Pre-Qualified artists maintained by the Department of Community Services that can be used by the City and private developers to select artists for HAPP projects.

Y. **Pre-Qualified Artist Directory Jury:** A group of artists, arts-related professionals, and design professionals called together by the Director of the Department of Community Services or designee to pre-qualify applicant artists who meet the criteria for inclusion in the Pre-Qualified Artist Directory.

Z. **Property Owner:** The person or entity that owns the development project.

AA. **Public Accessibility:** The condition under which a public space is accessible and readily visible to the public a minimum of eight (8) hours a day, five days a week.

BB. **Public Art Collection:** The public art collection is comprised of artworks that have been accessioned by the HAAC on behalf of the City or are otherwise under the jurisdiction of the HAAC.

CC. **Public Place:** An area on public or private property which is open and accessible to the general public a minimum of five days a week during normal business hours.

DD. **Request for Proposals (RFP):** An invitation by the City or a developer to potential consultants, such as artists, to submit proposals for a specific project, project component or professional service.

EE. **Request for Qualifications (RFQ):** An invitation by the City or a developer to potential consultants, such as artists, to submit for consideration their qualifications for a specific project, project component or professional service.

FF. **Schematic Design:** The artist's initial artwork design in context and in scale with components fully identified including materials, colors, features, and processes for which the artist is responsible.

CITY OF SANTA FE SPRINGS
Heritage Artwork in Public Places Program
DEVELOPER APPLICATION

Accepted By: _____

Date: _____

CITY OF SANTA FE SPRINGS
HERITAGE ARTWORK IN PUBLIC PLACES APPLICATION
This form is to be completed and submitted to the Department of Planning

PLEASE PRINT:

Raising Cane's Chicken Fingers
APPLICANT/TENANT

6800 Bishop Rd.
ADDRESS

Plano, TX 75024
CITY STATE ZIP CODE

818-574-4731 - 423-807-0008
TELEPHONE NUMBER

CELL PHONE

mwilliams@permitplace.com - jayd@higginsland.com
E-MAIL

FAX

ARCHITECT/CONTRACTOR NAME

ADDRESS

CITY STATE ZIP CODE

TELEPHONE CELL PHONE

FAX E-MAIL

Survivors Trust & The Bypass Trust Under The Mayerf

PROPERTY OWNER NAME

15764 Mar Vista St.

ADDRESS

Whittier, CA 90605

CITY STATE ZIP CODE

562-947-4520

TELEPHONE CELL PHONE

FAX E-MAIL

PROJECT INFORMATION:

Building Permit #:

Planning Case #:

APN: 8026-042-006

PROJECT ADDRESS:

12623 Imperial Hwy. Santa Fe Springs, CA 90670

THIS PROJECT IS:

__x__ New Construction

____ Rehabilitation/Tenant Improvement

APPROXIMATE SQUARE FOOTAGE OF THIS PROJECT:
147 SF

PROPOSED USE OF THIS SPACE (check all those that apply):
( ) **Residential**
Percentage of Total Space _____

(X) **Commercial**
Percentage of Total Space _____

( ) **Industrial**
Percentage of Total Space _____

APPLICANT/PROPERTY OWNER'S ESTIMATED TOTAL PROJECT COST:

$_____ (exclusive of land and offsite improvements)
( ) Copy of Pro-Forma attached

ANTICIPATED COMMENCEMENT DATE OF CONSTRUCTION:
TBD

ANTICIPATED DATE TO REQUEST FINAL INSPECTION/CERTIFICATION OF OCCUPANCY:

TBD

HOW DO YOU INTEND TO SATISFY THE ART IN PUBLIC PLACES REQUIREMENT?

(X) Commission original artwork to be installed in the vicinity of the property site equivalent to 1% of the total project costs, excluding land as determined and verified by the City, subject to approval by the Santa Fe Springs City Council.

( ) Commission original artwork to be installed in a public place, not on the property subject to approval by the City Council.

( ) Deposit the equivalent of 1% of the total project costs excluding land into the Heritage Artwork in Public Places Fund.

( ) Combination of the above.

AGREEMENT

We, the undersigned, have read and understood the City of Santa Fe Springs Heritage Artwork in Public Places Ordinance and Developer Guide.

We understand that we must comply with the provisions of the Ordinance and Developer Guide prior to final inspection and the City's issuance of a Certificate of Occupancy for the development or remodeling activity proposed above.

We agree to cooperate with City agencies and/or offices as necessary to fulfill the terms and guidelines applicable to the activity proposed above. In addition, a covenant will be recorded at the completion of the project to ensure compliance with the Heritage Artwork in Public Places Ordinance and related administrative regulations.

All parties listed below who are involved with the project are required to sign. This application will not be considered complete until all necessary signatures have been obtained.

	6/21/2024
APPLICANT/TENANT	Date
ARCHITECT/CONTRACTOR	Date
Jon A. Custo	6/21/2024
PROPERTY OWNER	Date

CITY OF SANTA FE SPRINGS
Heritage Artwork in Public Places Program
MAINTENANCE COVENANT

RECORDING REQUESTED BY:

AND WHEN RECORDED RETURN TO:
City Clerk
City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670

COVENANT AND AGREEMENT TO MAINTAIN ARTWORK

This Covenant to Maintain Public Art ("Covenant") is made as of this _____ [day] of _____ [month] , 20_____ by_____[name of owner on vesting deed for property] ("Owner") for the benefit and in favor of the City of Santa Fe Springs ("City") pursuant to Santa Fe Springs Heritage Artwork in Public Places Ordinance.

Owner is the fee title owner of that certain real property commonly known as [insert address] located in the City of Santa Fe Springs, California, Assessor's Parcel Number(s) [_____] (the "Property"), upon which Property there has been constructed a commercial development project consisting of
[_____] ("Project");

Owner, as developer, or in conjunction with the developer of the Project, has installed an original artwork in accordance with the requirements of Santa Fe Springs Heritage Artwork in Public Places Ordinance #_____ and the application and proposal approved by the City Manager or designee on _____ [date], Project # _____, which artwork ("Public Art") is intended for the enjoyment and benefit of the citizens and visitors of the City of Santa Fe Springs, to the enhance the character of the City as a whole, and to benefit and enhance the Project and the Property upon which is has been installed.

Owner now hereby covenants and agrees that the Property and improvements constructed thereon shall be held, conveyed, mortgaged, encumbered, leased, rented, used, occupied, sold and improved, subject to this Covenant. All of covenants, conditions, and restrictions set forth herein shall constitute covenants which shall run with the land and shall be binding upon Owner and its successors and assigns, and all parties having or acquiring any right, title or interest in or to any part of the Property.

Owner shall consistently cause the Public Art to be maintained in good condition and shall perform any and all necessary repairs and maintenance of the Public Art to the reasonable satisfaction of the City Manager or designee.

The Owner shall ensure that the Public Art is located in an area that is open and accessible to the general public a minimum of five days a week during normal business hours. The Public Art shall have unobstructed and unrestricted access without security check-in or clearance, invitation, or interruption.

Owner shall maintain the Public Art in place on the Property. Owner shall not relocate or remove, nor allow relocation or removal of, the Public Art, without the prior consent of the City, for a period of at least twenty (20) years form the date upon which the Public Art was installed (the "Term"). In the event that the Project is intended to be demolished prior to the expiration of the Term, Owner shall cause the Public Art to be relocated to another publicly accessible, permanent location that is approved in advance by the City's Heritage Arts Advisory Committee, or in the absence of any such Committee, then by the City Manager or designee. In the event of any removal or relocation of the Public Art for any reason prior to the expiration of the Term, in addition to obtaining the City's consent, Owner must notify the City at least thirty (30) days in advance of said removal, and must replace the Public Art within six (6) months of its removal, all in accordance with the provisions and requirements of the Heritage Artwork in Public Places Ordinance #_____, or alternatively, Owner must pay an amount equal to the public art contribution amount for the Project, as determined in accordance with the City's Ordinance #_____, for the remainder to of the Term, prorated over said twenty (20) year period. Any removal, relocation, or replacement of the Public Art, must be consistent with the California Preservation of Works of Art Act and the federal Visual Artist's Rights Act and any other relevant law.

The City shall have the right to enforce this Covenant against the Owner, its successors and assigns in accordance with its terms. In the event that the City is forced to bring any legal action to enforce the provisions of this Covenant, Owner shall be obligated to reimburse the City for any all cost of enforcement, including but not limited to any attorneys' fees.

This Covenant shall run for the Term as stated hereinabove.

OWNER:

[Insert signature block]

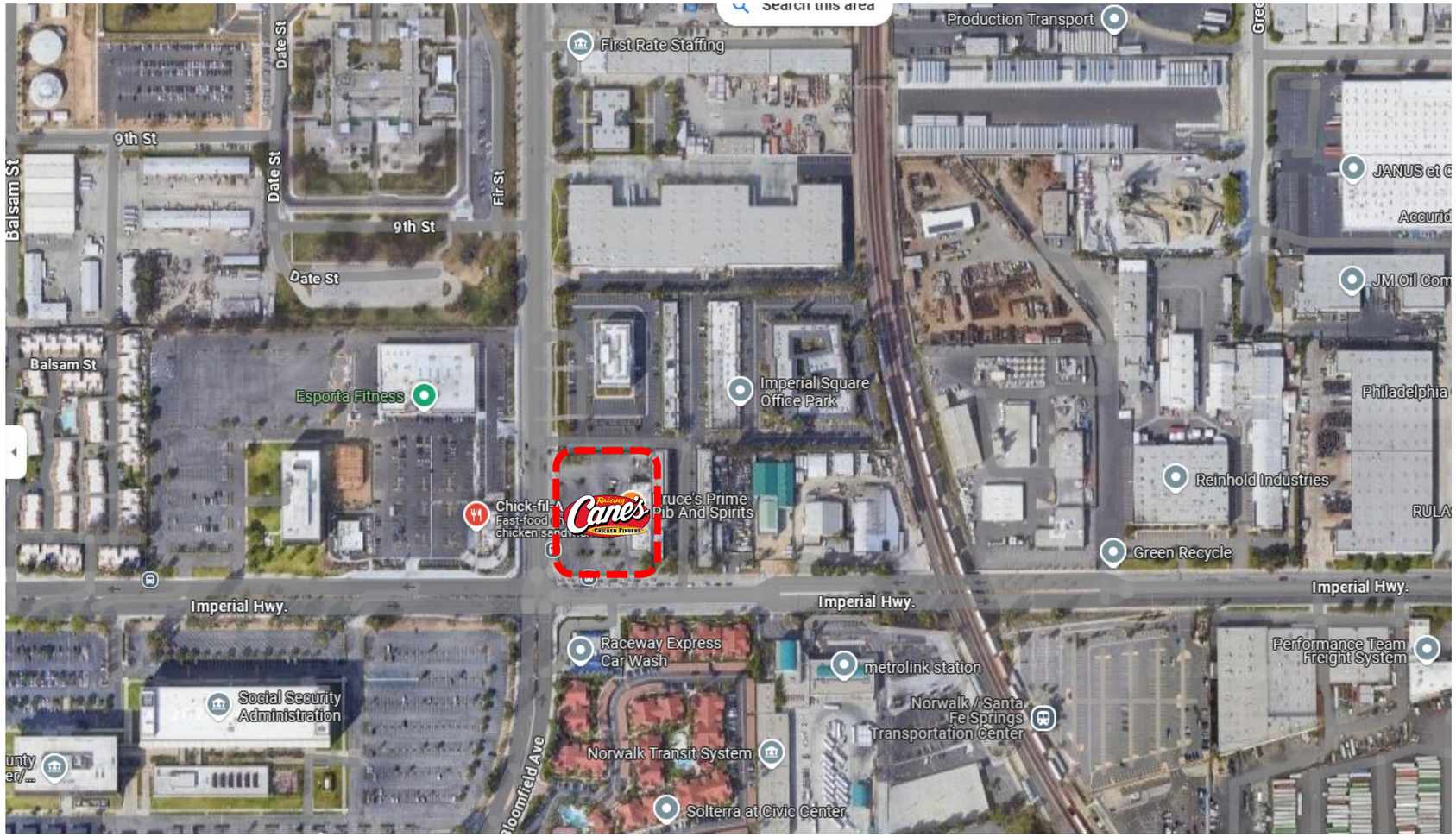
Attachments:
Notary acknowledgment
Legal description of the Property

Attachment #B

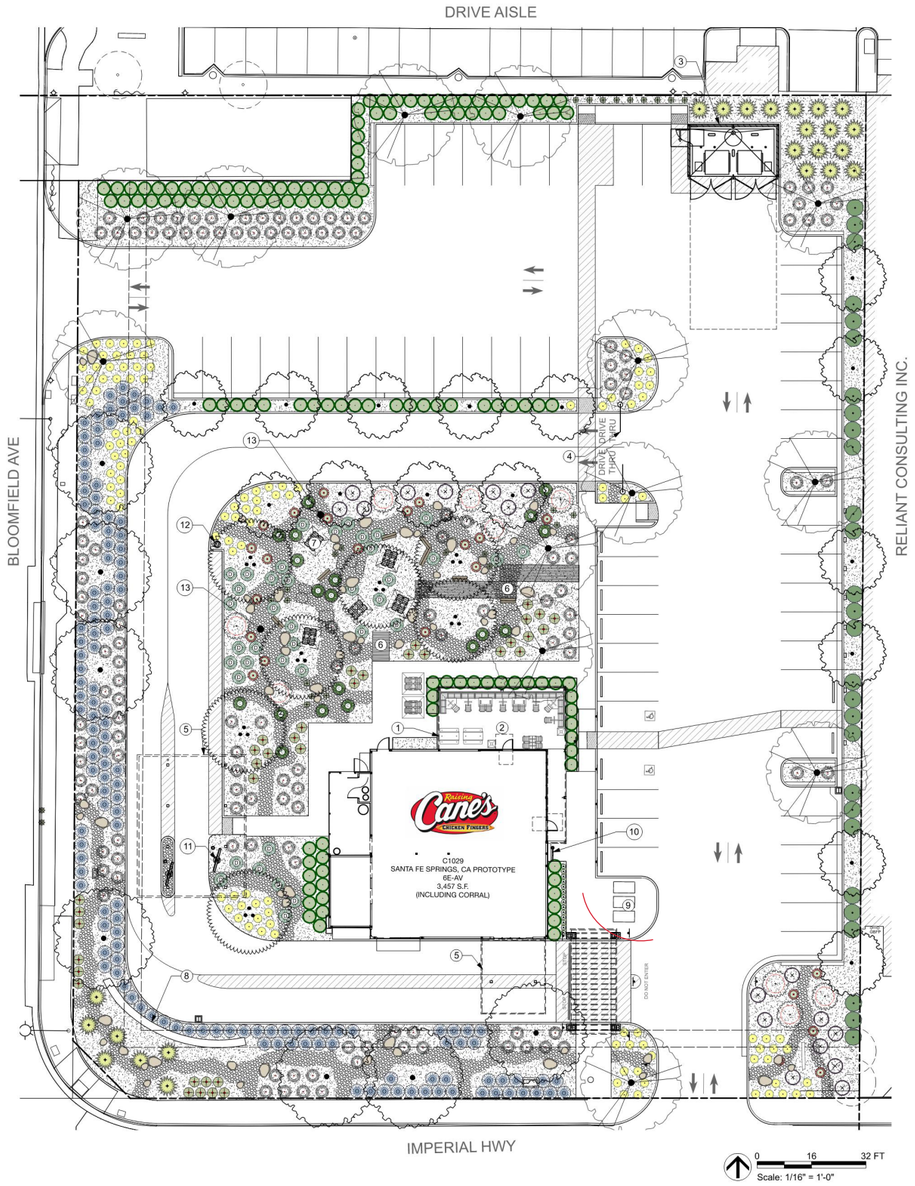
Location

ADDRESS

Intersection of: Imperial & Bloomfield – Santa Fe Springs, CA



Site Details







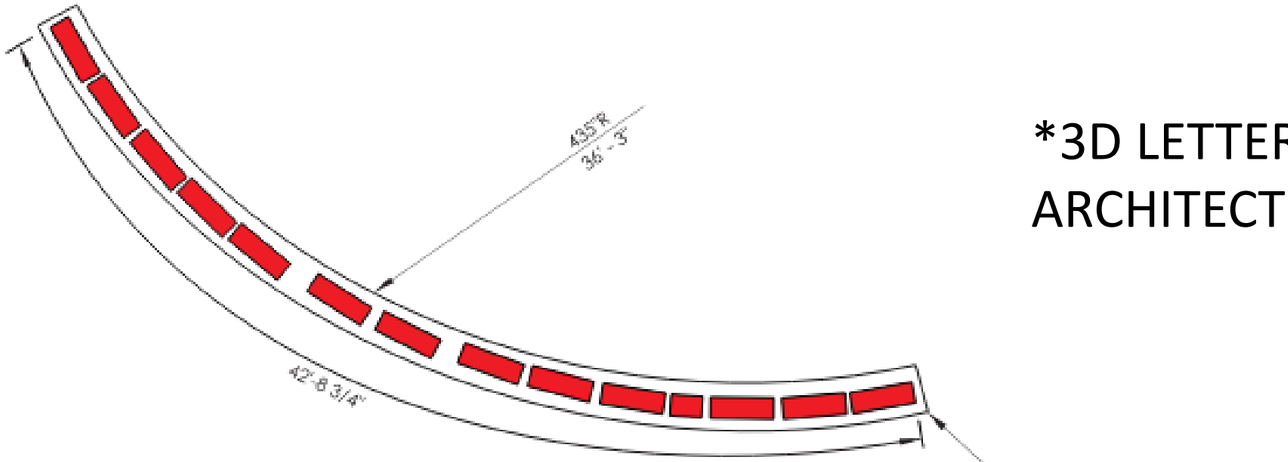
Daytime Rendering



Evening Rendering

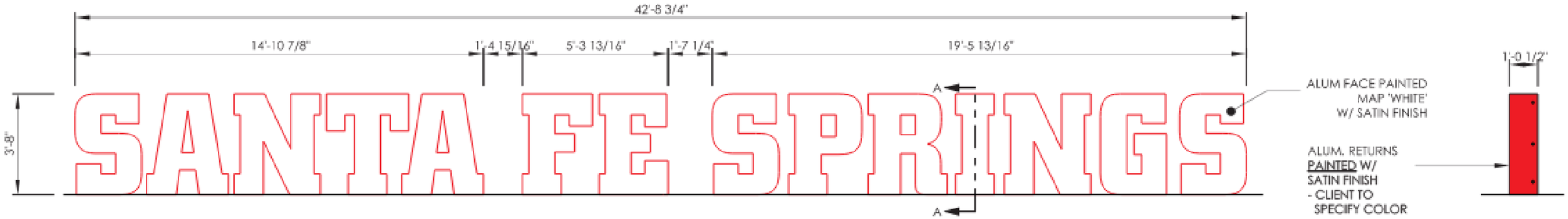


3D LETTER PLAN & FRONT ELEVATION VIEW



PLAN ELEVATION
SCALE 1/8" = 1'- 0"

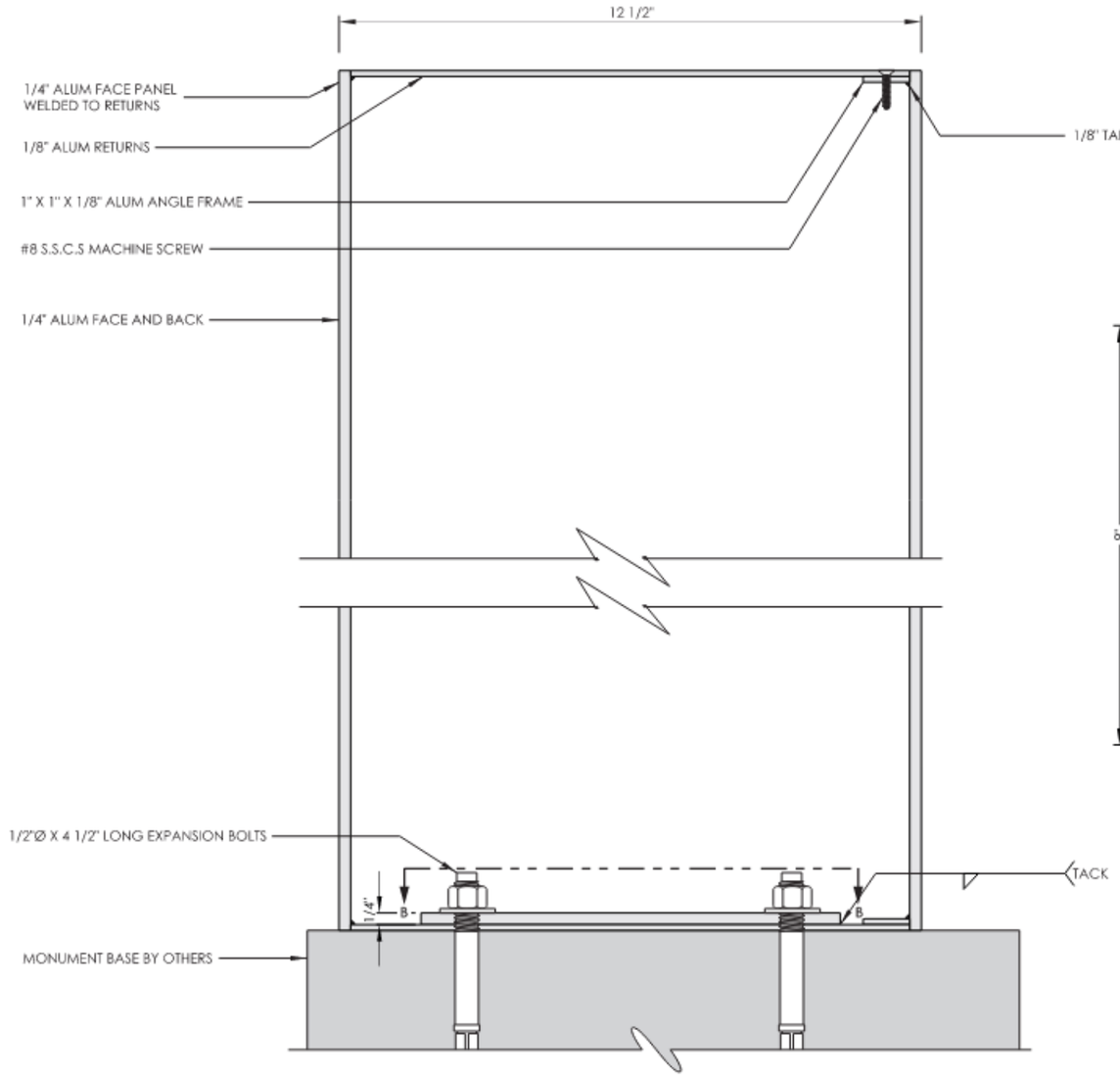
3D LETTERS TO BE ILLUMINATED BY ARCHITECTURAL LANDSCAPE LIGHTING

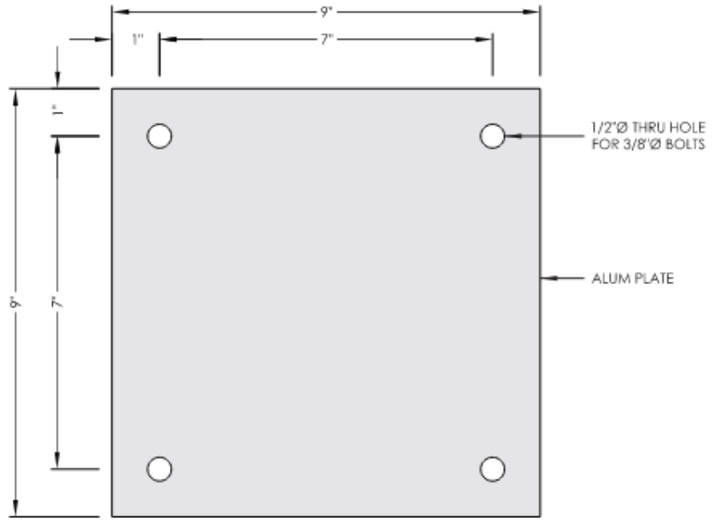


FRONT ELEVATION

3D LETTER SECTION DETAIL

B	90083	UPDATED OVERALL HEIGHT TO 44" AND ADDED SATIN FINISH TO PAINT COLOR





SECTION B-B

Program/Customer:	RAISING CANE'S
Interior/Exterior:	EXTERIOR
Sign Type:	CHANNEL LETTERS
Engineer:	T NEWBERRY

ITEM # 40

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Maricela Balderas, Director of Community Services

SUBJECT: **CALIFORNIA STATE LIBRARY GRANT AWARD FOR THE ZIP BOOKS PROJECT AT THE SANTA FE SPRINGS LIBRARY**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve and authorize the Director of Community Services to execute the agreement grant agreement from the *California State Library* for the *Zip Books Project* at the Santa Fe Springs City Library; and

2) Approve the recognition of $5,627 in grant funds awarded by the California State Library, and authorize the deposit of these funds into the Library & Cultural Services Administration's State Grants/Subventions revenue account (No. 10105699-442000); and

3) Approve an increase in expense authority by $5,627 in the Library & Cultural Services Administration's Books & Subscriptions expenditure account (No. 10105699-522000) to allow for the expenditure of the grant funds; and

4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The California State Library (CA Library) has awarded the Santa Fe Springs City Library (SFS Library) a total of $5,627 in grant funds. These funds will be recorded in the Library & Cultural Services Administration’s State Grants/Subventions revenue account (No. 10105699-442000), and the Books & Subscriptions expenditure account (No. 10105699-522000). This grant requires no matching funds.

BACKGROUND

The Library Services and Technology Act (LSTA) is a federal library grant program adopted by the President of the United States on October 1, 1996. The LSTA allocates annual library funding to all 50 states using a population based formula. In the state of California, the CA Library is then responsible to administer LSTA funds to local libraries through various competitive grant opportunities and awards.

SFS Library staff have been diligent in applying for CA Library grants and on September 18, 2024, the City was notified that the Zip Books grant had been awarded to the SFS Library in support of programs and resources for the community.

ANALYSIS

Through the CA Library awarded grant, the SFS Library will be able to provide resources to the community that may not have been feasible otherwise. This helps the SFS Library offer a wider range of up-to-date and diverse resources for library patrons.

Specifically, the Zip Book grant provides funds for SFS Library staff to purchase materials for our patrons that are not in our collection. Using these funds, the Library can purchase requested materials on Amazon and have them sent directly to the patron. When the patron is finished with the material, it is returned to the library and can be added to our collection. The SFS Library's participation in this program allows the City to purchase materials for the collection that is of interest to our community.

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

Upon approval of the Community Services Director to execute the grant agreements, SFS Library staff will submit all necessary documentation to the CA Library to ensure that the monetary awards are received in a timely manner.

ATTACHMENT(S):

A. *Zip Books* Grant Agreement

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

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CALIFORNIA STATE LIBRARY

September 18, 2024

Deborah Raia, Library Manager
Santa Fe Springs City Libary
11700 Telegraph Rd.
Santa Fe Springs, CA, 90670

Subject: Zip Books Project ZIP24-75

Dear Ms. Deborah Raia:

We are pleased to approve the grant application for the Zip Book Project for a total of $5,627 in California Library Services Act funds. Over the 2024-25 grant period, please take steps to ensure that as many Zip Books as possible are added to your permanent library collection.

In Process

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule as well as the proposal outlining the project plan and budget. Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Please understand that it can take from six to eight weeks from receipt of a fully executed claim form with no errors before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Monica Rivas. She is available to assist you throughout the year and she can be reached via email at monica.rivas@library.ca.gov.
Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Signed by:
Greg Lucas
BBAE0991C41C416...

10/4/2024

Greg Lucas
California State Librarian

CC: Monica Rivas, monica.rivas@library.ca.gov
Annly.roman, annly.roman@library.ca.gov
Yesenia.urdarbe, yesenia.udarbe@library.ca.gov
Jessica Magallanes, jessicamagallanes@santafesprings.org

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

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STATE-FUNDED GRANTS

AWARD AGREEMENT AND CERTIFICATE OF COMPLIANCE

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In Process

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PROJECT SUMMARY

AWARD AGREEMENT BETWEEN THE STATE LIBRARY and Santa Fe Springs City Libary for the Zip Books project.

AWARD AGREEMENT NUMBER ZIP24-75

This Award Agreement ("Agreement") is entered into on 7/1/2024 by and between the California State Library ("State Library") and Santa Fe Springs City Libary, ("Grantee").

In Process

This Award Agreement pertains to Grantee's State-funded ZIP 24-75 Santa Fe Springs City Libary project.

The Library Development Services Bureau ("LDS") of the State Library administers state and federal funds in the form of awards.

The Grantee was selected by the State Library to receive state grant funds in the amount of $5627 through the process adopted by the State Library in administering such grants.

The State Library and the Grantee, for the consideration and under the conditions hereinafter set forth in the Grant Agreement, agree as follows:

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PROCEDURES and REQUIREMENTS

A. Term of the Agreement

The Grant term begins on the date of execution of the Agreement by both parties, until 8/31/2025. If completion of the project occurs prior to the end of the grant period, this will be the end date of the term of this agreement. Grant eligible program expenditures may begin no earlier than the start date. The project period ends on 8/31/2025 and all eligible program costs must be incurred by this date.

In Process

B. Scope of Work

1. Grantee agrees to perform all activities specifically identified in the Grantee's application and submitted to the State Library in response to the Zip Books Grant.
2. The following activities and deliverables to be performed by the Grantee include, but are not limited to the following:
    - Maintain and keep records of expenditures related to the grant that are consistent with Generally Acceptable Accounting Practices (GAAP).
    - Make financial records available to the State Library upon request.
    - Work with the State Library staff to assure that funds are disbursed in compliance with the purpose of the grant.
    - Prepare and submit required narrative and financial reports.
    - Procure equipment, and other supplies as needed for the project.
    - Issue contracts for services, personnel, and consultants as needed for the project.
    - If applicable, make payments for services, including for hours worked and travel reimbursements, to consultants and contractors.
    - Oversee the implementation of project activities.

C. Budget Detail

The State Library shall provide the Grantee funding for the expenses incurred in performing the Scope of Work and activities specified in the Grantee's application. The Grantee shall request the distribution of grant funding consistent with its proposal and the budget worksheet that was included with the application. Under no circumstances shall payments exceed the total grant amount identified in this Agreement.

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D. Narrative and Financial Reports

1. The Grantee shall be responsible for submission of interim and final **narrative and financial** reports on the progress and activities of the project, to the California State Library, using the sample report documents provided by the California State Library.

2. All the reports must be current, include all required sections and documents, and must be approved by the Grant Monitor before any payment request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and result in the termination of the Agreement or rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Monitor. The financial reports shall reflect the expenditures made by the Grantee under the Agreement and may be incorporated into the same reporting structure as the narrative reports.

3. The reports shall be submitted by the following dates:

In Process

Reporting Period	Report	Due Date
July 01, 2024-December 31, 2024	1st Financial and Mid Project Program Narrative Report Due	January 31, 2025
January 01,2025 – April 30, 2025	2nd Financial Report Due	May 31, 2025
July 01, 2024 – August 31, 2025	Final Financial Report, Expenditure Detail Report and Final Program Narrative Report Due	September 31, 2025

4. Failure to submit timely reports with the appropriate documentation by the due date may result in rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

5. The Grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant, subject to possible audit for a minimum of five (5) years after final payment date or grant term end date, whichever is later. Please refer to Exhibit A, Terms and Conditions for more information.

6. In addition to the foregoing, the Grantee shall submit to the State Library such periodic reports, updates, documents and any information as deem necessary by the State Library to monitor compliance and/or perform program

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evaluation. Any requested data or information shall be submitted in electronic format on a form specified by the State Library.

E. Claim Form and Payment

1. The California State Library shall provide the Grantee payment as outlined in the payment schedule only if all requirements for claiming the funds as outline in this document have been met, and only for those activities and costs specified in the approved award application.

2. The Grantee shall complete, sign, and submit Certification of Compliance form (Exhibit B) and the Financial Claim form (included in your award packet), to the California State Library within 14 days of receiving this award packet. These forms will be issued, signed, and submitted using the online signature and agreement platform, DocuSign, unless DocuSign is unallowable or inconsistent with practices and policies of the local jurisdiction. If the use of DocuSign is not acceptable to your organization, please contact your grant monitor regarding alternate options.

In Process

3. Any of the sums appearing under the categories in the approved budget may be adjusted with prior authorization from the California State Library Grant Monitor. This would be to increase the allotment with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the Grantee under this Agreement shall not exceed the awarded amount, which shall be expended/encumbered during the grant period.

4. If the payment amount made by the California State Library exceeds the actual expenses incurred during the term of this Agreement, as reflected in the financial reports to be filed by the Grantee, the Grantee shall immediately refund the excess payment amount to the California State Library.

5. The Award payments will only be made to the Grantee. It is the Grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.

6. The Final Payment of 10% (if applicable) will be withheld and retained by the California State Library until all conditions agreed upon in this Agreement, including submission and grant monitor approval of the interim and final narrative and financial reports, have been satisfied.

7. **Prompt Payment Clause**
   The California State Library will make payments to the Grantee in accordance with the Prompt Payment Clause under Government Code, section 927, *et. seq*. The Grantee may typically expect payment within 45 days from the date a grant payment request is properly submitted and approved by the Grant Monitor.

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8. **Budget Contingency Clause**
   a. It is mutually agreed that if the Budget Act of the current fiscal year or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the California State Library shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Agreement and the Grantee shall not be obligated to perform any provisions of this Agreement.
   b. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Program, the California State Library shall have the option to either cancel this Agreement with no liability occurring to itself or offer an Agreement amendment to the Grantee to reflect the reduced amount.

In Process

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EXHIBIT A: TERMS and CONDITIONS

1. Accessibility: The State is responsible for ensuring that public websites are accessible to both the general public and state employees, including persons with disabilities. Grantee shall assist the State in meeting its responsibility. Therefore, all project materials generated by state funded programs must meet the **California Accessibility Standards.** Additionally, all project materials designed, developed, and maintained shall be in compliance with the California Government Code, sections 7405 and 11135, and the current Web Content Accessibility Guidelines, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

   However, if for some reason project material is not generated to be in compliance to meet these standards, please still submit it to the State Library. When submitting the material make sure to note that the material is not accessible by including "NOT ACCESSIBLE" in the file name.

   The California State Library reserves the right to post project materials to its website that are in compliance with these standards.

2. Acknowledgment: The State of California and the California State Library shall be acknowledged in all promotional materials and publications related to the Zip Books.

   a. Grant award recipients must ensure that the State of California receives full credit as the source of funds and that the California State Library, likewise, is acknowledged as the administrator.
   b. Publications and information releases about the project must credit the State of California. An appropriate statement for a publication or project press release is:

      "This [publication/project] was supported in whole or in part by funding provided by the State of California, administered by the California State Library."

      Grantees must include the above statement in any publications, vehicle wraps, and promotional materials, including websites. If space is limited the State Library logo and the following shortened acknowledgement statement is acceptable:

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"Funding provided by the State of California."

c. This credit line on products of a project, such as materials, is important to foster support from the public, and state funding sources.
d. California State Library Logo: Use of the California State Library logo, which can be downloaded on the California State Library website, is required on any publication, vehicle wrap, or promotional material along with the above statement(s).
e. Photo Documentation: Digital photos are a great way to document the happenings of your project. It is recommended that you use a photo release form when taking photos of the public. You may use your library's photo release form, or contact your grant monitor for the State Library's form.

3. Agency: In the performance of this Agreement the Grantee and its agents and employees shall act in an independent capacity and not as officers, employees or agents of the California State Library. The Grantee is solely responsible for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the parties. The Grantee shall not represent itself as an agent of the California State Library for any purpose and has no authority to bind the State Library in any manner whatsoever.

4. Amendment: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated into this Agreement is binding on any of the parties. This Agreement may be amended, modified or augmented by mutual consent of the parties, subject to the requirements and restrictions of this paragraph.

5. Applicable law: The laws of the State of California shall govern all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder. The parties hereby waive any right to any other venue. The place where the Agreement is entered into and place where the obligation is incurred is Sacramento County, California.

6. Assignment, Successors, and Assigns: The Grantee may not assign this Agreement or delegate its performance to any third-party person or entity, either in whole or in part, without the California State Library's prior written consent. The provisions of this Agreement shall be binding upon and inure to the benefit of the California State Library, the Grantee, and their respective successors and assigns.

7. Audit and Records Access: The Grantee agrees that the California State Library, the Department of General Services, the State Auditor, or their designated representatives shall have the right to review, audit, inspect and copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment, or grant term end date,

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whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.

Examples of audit documentation may include, but not limited to, competitive bids, grant amendments, if any, relating to the budget or work plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices and/or cancelled checks.

8. Authorized Representative: Grantee and the California State Library mutually represent that their authorized representatives have the requisite legal authority to sign on their organization's behalf.

9. Communication: All communications from either party, including an interim check-in at any time during the grant term, shall be directed to the respective grant manager or representative of the California State Library or Grantee. For this purpose, the following contact information is provided below:

Santa Fe Springs City Libary
Deborah Raia
11700 Telegraph Rd.
Santa Fe Springs,90670
562-868-7738 Ext. 7814
deborahraia@santafesprings.org

California State Library
Monica Rivas
900 N Street
Sacramento, CA 95814
916-603-7159
monica.rivas@library.ca.gov

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1. Confidentiality: Grantee will maintain as confidential any material it receives or produces that is marked **Confidential** or is inherently confidential or is protected by privilege. Grantee agrees to alert the State Library to this status in advance, and State Library agrees to maintain this status in conformity with the Public Records Act.

2. Contractor and Subcontractors: Nothing contained in this Grant Agreement or otherwise shall create any contractual relation between the State and any contractor or subcontractors, and no contract or subcontract shall relieve the Grantee of his or her responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its contractors, subcontractors, volunteers, student interns and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its contractors and subcontractors is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any contractor or subcontractor.

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3. Copyright: Grantee owns and retains titles to any copyrights or copyrightable material from any original works that it creates within the scope of this Agreement in accordance with the federal Copyright Act. (17 U.S.C. 101, *et seq.*) Grantee is responsible for obtaining any necessary licenses, permissions, releases or authorizations to use text, images, or other materials owned, copyrighted, or trademarked by third parties and for extending such licenses, permissions, releases, or authorizations to the California State Library pursuant to this section. Also, the California State Library may upload, post or transmit copyrighted material produced or purchased with grant funds on a California State Library website for public access and viewing.

4. Discharge of Grant Obligations: The Grantee's obligations under this Agreement shall be deemed discharged only upon acceptance of the final report by California State Library. If the Grantee is a non-profit entity, the Grantee's Board of Directors shall accept and certify as accurate the final report prior to its submission to California State Library.

5. Dispute Resolution: In the event of a dispute, Grantee will discuss the problem informally with the Grant Monitor. If unresolved, the Grantee shall file a written "Notice of Dispute" with the State Library Grant Monitor within ten (10) days of discovery of the problem. Within ten (10) days of receipt, the Grant Monitor shall meet with the Grantee for purposes of resolving the dispute. Any dispute arising under the terms of this Agreement which is not disposed of within a reasonable period of time, the Grantee may bring it to the attention of the State Librarian or the designated representative. The decision of the State Librarian or designated representative shall be final. Unless otherwise instructed by the Grant Monitor,

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the Grantee shall continue with its responsibilities under this Agreement during any dispute.

6. Drug-free Workplace: The Grantee certifies under penalty of perjury under the laws of California, that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 *et. seq*.) and will provide a drug-free workplace by taking the following actions:

   a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
   b. Establish a Drug-Free Awareness Program to inform employees about all the following:
      1) The dangers of drug abuse in the workplace.
      2) The Grantee's policy of maintaining a drug-free workplace.
      3) Any available counseling, rehabilitation and employee assistance programs.
      4) Penalties that may be imposed upon employees for drug abuse violations.
   c. Require that every employee who works on the Agreement will:
      1) Receive a copy of the Grantee's drug-free workplace policy statement.
      2) Agrees to abide by the terms of the Grantee's statement as a condition of employment on the Agreement.

   Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and grantee may be ineligible for award of any future state agreements if the California State Library determines that the grantee has made a false certification or violated the certification by failing to carry out the requirements as noted above.

7. Effectiveness of Agreement: This Agreement is of no force or effect until signed by both parties.

8. Entire Agreement: This Agreement supersedes all prior agreements, oral or written, made with respect to the subject hereof and, together with all attachments hereto, contains the entire agreement of the parties.

9. Exclusive Agreement: This is the entire Agreement between the California State Library and Grantee.

10. Executive Order N-6-22-Russia Sanctions: The Grantee shall comply with Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to

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terminate grant agreements with, and to refrain from entering any new grant agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

11. Extension: The State Librarian or designee may extend the final deadline for good cause. The Grantee's request for an extension of the grant period must be made in writing and received by the California State Library at least 30 days prior to the final deadline.

12. Failure to Perform: The grant being utilized by the Grantee is to benefit the Zip Books. If the Grant Monitor determines the Grantee has not complied with this Agreement, the Grantee may forfeit the right to reimbursement of any grant funds not already paid by the California State Library, including, but not limited to, the ten percent (10%) withhold.

13. Federal and State Taxes: The State Library shall not:

    a. Withhold Federal Insurance Contributions Act (FICA) payments from Grantee's payments or make FICA payments on the Grantee's behalf; or
    b. Make Federal or State unemployment insurance contributions on Grantee's behalf; or
    c. Withhold Federal or State income taxes from Grantee's payments

    Grantee shall pay all taxes required on payments made under this Agreement including applicable income taxes and FICA.

14. Force Majeure: Neither the California State Library nor the Grantee, its contractors, vendors, or subcontractors, if any, shall be responsible hereunder for any delay, default, or nonperformance of this Agreement, to the extent that such delay, default, or nonperformance is caused by an act of God, weather, accident, labor strike, fire, explosion, riot, war, rebellion, sabotage, flood, or other contingencies unforeseen by the California State Library or the Grantee, its contractors, vendors, or subcontractors, and beyond the reasonable control of such party.

15. Forfeit of Grant Funds and Repayment of Funds Improperly Expended: If grant funds are not expended, or have not been expended, in accordance with this Agreement, the State Librarian or designee, at his or her sole discretion, may take appropriate action under this Agreement, at law or in equity, including requiring the Grantee to forfeit the unexpended portion of the grant funds,

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including, but not limited to, the ten percent (10%) withhold, and/or to repay to the California State Library any funds improperly expended.

16. Fringe Benefit Ineligibility: Grantee agrees that neither the Grantee nor its employees and contract personnel are eligible to participate in any employee pension, health benefit, vacation pay, sick pay or other fringe benefit plan of the State of California or the State Library.

17. Generally Accepted Accounting Principles: The Grantee is required to use Generally Accepted Accounting Principles in documenting all grant expenditures.

18. Grant Monitor: The Grant Monitor's responsibilities include monitoring grant progress and reviewing and approving Grant Payment Requests and other documents delivered to the California State Library pursuant to this Agreement. The Grant Monitor may monitor Grantee performance to ensure Grantee expends grant funds appropriately and, in a manner, consistent with the terms and conditions contained herein. The Grant Monitor does not have the authority to approve any deviation from or revision to the Terms and Conditions (Exhibit A) or the Procedures and Requirements unless such authority is expressly stated in the Procedures and Requirements.

19. Grantee: the government or legal entity to which a grant is awarded, and which is accountable to the California State Library for the use of the funds provided.

    a. The grantee will make reports to the State Librarian in such form and containing such information as may be required to ensure the proper used of funds consistent with the grantee's application and award agreement. The grantee will keep such records and afford such access as the California State Library may find necessary to assure the correctness and verification of such reports.

20. Grantee Accountability: The Grantee is ultimately responsible and accountable for the manner in which the grant funds are utilized and accounted for and the way the grant is administered, even if the Grantee has contracted with another organization, public or private, to administer or operate its grant program. In the event an audit should determine that grant funds are owed to the California State Library, the Grantee is responsible for repayment of the funds to the California State Library.

21. Grantee Funds: It is mutually agreed that the Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete the project.

22. Independent Action: Grantee reserves the right to fulfill its obligations under this Agreement in an independent manner, at any location and at any time within the agreed-upon timeline. Grantee's employees or contract personnel shall perform all services required by this Agreement, but their time need not be

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devoted solely to fulfilling obligations under this Agreement. Grantee shall furnish all equipment and materials used to meet its obligations and complete the Project. The State Library shall not provide any personnel or other resources beyond the grant award and is not required to provide training in connection with this Agreement.

23. Indemnification: Grantee agrees to indemnify, defend and save harmless the State of California, the California State Library and its officers, employees, and agents, from any and all claims, losses, and liabilities accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.

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24. License to Use: The California State Library reserves a fully paid-up, royalty-free, nonexclusive, sub-licensable and irrevocable license to reproduce, publish, prepare derivative works, distribute or otherwise use, and to authorize third parties to use, any material received or maintained by Grantee in connection with this Agreement. This includes intellectual property, with or without third-party rights. All such usages will be for public library and State governmental purposes:

    a. The copyright in any work developed under this grant, sub-grant, or contract under this grant or sub-grant; and
    b. Any rights of copyright to which a Grantee, sub-grantee, or a contractor purchases ownership with grant support.

25. Limitation of Expenditure: Expenditure for all projects must conform to the grantee's approved budget and with applicable State laws and regulations. The total amount paid by the California State Library to the Grantee under this agreement shall not exceed $ 5627 and shall be expended/encumbered in the designated award period.

    During the award period, the grantee may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in award funding must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification may be required to be submitted according to the instructions. Approval is by the State Librarian or their designee. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts.

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26. Lobbying: Grantee confirms that the grant funds will not be used for the purposes of lobbying or otherwise attempting to influence legislation, as those purposes are defined by the U.S. Internal Revenue Code of 1986.

27. Non-Discrimination Clause: During this grant period, the Grantee and the Grantee's contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status. Grantee shall insure that the evaluation and treatment of contractors, employees and applicants for employment are free from such discrimination and harassment.

    Additionally, Grantee, contractors, and subcontractors, if applicable, shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 *et seq*.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 *et seq*.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the California State Library to implement such article.

    Grantee shall permit access by representatives of the Department of Civil Rights and the California State Library upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or the California State Library shall require ascertaining compliance with this clause. Grantee, and its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.) Grantee shall include the non-discrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under the Agreement.

28. Notices: All notices and other communications in connection with this Agreement shall be in writing, and shall be considered delivered as follows:

    a. **Electronic Mail (E-mail):** When sent by e-mail to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
    b. **DocuSign (e-signature platform)**: When sent via DocuSign a notification will be sent to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
    c. **Grants Management System**: When sent via / uploaded to the California State Library's Grants Management System a notification will be sent to

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the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.

d. **Personally:** When delivered personally to the recipient's physical address as stated in this Agreement.
e. **U.S. Mail:** Five days after being deposited in the U.S. Mail, postage prepaid, and addressed to recipient's address as stated in this Agreement.

29. Order of Precedence: The performance of this Agreement shall be conducted in accordance with the Terms and Conditions, Procedures and Requirements, Certificate of Compliance, Project Summary, Activities Timeline, and Budget, of this Agreement, or other combination of exhibits specified on the Grant Agreement Coversheet attached hereto (collectively referred to as "Terms"). Grantee's California State Library-approved Application (Grantee's Application) is hereby incorporated herein by this reference. In the event of conflict or inconsistency between the articles, exhibits, attachments, specifications or provisions that constitute this Agreement, the following order of precedence shall apply:

    a. Grant Agreement Coversheet and any Amendments thereto
    b. Terms and Conditions
    c. Procedures and Requirements
    d. Certificate of Compliance
    e. Project Summary
    f. Grantee's Application (including Budget and Activities Timeline)
    g. All other attachments hereto, including any that are incorporated by reference.

30. Payment:

    a. The approved Budget, if applicable, is attached hereto and incorporated herein by this reference and states the maximum amount of allowable costs for each of the tasks identified in the Project Summary and Activity Timeline included in the project application. California State Library shall provide funding to the Grantee for only the work and tasks specified in the Grantee's Application at only those costs specified in the Budget and incurred in the term of the Agreement.
    b. The Grantee shall carry out the work described in the Work Plan or in the Grantee's Application in accordance with the approved Budget and shall obtain the Grant Monitor's written approval of any changes or modifications to the Work Plan, approved project as described in the Grantee's Application, or the approved Budget prior to performing the changed work or incurring the changed cost. If the Grantee fails to obtain

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such prior written approval, the State Librarian or designee, at his or her sole discretion, may refuse to provide funds to pay for such work or costs.

c. The Grantee shall request funds in accordance with the funding schedule included in this agreement.
d. Ten percent (10%) will be withheld from the Payment Request (if applicable) and paid at the end of the grant term, when all reports and conditions stipulated in this Agreement have been satisfactorily completed. Failure by the grantee to satisfactorily complete all reports and conditions stipulated in this Agreement may result in forfeiture of any such funds withheld.
e. Lodgings, Meals and Incidentals: Grantee's eligible costs are limited to the amounts authorized in the California State Administrative Manual (see Exhibit C or contact the Grant Monitor for more information).
f. Payment will be made only to the Grantee.
g. Reimbursable expenses shall not be incurred unless and until the grantee receives a Notice to Proceed as described in the Procedures and Requirements.

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31. Personal Jurisdiction: The Grantee consents to personal jurisdiction in the State of California for all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties. Native American Tribal grantees expressly waive tribal sovereign immunity as a defense to any and all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties.

32. Personnel Costs: Any personnel expenditures to be paid for with grant funds must be computed based on actual time spent on grant-related activities and on the actual salary or equivalent hourly wage the employee is paid for their regular job duties, including a proportionate share of any benefits to which the employee is entitled.

33. Pledge: This Agreement shall not be interpreted to create any pledge or any commitment by the State Library to make any other or further grants or contributions to Grantee, or any other person or entity in connection with the Project. It is mutually agreed that Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete outcomes or deliverables.

34. Privacy Protection: Both parties agree to protect the confidentiality of any non-public, personal information that may be contained in materials received or produced in connection with this Agreement, as required by Civil Code, section 1798, *et. seq*.

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35. Prohibited Use: The expenditure under this program shall not be used to supplant Grantee efforts in other grant programs provided by the California State Library.

36. Public Records Act: Material maintained or used by the California State Library is considered "public record" under the Public Records Act (PRA) at Government Code, sections 6250, *et. seq*. This includes the Interim and Final reports, and any other written communications between the parties. Grantee agrees to ensure that all content contained in its written reports are appropriate for publication. Said material, along with all other reports, documentation and data collected during the term of the Agreement, will be subject to disclosure unless it qualifies for exemption under the PRA in whole or in part. Grantee agrees to alert the State Library as to a basis for exemption, if any exists.

37. Publicity Obligations: Grantee will notify the State Library of any promotional materials or publications resulting from the grant no later than five (5) days in advance of distribution, whether they are print, film, electronic, or in any other format or medium. Copies of all promotional materials will be provided to the State Library. Grantee will acknowledge the State Library's support as noted above. Grantee agrees that the State Library may include information about this grant and its outcomes in its own annual reports, with specific reference to Grantee, and may distribute such information to third parties.

38. Records: Communications, grant related documents, data, original receipts, and invoices must be maintained by Grantee and shall be made available to the State Library upon request. Grantee agrees to maintain adequate grant program records and adequate financial records consistent with generally accepted accounting practices, and to retain all records for at least five (5) years after the end-of-term. The State Library may monitor or conduct an onsite evaluation of Grantee's operation to ensure compliance with this Agreement, with reasonable advance notice.

39. Reduction of Waste: In the performance of this Agreement, Grantee shall take all reasonable steps to ensure that materials purchased or utilized in the course of the project are not wasted. Steps should include, but not be limited to the use of used, reusable, or recyclable products; discretion in the amount of materials used; alternatives to disposal of materials consumed; and the practice of other waste reduction measures where feasible and appropriate.

40. Reimbursement Limitations: Under no circumstances shall the Grantee seek reimbursement pursuant to this Agreement for a cost or activity that has been or will be paid for through another funding source. The Grantee shall not seek reimbursement for any costs used to meet cost sharing or matching requirements of any other California State Library funded program.

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41. Reports and Claims: It is the responsibility of the grantee make the required reports and claims to the California State Library.

    a. The grantee shall be responsible for submitting to the State Library Narrative Reports detailing progress and activities. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
    b. The grantee shall be responsible for submitting to the State Library Financial Reports reflecting grantee expenditure activity. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
    c. To obtain payment hereunder the grantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
    d. The final 10% of the grant award (if applicable) is payable only upon approval of all final reports and receipt of claim form. Failure to provide timely reports is a serious breach of an award recipient's administrative duty under the award.
    e. Payment will be provided to cover the expenditures incurred by the grantee for the project in the following manner:
        - $ 5627 upon execution of the agreement and submission of claim by the grantee organization.
        - If applicable, second payment will be made after the submission and approval of the first reports and receipt of claim form in the amount of $ 0
        - If applicable, final payment will be made upon approval of all final reports and receipt of claim form in the amount of 0.

42. Self-Dealing and Arm's Length Transactions: All expenditures for which reimbursement pursuant to this Agreement is sought shall be the result of arm's-length transactions and not the result of, or motivated by, self-dealing on the part of the Grantee or any employee or agent of the Grantee. For purposes of this provision, "arm's-length transactions" are those in which both parties are on equal footing and fair market forces are at play, such as when multiple vendors are invited to compete for an entity's business and the entity chooses the lowest of the resulting bids. "Self-dealing" is involved where an individual or entity is obligated to act as a trustee or fiduciary, as when handling public funds, and chooses to act in a manner that will benefit the individual or entity, directly or indirectly, to the detriment of, and in conflict with, the public purpose for which all grant monies are to be expended.

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43. Severability: If any part of this Agreement is found to be unlawful or unenforceable, such provisions will be voided and severed from this Agreement, but the remainder of the provisions in the Agreement will remain in full force and effect.

44. Site Visits: The Grantee shall allow the California State Library to access and conduct site visits, with reasonable notice, at which grant funds are expended and related work being performed at any time during the performance of the work and for up to ninety (90) days after completion of the work, or until all issues related to the grant project have been resolved. A site visit may include, but not be limited to, monitoring the use of grant funds, provide technical assistance when needed, and to visit the State funded project.

45. Termination: The Agreement shall be subject to termination by the State Librarian or designee upon notice to the Grantee at least thirty (30) days prior to the effective date of termination. In the event this agreement is terminated, the Grantee shall deliver to the State Librarian copies of all reports, accounting, data, and materials prepared up to the date of termination. The State Librarian shall determine and pay the Grantee for necessary and appropriate expenditures and obligations up to the date of termination which have not been covered by prior installments previously paid to the Grantee. Upon such termination, the unused portion of the grant award must be returned to the California State Library within 45 days. If funding has been advanced to the Grantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 45 days of the notice of termination.

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46. Timeline: Time is of the essence to this Agreement. It is mutually agreed between the parties that the grant application and the timeline included therein are part of the Agreement.

47. Unused Funds: At the end-of-term Grantee agrees to return any unexpended or unaccounted for funds to the State Library, or to submit a written request for an extension of the grant period. Funds will be considered unexpended or unaccounted if they were: (1) not used for their intended purpose, or (2) used inconsistent with the terms of this Agreement.

    Funds will also be considered unaccounted for, and must be returned, if the proposal outcomes or deliverables are materially incomplete by the end-of-term or earlier termination, as determined by the State Library in its sole discretion.

48. Waiver of Rights: California State Library shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed

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by California State Library. No delay or omission on the part of California State Library in exercising any rights shall operate as a waiver of such right or any other right. A waiver by California State Library of a provision of this Agreement shall not prejudice or constitute a waiver of California State Library's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by California State Library, nor any course of dealing between California State Library and Grantee, shall constitute a waiver of any of California State Library's rights or of any of grantee's obligations as to any future transactions. Whenever the consent of California State Library is required under this Agreement, the granting of such consent by California State Library in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of California State Library.

49. Work Products: Grantee shall provide California State Library with copies of all final products identified in the Work Plan and Application. Grantee shall also provide the State Library with copies of all public education and advertising material produced pursuant to this Agreement.

50. Worker's Compensation: The State of California will not provide Workers' Compensation insurance for Grantee or Grantee's employees or contract personnel. If Grantee hires employees to perform services required by this Agreement, Grantee shall provide Workers' Compensation insurance for them. The Grantee is aware of Labor Code Section 3700, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the Labor Code, and the Grantee agrees to comply with such provisions before commencing the performance of the work of this Agreement.

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EXHIBIT B: CERTIFICATION of COMPLIANCE FORM

1. **AUTHORIZED REPRESENTATIVE:** I certify that the authorized representative named below is the legally designated representative of the Grantee for this Grant Agreement and project and is authorized to receive and expend funds in order to administer this grant program.
2. I certify that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge, and as the authorized representative of the Grantee, I commit to the conditions of this award, and I have the legal authority to do so.
3. I certify that any or all other participants or contractors in the grant program have agreed to the terms of the application/grant award and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application by the California State Librarian.
4. The authorized representative, on behalf of the Grantee, certifies that the Grantee will comply with all applicable requirements of State and Federal laws, regulations, and policies governing this program, to include the requirements listed below in this Certification of Compliance Form.
5. The authorized representative, on behalf of the Grantee, hereby certifies to the California State Library, for an award of funds in the amount 5627. This award will provide library services as set forth in the Project Application as approved and/or as amended by the California State Librarian.
6. **STATEMENT OF COMPLIANCE:** Grantee has, unless exempted, complied with the non-discrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102).
7. **DRUG-FREE WORKPLACE REQUIREMENTS:** Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

    a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

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b. Establish a Drug-Free Awareness Program to inform employees about:

   1) the dangers of drug abuse in the workplace;
   2) the person's or organization's policy of maintaining a drug-free workplace;
   3) any available counseling, rehabilitation and employee assistance programs; and,
   4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

   1) receive a copy of the company's drug-free workplace policy statement; and,
   2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Grantee has made false certification or violated the certification by failing to carry out the requirements as noted above. (Gov. Code § 8350 *et. seq*.)

8. **CONFLICT OF INTEREST:** Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the California State Library must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code § 10410):

a. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
b. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code § 10411):

a. For the two-year period from the date, he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
b. For the twelve-month period from the date, he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as

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the proposed contract within the 12-month period prior to his or her leaving state service.

If Grantee violates any provisions of above paragraphs, such action by Grantee shall render this Agreement void. (Pub. Contract Code § 10420).

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code § 10430 (e)).

9. **LABOR CODE/WORKERS' COMPENSATION:** Grantee needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code § 3700).

10. **AMERICANS WITH DISABILITIES ACT:** Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 *et. seq*.)

11. **RESOLUTION:** For awards totaling $350,000 or more, a county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

12. **PAYEE DATA RECORD FORM STD. 204:** This form must be completed by all Grantees that are not another state agency or other governmental entity.

13. **DRUG FREE WORKPLACE:**
    a. Continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).
    b. This includes but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace.

14. **ACCESSIBILITY:** The organization receiving this award, as listed in the certification section below, and all program staff, will ensure all project materials will meet California accessibility standards.

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15. **NON-DISCRIMINATION:** The organization receiving this award, as listed in the certification section below, and all program staff, agree to comply with all California non-discrimination laws.

16. **ACKNOWLEDGEMENT:** The organization receiving this award, as listed in the certification section below, and all program staff, agree to comply with California State Library acknowledgement requirements.

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Certification

ORGANIZATION	
Name:	**Address** *(official and complete)*:
PROJECT COORDINATOR	
Name:	
Email:	**Phone**:
GRANTTEE AUTHORIZED REPRESENTATIVE	
Name: Deborah Raia	**Title**:
Email: deborahraia@santafesprings.org	**Phone**:
Signature:	**Date**:

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Authorized Representative Signature

ORGANIZATION	
Name:	**Address** *(official and complete)*:
AUTHORIZED REPRESENTATIVE	
Signature:	**Date:**
Printed Name of Person Signing: Deborah Raia	**Title**:
STATE OF CALIFORNIA	
Agency Name: California State Library	**Address**: 900 N Street, Sacramento, CA 95814
Signature: Signed by: Greg Lucas [illegible]	**Date**: 10/4/2024
Printed Name of Person Signing: Greg Lucas	**Title**: California State Librarian

In Process

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April 25, 2022

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear Grantee,

You are receiving this notification because you currently have an active grant through the California State Library.

In Process

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at $5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Annly Roman
California State Library
900 N Street
Sacramento, CA 95814

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CALIFORNIA LIBRARY SERVICES ACT
FINANCIAL CLAIM
PAYMENT IN FULL

Grant Award #: ZIP24-75 **Date:**

Invoice #: ZIP24-75-01 **PO #:** 7701

Payee Name: Santa Fe Springs City Libary

(Legal name of authorized agency to receive, disburse and account for funds*)

Complete Address:

Street Address, City, State, Zip Code (Warrant will be mailed to this address)

Amount Claimed: $5,627

(Payable Upon Execution of Agreement)

Grantee Name: Santa Fe Springs City Libary

(Name on Award Letter and Agreement)

Project Title: Zip Books Project

Type of Payment:

☐ PROGRESS

☐ FINAL

☒ IN FULL

☐ AUGMENT

For Period From: upon execution to end of grant period

In Process

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

By

(Signature of the Authorized Representative)

Deborah Raia

(Print Name)

(Title)

*Legal payee name must match the payee's federal tax return. Warrant will be made payable to payee name. Payee discrepancies in name and/or address may cause delay in payment. If you need to change payee name and/or address, please contact Fiscal Services at stategrants.fiscal@library.ca.gov.

State of California, State Library Fiscal Office

ENY: 2024
PURCHASING AUTHORITY NUMBER: CSL-6120
COA: 5432000
FAIN: LS or N/A

ITEM NO: 6120-211-0001, Chapter 22, Statutes of 2024
REPORTING STRUCTURE: 61202000
PROGRAM #: 5312

By

(State Library Representative)

Date

Print Form Reset Form
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PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

Section 1 – Payee Information

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE	E-MAIL ADDRESS

Section 2 – Entity Type

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

- ☐ **SOLE PROPRIETOR / INDIVIDUAL**
- ☐ **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual*
- ☐ **PARTNERSHIP**
- ☐ **ESTATE OR TRUST**

CORPORATION (see instructions on page 2)

- ☐ **MEDICAL** *(e.g., dentistry, chiropractic, etc.)*
- ☐ **LEGAL** *(e.g., attorney services)*
- ☐ **EXEMPT** *(e.g., nonprofit)*
- ☐ **ALL OTHERS**

Section 3 – Tax Identification Number

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity), in which the sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

___ ___ ___ -___ ___ - ___ ___ ___ ___

OR

Federal Employer Identification Number (FEIN)

___ ___ - ___ ___ ___ ___ ___ ___ ___

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Section 4 – Payee Residency Status (See instructions)

☐ **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.

☐ **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.

☐ No services performed in California

☐ Copy of Franchise Tax Board waiver of state withholding is attached.

Section 5 – Certification

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE	TITLE	E-MAIL ADDRESS

SIGNATURE	DATE	TELEPHONE *(include area code)*

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE	UNIT/SECTION
Ca. State Library	Admin/Accoutning

MAILING ADDRESS	FAX	TELEPHONE *(include area code)*
900 N Street		916-603-7157

CITY	STATE	ZIP CODE	E-MAIL ADDRESS
Sacramento	CA	95814	accounting@library.ca.gov

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PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form1099).
NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.
Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)…	THEN Select the Box for…
Individual ● Sole Proprietorship ● Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships ● Limited Liability Partnerships (LLP) ● and, LLC treated as a Partnership	Partnerships
Estate ● Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc. ● LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) ● LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above ● LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status

Are you a California resident or nonresident?

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
  - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov
For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to $20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

ITEM # 41

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Maricela Balderas, Director of Community Services

SUBJECT: **PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM MEMORANDUM OF UNDERSTANDING FOR REPORT YEAR 2022**

DATE: November 12, 2024

RECOMMENDATION:

It is recommended that the City Council:

1) Authorize the City Manager to execute the Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for the Proposition A Discretionary Incentive Grant Program National Transit Database (NTD) for report year 2022; and

2) Approve the recognition of $8,812 in Proposition A grant funds awarded for our voluntary collection and reporting of FY 2021-22 ridership data. These funds will be recorded in the Special County Transit Tax Fund, account 2410-2427; and

3) Establish a corresponding expense allocation of $8,812 in the Community Services – Transit Services activity expenditure account (No.10105850-521000) to support cost of collection and reporting data; and

4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

Entering into the MOU with LACMTA entitles the City to collect $8,812 of Proposition A funds for the voluntarily collecting and reporting of Fiscal Year (FY) 2021-22 ridership data. The money will be deposited into the Special County Transit Tax Funds Account 2410-2427, with restricted use for transit expenditures in account (No. 10105850-521000) per Proposition A guidelines.

BACKGROUND

On November 14, 1980, the voters of the County of Los Angeles approved by majority vote Proposition A, establishing a one-half percent sale tax for public transit purposes. The City is entitled to funds under Proposition A Discretionary Incentive program for collecting and reporting data for the NTD from the FY 2021-22 report year.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

On April 1, 2024, the Federal Transit Administration (FTA) published in the Federal Register the FY 2023-24 apportionments, allocations, and program information including unit values for the data reported to the NTD. At its June 22, 2023 meeting, LACMTA approved the Fiscal Year FY 2023-24 transit fund allocations, which included an $8,812 payment to the City of Santa Fe Springs for voluntarily collecting and reporting data the NTD for FY 2021-22.

SUMMARY/NEXT STEPS

Upon approval of the recommended actions, City Staff will submit an invoice to LACTMA in the amount of $8,812 for voluntarily collecting and reporting data of the City's demand response services for FY2021-22 to the NTD.

ATTACHMENTS:

A. MOUPAISFE2400

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

MOUPAISFES24000

PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM
MEMORANDUM OF UNDERSTANDING
FOR COLLECTING AND REPORTING DATA FOR THE
NATIONAL TRANSIT DATABASE
FOR REPORT YEAR 2022

This Memorandum of Understanding (MOU) is entered into as of May 1, 2024 by and between Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of Santa Fe Springs (the "City").

WHEREAS, on November 14, 1980, the voters of the County of Los Angeles approved by majority vote Proposition A, an ordinance establishing a one-half percent sales tax for public transit purposes; and

WHEREAS, at its September 26, 2001 meeting, the LACMTA authorized payment of Proposition A Discretionary Incentive funds to each participating agency in an amount equal to the Federal funds generated for the region by each agency's reported data; and

WHEREAS, at its June 22, 2023 meeting, LACMTA approved the Fiscal Year FY 2023-24 transit fund allocations, which included funds to make payments to all cities that voluntarily reported NTD data for FY 2021-22; and

WHEREAS, the City has voluntarily submitted their FY2021-22 data to the National Transit Database (NTD) and have successfully met all NTD and Federal Transit Administration (FTA) requirements in order to generate Federal 5307 funds for the Los Angeles County region; and

WHEREAS, the City has requested funds under the Proposition A Discretionary Incentive Program for collecting and reporting data for the NTD from the FY 2021-22 Report Year (the "Project"); and

WHEREAS, on April 1, 2024, the Federal Transit Administration (FTA) published in the Federal Register the FY 2023-24 Apportionments, Allocations, and Program Information including unit values for the data reported to the NTD; and

WHEREAS, the parties desire to agree on the terms and conditions for payment for the Project.

NOW, THEREFORE, LACMTA and the City hereby agree to the following terms and procedures:

ARTICLE 1. TERM

1.0 This Memorandum of Understanding ("MOU") will be in effect from **May 1, 2024**, through **June 30, 2027** at which time all unused funds shall lapse.

ARTICLE 2. STANDARDS

2.0 To receive payment for the submittal of the FY 2021-22 NTD statistics, the City warrants that it:

A. Adhered to the Federal Guidelines for collecting and Reporting NTD statistics including all audit requirements;

B. Prepared and submitted the FY 2021-22 ANNUAL NTD REPORT of the City's fixed-route and/or demand response transit service to the NTD on or before **October 31, 2022**;

C. Prepared and submitted the FY 2021-22 ANNUAL NTD REPORT of the City's fixed-route and/or demand response transit service to the LACMTA on or before **February 15, 2023**;

ARTICLE 3. PAYMENT OF FUNDS TO CITY

3.0 LACMTA shall pay the City for collecting and reporting FY 2021-22 NTD statistics. LACMTA shall pay the City for submitting the FY 2021-22 **ANNUAL NTD REPORT** for the applicable transit services as follows:

DIAL-A-RIDE SERVICE

For City's dial-a-ride service, LACMTA shall pay an amount equal to the 12570 revenue vehicle miles reported by the City multiplied by the FTA unit value of 0.70102255316358331 per revenue vehicle mile. See Attachment A for detail.

3.1 The City shall submit one invoice to LACMTA prior to **June 30, 2027**, in the amount of **$8,812** to receive its payment described above.

3.2 INVOICE BY CITY:

Send invoice with supporting documentation to:

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
accountspayable@metro.net

Re: LACMTA MOU# MOUPAISFES24000 M.S. Chelsea Meister (99-4-3)

ARTICLE 4. CONDITIONS

4.0 The City agrees to comply with all requirements specified by the FTA guidelines for reporting NTD statistics.

4.1 The City understands and agrees that LACMTA shall have no liability in connection with the City's use of the funds. The City shall indemnify, defend, and hold harmless LACMTA and its officers, agents, and employees from and against any and all liability and expenses including defense costs and legal fees and claims for damages of any nature whatsoever, arising out of any act or omission of the City, its officers, agents, employees, and subcontractors in performing the services under this MOU.

4.2 The City is not a contractor, agent or employee of LACMTA. The City shall not represent itself as a contractor, agent or employee of LACMTA and shall have no power to bind LACMTA in contract or otherwise.

4.3 The City agrees that expenditure of the Proposition A Discretionary Incentive funds will be used for projects that meet the eligibility, administrative, audit and lapsing requirements of the Proposition A and Proposition C Local Return guidelines most recently adopted by the LACMTA Board.

4.4 These expenditures will be subject to **AUDIT** as part of LACMTA's annual Consolidated Audit.

ARTICLE 5. REMEDIES

5.0 LACMTA reserves the right to terminate this MOU and withhold or recoup funds if it determines that the City has not met the requirements specified by the FTA for collecting and submitting NTD statistics through LACMTA.

ARTICLE 6. MISCELLANEOUS

6.0 This MOU constitutes the entire understanding between the parties, with respect to the subject matter herein.

6.1 The MOU shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original MOU or the same level of authority.

ARTICLE 7. CONTACT INFORMATION

7.0 LACMTA's Address:
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Chelsea Meister (99-21-3)
meisterc@metro.net

7.1 City's Address:
Santa Fe Springs
11710 Telegraph Rd.
Santa Fe Springs,CA 90670
Attn: Jose Barrios
joebarrios@santafesprings.org

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:

City of Santa Fe Springs

_____

Mayor/City Manager

Date: _____

Los Angeles County Metropolitan Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 10/2/24

ATTACHMENT A
LACMTA Voluntary NTD Reporting Program for FY22
Using FY24 FTA Formula Programs Apportionment Data Values

Jurisdiction	MODE	Total Vehicle Revenue Miles	$ from VRM	Tier II Operator Deduction	Total ($)Due to Jurisdiction	
Alhambra	MB	168,115	117,852.41		117,852	178,639
Alhambra	DR	86,711	60,786.37		60,786	
Artesia	DR (DT)	3,956	2,773.25		2,773	
Azusa	DR	28,615	20,059.76		20,060	
Baldwin Park	MB	173,378	121,541.89		121,542	139,086
Baldwin Park	DR	25,027	17,544.49		17,544	
Bell	MB	33,351	23,379.80		23,380	
Bell	DR	14,950	10,480.29		10,480	
Bellflower	MB	72,617	50,906.15		50,906	58,146
Bellflower	DR	10,327	7,239.46		7,239	
Bell Gardens	MB	91,237	63,959.19		63,959	81,790
Bell Gardens	DR	25,435	17,830.51		17,831	
Burbank	MB	212,160	148,728.94	(19,766)	128,963	
Calabasas	MB	65,374	45,828.65		45,829	51,463
Calabasas	DR	8,037	5,634.12		5,634	
Carson	MB	13,788	9,665.70		9,666	56,301
Carson	DT	66,524	46,634.82		46,635	
Cerritos	MB	100,933	70,756.31		70,756	97,359
Cerritos	DR	37,948	26,602.40		26,602	
Compton	MB	185,493	130,034.78		130,035	130,192
Compton	DR	224	157.03		157	
Covina	DR	43,672	30,615.06		30,615	
Cudahy	MB	33,395	23,410.65		23,411	30,244
Cudahy	DR	9,747	6,832.87		6,833	
Downey	MB	103,313	72,424.74		72,425	101,291
Downey	DR	41,178	28,866.71		28,867	
Duarte	MB	DID NOT REPORT F	-		-	
El Monte	MB	221,303	155,138.39		155,138	192,668
El Monte	DR	53,536	37,529.94		37,530	
Glendora	MB	44,811	31,413.52		31,414	61,485
Glendora	DR	42,896	30,071.06		30,071	
Huntington Park	MB	147,119	103,133.74		103,134	132,064
Huntington Park	DT	41,268	28,929.80		28,930	
LACDPWAvocado	MB	39,129.00	27,430.31		27,430	
LACDPWELA	MB	226,843.00	159,022.06		159,022	
LACDPWELA	DR	32,646.00	22,885.58		22,886	181,908
LACDPWEast Valinda	MB	44,279.00	31,040.58		31,041	
LACDPWKing Medical	MB	37,428.00	26,237.87		26,238	
LACDPWWillowbrook Shuttle	MB	73,799.00	51,734.76		51,735	542,348
LACDPWS.Whittier	MB	196,000.00	137,400.42		137,400	
LACDPWAthens	MB	36,721.00	25,742.25		25,742	
LACDPWLennox	MB	30,216.00	21,182.10		21,182	
LACDPWFloranceFirestone	MB	56,592.00	39,672.27		39,672	
Lakewood	DR	52,213	36,602.49		36,602	
Lawndale	MB	DID NOT REPORT F	-		-	
Lynwood	MB	147,420	103,344.74		103,345	
Malibu	DT	5,867	4,112.90		4,113	
ManhattanBeach	DR	22,484	15,761.79		15,762	
Maywood	MB	31,380	21,998.09		21,998	32,276
Maywood	DR	14,662	10,278.39		10,278	
MontereyPark	MB	-	-		-	11,785
MontereyPark	DR	16,811	11,784.89		11,785	
Pico Rivera	DR	8,765	6,144.46		6,144	
Rosemead	MB	104,818	73,479.78		73,480	94,855
Rosemead	DR	30,491	21,374.88		21,375	
Santa Fe Springs	DR	12,570	8,811.85		8,812	
South Gate	MB	118,783	83,269.56		83,270	160,309
South Gate	DT	109,896	77,039.57		77,040	
SouthPasadena	DR	20,054	14,058.31		14,058	
WestCovina	MB	155,047	108,691.44		108,691	135,451
WestCovina	DR	38,172	26,759.43		26,759	
West Hollywood	MB	114,445	80,229		80,229	
Total		**3,869,524**	**2,792,852**	**(19,766)**	2,773,086	
FY24 Revenue Mile Rate		**0.701022553**				

ATTACHMENT A
LACMTA Voluntary NTD Reporting Program for FY '22
Using FY '24 FTA Formula Programs Apportionment Data Unit Values

Jurisdiction	MODE	Total Vehicle Revenue Miles	Total Vehicle Revenue Hours	Total Passenger Miles	Total Operating Costs	$ from VRM	$from OPCOST	Total Generated	Total ($)Due to Jursd Before Tier 2 Deduction	Tier II Operator Deduction	Total ($)Due to Jurisdiction
Glendale	MB	871,699	100,417	1,127,888	10,012,370	611,080.66	8,770	$ 619,851	619,851	(82,378)	537,473
Pasadena	MB	739,633	71,223	1,905,376	6,777,893	518,499.41	36,974	$ 555,473	555,473	(73,822)	481,651
LADOT COMMUNITY DASH	MB	4,118,894	292,898	11,327,239	40,076,119	2,887,437	220,998	$ 3,108,436	3,108,436	(413,110)	2,695,326
LADOT DEPARTMENT OF AGING	DR	169,282	28,228	306,343	3,955,395	118,670	1,638	$ 120,308	120,308		120,308
Total LADOT		**4,288,176**	**321,126**	**11,633,582**	**44,031,514**	**3,006,108**	**222,636**	**$ 3,228,744**	3,228,744		2,815,634
									-		-
Total NTD 5307 Funds		**5,899,508**	**492,766**	**14,666,846**	**60,821,777**	**4,135,688**	**268,380**	**4,404,068**	4,404,068	**(569,310)**	3,834,758
									-		

FY24 Revenue Mile Rate	**0.7010226** *
FY24 Passenger Mile Rate	**0.0690283**

ITEM # 42

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Gus Hernandez, Director of Parks & Recreation

SUBJECT: **APPROVAL OF A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF SANTA FE SPRINGS AND THE WHITTIER UNION HIGH SCHOOL DISTRICT REGARDING COLLABORATION AND FINANCIAL COMMITMENT TO THE PROPOSED ATHLETIC FACILITIES PROJECT AT SANTA FE HIGH SCHOOL**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the attached Memorandum of Understanding By and Between the City of Santa Fe Springs and the Whittier Union High School District Regarding Collaboration and Financial Commitment to the Proposed Athletic Facilities Project at Santa Fe High School; and

2) Appropriate $1.76 million from the City's Utility Users Tax to fund the City's contribution to this project

3) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

4) Take such additional, related action that may be desirable.

FISCAL IMPACT

The proposed project has an estimated cost range of $2 to $2.2 million. Under the terms of the MOU, the City will contribute up to 80% of the project cost, amounting to a maximum of $1.76 million, contingent upon City Council approval. This financial commitment reflects the City's interest in supporting community enhancements while ensuring that public resources align with broader community service goals. The remaining 20%, estimated between $400,000 to $440,000, will be funded by the Whittier Union High School District,

or other funding sources. Additionally, the MOU includes flexibility for the City to negotiate adjustments to its funding share in response to any future modifications in project scope, costs, or other unforeseen considerations that may arise as the project progresses.

BACKGROUND

On October 1, 2024, representatives from the City of Santa Fe Springs and the Whittier Union High School District met to discuss a collaborative project aimed at improving Santa Fe High School's track and field facilities. Both parties recognized the value of these enhancements to the community, with proposed upgrades including the installation of lighting and the construction of a walkway to improve accessibility. The MOU formalizes this partnership and specifies each entity's financial and operational responsibilities, with a shared goal of supporting community health, safety, and accessibility.

The City has taken a proactive stance in exploring partnerships that benefit local residents and complement the City's existing recreational services. The District has agreed to ensure that lighting infrastructure is incorporated into the early phases of renovations to reduce disruptions and align with the City's and District's shared commitment to maintaining high-quality, accessible spaces.

ANALYSIS

The lighting and walkway improvements at Santa Fe High School's track and field facilities are expected to enhance both safety and usability, allowing extended access hours for school and public events. As a key partner, the City has committed to funding up to 80% of the project costs, reinforcing its commitment to fostering community wellness and encouraging active lifestyles. The District will be responsible for project oversight, which includes planning, design, and construction management.

Key responsibilities are outlined as follows:

- ***Financial Contributions:*** The City will fund a maximum of $1.76 million, while the District is committed to covering at least 20% of the costs. This structure allows the City to significantly support the project while encouraging the District's investment in its own facilities.
- ***Project Execution and Maintenance:*** The District will oversee all aspects of project execution, ensuring that initial renovations accommodate lighting infrastructure in the earliest stages to prevent disruption to new field surfaces. The District will also provide routine maintenance of the facilities post-completion, with major repairs shared equally between the City and the District.
- ***Community Access and Joint Use:*** Upon completion, a Joint Use Agreement will be established, ensuring that the facilities remain accessible to the public outside of school hours while prioritizing both community use and the District's scheduled activities.

ENVIRONMENTAL

The Whittier Union High School District will be responsible for preparing all necessary environmental reports and ensuring compliance with the California Environmental Quality Act (CEQA) requirements for this project. This responsibility includes conducting any necessary assessments and addressing mitigation measures, ensuring that the project adheres to state environmental standards.

DISCUSSION

This partnership emphasizes the City's commitment to providing quality recreational resources by working collaboratively to expand and enhance existing facilities. By engaging in this project, the City and District align their interests in fostering safer, more accessible public spaces that support community health and engagement. The improvements will provide lasting benefits, extending beyond school use to serve the broader Santa Fe Springs community.

SUMMARY/NEXT STEPS

Pending City Council approval, the Whittier Union High School District Board will also review and approve the MOU. Once both approvals are secured, the City will proceed with funding allocation, and the District will initiate architectural revisions to incorporate lighting and walkway improvements. Both entities will work collaboratively to ensure timely updates and quality project execution. Upon completion, a Joint Use Agreement will formalize shared responsibilities for facility use and maintenance, furthering the partnership's commitment to community benefit.

ATTACHMENT(S):

A. Memorandum of Understanding By and Between the City of Santa Fe Springs and the Whittier Union High School District

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CITY OF SANTA FE SPRINGS
AND
WHITTIER UNION HIGH SCHOOL DISTRICT

This Memorandum of Understanding ("MOU") is made and entered into on November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation (hereinafter referred to as “CITY”), and Whittier Union High School District, a California public school district, (hereinafter referred to as “DISTRICT”). CITY and DISTRICT are sometimes individually referred to as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, CITY is a California municipal corporation that provides public services, facilities, and programs to benefit the residents of the City of Santa Fe Springs; and

WHEREAS, DISTRICT is a California public school district dedicated to providing quality educational facilities, services, and extracurricular opportunities for students within the Whittier Union High School District; and

WHEREAS, CITY and DISTRICT recognize the potential community benefits of installing lighting, constructing a walkway, and other upgrades at the DISTRICT’s track and field facilities to improve safety, accessibility, and overall usability of the space for both students and the broader community; and

WHEREAS, on October 1, 2024, representatives of CITY and DISTRICT met to discuss a collaborative approach to this project, identifying mutual goals and exploring potential contributions to facilitate the installation of lighting and other enhancements at the DISTRICT’s facilities; and

WHEREAS, preliminary estimates place the total cost of the proposed project at approximately $2 million to $2.2 million; and

WHEREAS, CITY has expressed preliminary interest in funding up to eighty percent (80%) of the estimated amount, subject to approval by the City Council of the City of Santa Fe Springs (“CITY COUNCIL”), with a willingness to negotiate a higher rate if mutually agreed upon by both parties, while DISTRICT has agreed to take responsibility for the remaining twenty percent (20%) of the funding; and

WHEREAS, DISTRICT has agreed to revise its architectural plans to incorporate lighting infrastructure during the first phase of facility renovations, ensuring minimal disruption to the newly renovated field surfaces; and

WHEREAS, the Parties desire to enter into this MOU to formalize their mutual understanding and commitment to advancing this project for the benefit of students, residents, and the surrounding community.

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NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. GENERAL PROVISIONS

1.1 The Recitals above are true and correct and fully incorporated herein.

1.2 The purpose of this MOU is to outline the terms and mutual understandings between the City and the District regarding the collaboration and financial commitments to the proposed Lighting Installation and Walkway Project at the Whittier Union High School District's track and field facilities ("Project").

1.3 The Project consists of the installation of lighting at the track and field facilities, as well as the construction of a walkway to/from the track area, and other agreed upon enhancements. The lighting is intended to improve community access and safety, with minimal disturbance to newly renovated field surfaces.

2. SCOPE OF SERVICES

2.1 The CITY agrees to provide financial support for the Project. Preliminary estimates for the Project indicate a total cost of approximately $2 Million to $2.2 Million.

2.2 The CITY commits to funding eighty percent (80%) of the Project's costs, subject to CITY COUNCIL approval, equating to a maximum contribution of $1.76 million.

2.3 The CITY is open to negotiations regarding this contribution, depending on future discussions and potential adjustments to the Project's scope.

2.4 The CITY will collaborate with the DISTRICT to explore additional Project components, including but not limited to the construction of a walkway to/from the track area.

2.5 The CITY'S financial contribution will be contingent upon CITY COUNCIL action and approval of the necessary funding allocation.

2.6 The DISTRICT will oversee the planning, design, and execution of the Project, including working with architects to integrate the lighting infrastructure in phase one of the Project.

2.7 The DISTRICT will revise architectural plans to ensure the lighting installation and associated infrastructure do not disturb the newly renovated field surfaces.

2.8 The DISTRICT will be responsible for funding the remaining twenty percent (20%) of the Project's costs unless other funding arrangements are agreed upon during future negotiations.

2.9 The DISTRICT will coordinate with the CITY to ensure smooth project

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implementation and provide updates on timelines and progress.

2.10 Upon completion of the Project, CITY and DISTRICT agree to negotiate and draft a Joint Use Agreement for the shared use of said facilities, with the understanding that the facilities will be open to the public during non-school hours and that such public use will not impact or interfere with DISTRICT's scheduled use of the facilities.

2.11 The DISTRICT shall be responsible for routine maintenance and minor repairs of the shared facilities, including but not limited to cleaning, regular inspections, and upkeep of lighting, walkways, and other jointly-used amenities to ensure safe and continuous use. Routine maintenance costs shall be covered by DISTRICT.

2.12 The CITY and DISTRICT shall jointly assess any necessary major repairs or replacements (i.e., repairs exceeding routine maintenance or involving significant structural or equipment issues). Both parties shall collaborate to determine the scope, cost, and timeline for repairs. Costs for major repairs shall be shared as follows: CITY and DISTRICT will each fund fifty percent [50%], respectively, of the costs for major repairs, unless otherwise agreed upon based on the specific repair requirements and impact on public access or DISTRICT's scheduled use.

3 INDEMNIFICATION

3.1 DISTRICT shall indemnify and hold CITY, its officials, officers, agents, employees, designated volunteers, attorneys, successors, and assigns ("CITY Indemnitees") harmless against all actions, claims, demands, and liabilities, and against all losses, damages, costs, expenses, and attorney's fees, arising directly or indirectly out of an actual or alleged injury to a person or property in the same proportion that its own acts and/or omissions are attributed to said claims, demands, liabilities, losses, damages, costs, expenses, and/or attorney's fees.

3.2 Damage to CITY Property: DISTRICT agrees it shall be liable for and shall pay to the CITY the cost of any damage to the Project enhancements agreed upon herein and any property of CITY, arising from or in any way related to: (1) the repairs completed by DISTRICT under this Agreement, (2) the acts or omissions of DISTRICT under this Agreement, or (3) any breach by DISTRICT of any obligations expressly imposed on DISTRICT by this Agreement.

3.3 Indemnification by Contractors and Subcontractors. To the maximum extent permitted by law, DISTRICT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 3 from each and every Contractor, Subcontractor or any other person or entity involved in the performance of this MOU to expressly indemnify the CITY. In addition, DISTRICT shall require said Contractors and Subcontractors to carry, maintain, and keep in full force and effect an insurance policy or policies consistent with Section 4 of this MOU, and

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CITY Indemnitees shall be named as additional insureds on the policy(ies) with respect to liabilities arising out of the Contractor's and Subcontractor(s)' work.

3.4 DISTRICT'S obligations under this Section 3 shall survive the termination of the Agreement.

4 INSURANCE

4.1 The DISTRICT shall procure and keep in force full and adequate Insurance coverage of all of its operations pursuant to this MOU as set forth below, and "City of Santa Fe Springs" shall be named as an additional insured on policies providing coverage for #1 and #3 below:

4.1.1 Commercial General Liability: (1986 ISO form or later) with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis.

4.1.2 Auto Liability (including owned, hired and non-owned autos): $1,000,000 combined single limit (each accident).

4.1.3 Worker's Compensation and Employer's Liability: Statutory California State limits. These coverages and limits are to be considered minimum requirements under this MOU and in no way limit the liability of DISTRICT.

4.2 Prior to start of work under this Agreement, ICON shall file with City evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s).

5. LIMITATION OF CITY LIABILITY

5.1 In no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this MOU or the services performed in connection with this MOU.

6. TERM OF AGREEMENT

6.1 This MOU shall become effective upon the date of signing and shall remain in effect until the completion of the project or until terminated by either party with a 30-day written notice.

6.2 This MOU may be amended with the approval of both parties, in writing, provided both parties sign the revised agreement. A modification request must be presented, in writing, thirty (30) days prior to effective date.

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6.3 This MOU may be extended by written agreement between both parties, provided such agreement is signed by both parties prior to the termination date and contains the following:

6.3.1 A statement of intent to continue the provisions of the MOU;

6.3.2 Revised effective and termination dates; and

6.3.3 Dated signature of the signatory's designee.

7. NOTICES

7.1 All notices respecting this AGREEMENT shall be served by certified mail, postage prepaid, addressed as follows:

TO CITY:
City of Santa Fe Springs
Department of Parks & Recreation
11740 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Gus Hernandez, Director of Parks & Recreation

COURTESY COPY TO:
Olivarez Madruga Law Organization, LLP
500 S. Grand Avenue
12th Floor
Los Angeles, CA 90071
Attn: Rick Olivarez/Susie Altamirano

TO ORGANIZATION:
Whittier Union High School District
9401 S. Painter Ave.
Whittier, CA 90605
Attn: SEC Deputy Superintendent, Kevin Jamero

8. MISCELLANEOUS

8.1 Assignment Prohibited. DISTRICT shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this MOU or any rights, duties or obligations of DISTRICT hereunder without the prior written consent of CITY.

8.2 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this MOU.

8.3 Governing Law and Venue. This MOU shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in

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federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

8.4 No Third-Party Benefit. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this MOU inure exclusively to the Parties.

8.5 Construction of MOU. This MOU shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this MOU together through a process of negotiation and with the advice of their respective attorneys.

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

8.7 Amendment; Modification. No amendment, modification or supplement of this MOU shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

8.8 Captions. The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this MOU.

8.9 Inconsistencies or Conflicts. In the event of any conflict or inconsistency between the provisions of this MOU and any of the exhibits attached hereto, the provisions of this MOU shall control.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed on the day and year first appearing in the paragraph preceding the recitals.

WHITTIER UNION HIGH SCHOOL DISTRICT
A California public school district

By:_____ By:_____

_____ _____
Print Name Print Name

_____ _____
Title Title

CITY OF SANTA FE SPRINGS
A municipal corporation

_____
Jay Sarno
Mayor

ATTEST:

_____
Fernando Muñoz,
Deputy City Clerk

APPROVED AS TO FORM:

_____
Rick Olivarez
City Attorney

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ITEM # 43

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Gus Hernandez, Director of Parks & Recreation

SUBJECT: **AUTHORIZE TRANSFER OF FUNDS FROM HERITAGE ARTS FUND TO AQUATIC CENTER CAPITAL PROJECT FUND**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Authorize a transfer from the Heritage Arts Fund (Fund 2510) to the Aquatic Center Capital Project Fund 4154 (Project Number PW220014) in the amount of $190,000; and

2) Authorize an appropriation adjustment to account 4154 Project Number PW220014 (Aquatic Center Project) for art-related enhancements; and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

The transfer of $190,000 from Fund 2510 (Heritage Arts Fund) to 4154 Capital Project Fund for Project PW220014 (Aquatic Center Project) will ensure the continuation of art-related enhancements within the Aquatic Center project. No additional funding is requested, as this transfer will cover the art-related expenses.

BACKGROUND

The City of Santa Fe Springs has long prioritized the integration of public art within its facilities to enhance the cultural experience and foster community engagement. The ongoing renovation of the Aquatic Center presents an opportunity to incorporate meaningful art elements that will further the city's commitment to cultural enrichment. On June 25, 2024, the Heritage Arts Advisory Committee reviewed potential art components for inclusion in the Aquatic Center. These elements were thoughtfully selected to

represent the city's unique heritage while providing a visually appealing atmosphere for visitors. On August 20, 2024, the Heritage Arts Advisory Committee unanimously approved the proposed art components, affirming their support for the cultural and aesthetic direction of the project. This transfer of funds is crucial to preserving and enhancing the aesthetic quality of the Aquatic Center, ensuring that it serves as both a functional and culturally vibrant space for patrons.

ANALYSIS

The transfer of $190,000 from the Heritage Arts Fund to the Aquatic Center Project Fund will ensure that the Aquatic Center Project integrates high-quality art installations that align with the city's objectives of cultural preservation and public engagement. Funding these components from the Heritage Arts Fund allows the Aquatic Center Project to fully incorporate artistic elements without impacting other renovation resources. This transfer supports multiple objectives, including cultural enhancement through art installations that reflect the city's heritage, community engagement by encouraging public interaction with the art, and the memorialization of Paul Nakamura's legacy, adding a historical and personal connection for patrons. The Heritage Arts Advisory Committee's unanimous approval on August 20, 2024, confirms that these enhancements align well with community values.

ENVIRONMENTAL

N/A

DISCUSSION

The proposed transfer of $190,000 from the Heritage Arts Fund to the Aquatic Center Project Fund will allow for the integration of several key art elements within the facility. These elements include a new naming sign that combines functional identification with artistic design, the revitalization of existing mosaic tile artwork to preserve its historical and visual impact, and the installation of the "Journey" art piece. Additionally, the transfer will cover the replacement of the popular "Cannonball" art piece, as well as new lobby art pieces, including the refurbishment of the dedicated memorial honoring Paul T. Nakamura for his contributions to the community. These art installations have been designed to enhance the atmosphere and align with the city's commitment to promoting cultural heritage, as evidenced by the thoughtful discussions held by the Heritage Arts Advisory Committee.

SUMMARY/NEXT STEPS

Upon City Council approval, $190,000 will be transferred from Fund 2510 (Heritage Arts Fund) to Project PW220014 (Aquatic Center Project Fund). Following the fund transfer, the Parks & Recreation Department will coordinate with artists and vendors to finalize agreements and ensure production and installation timelines are consistent with the overall Aquatic Center renovation schedule.

ATTACHMENT(S):

A. Minutes from the August 20, 2024 Heritage Arts Advisory Committee meeting

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

HERITAGE ARTS ADVISORY COMMITTEE
Gus Velasco Neighborhood Center, Meeting Room #1
Meeting of Tuesday, August 20, 2024
9:00 a.m.

MINUTES

1. CALL TO ORDER

   Executive Secretary, Gabriel Jimenez, called the meeting to order at 9:10 a.m.

2. ROLL CALL

   Members Present: Debbie Baker, Gabriel Jiménez, Gloria Maghame, Sally Gaitan, John Mora, Hilda Zamora

   Members Absent: Peggy Radoumis.

   Staff: Ed Ramirez, Community Services Manager, Executive Secretary
   Maricela Balderas, Director of Community Services
   Kaili Torres, Community Services Manager
   Herendira Magana-Santoyo, Program Coordinator II

   Guests: None.

3. PLEDGE OF ALLEGIANCE – Hilda Zamora

4. ORAL COMMUNICATIONS

   NONE

5. APPROVAL OF MINUTES

   A motion was made by Debbie Baker and seconded by Sally Gaitan to approve the minutes for the July 30, 2024 meeting.

6. PUBLIC WORKS DEPARTMENT REPORT

   NONE

7. COMMUNITY DEVELOPMENT DEPARTMENT REPORT

Senior Planner Vince Velasco informed the members that the Raising Cane's team was not prepared to present today but will be ready for a future meeting. However, he provided a rendering of their proposed artwork. Vince also announced that Dave's Hot Chicken will be opening at the corner of Laurel and Florence and will be proposing a new art piece. Additionally, he updated the members on various other projects occurring around the city.

8. PRESENTATION

   NONE

9. ART FEST SUBCOMMITTEE REPORT – ED RAMIREZ

Executive Secretary Ed Ramirez met with the art consultant to review the proposal for 2025. He plans to hold a subcommittee meeting on September 19th to discuss entertainment options and other details. Art Fest is scheduled for Saturday, April 26, 2025, at Heritage Park, with the time yet to be determined.

10. EXECUTIVE SECRETARY REPORT

Executive Secretary, Ed Ramirez, reported on the following:

a) Approval of Heritage Arts Fund (2910 & 2510) Financial Report – June

The Heritage Arts Fund (2910 & 2510) financial report for June 2024 was approved by Debbie Baker with the corrections and seconded by John Mora.

11. OLD BUSINESS

Gus Hernandez, Director of Parks and Recreation, presented the Aquatic Center artwork proposals with HAAC members. After further research, the required amount was determined to be $190,000. The motion to approve this funding amount was moved by John Mora, seconded by Hilda Zamora, and unanimously approved by all members.

Ed Ramirez provided an update on the Santa Fe Springs Orange Mural about options and pricing for each option. He also informed the members that the Art Education Grant award letters have been sent out and the grants have been approved. Schools should receive their grants by mid-September at the latest. Members recommended that next year, staff should host a session for the teachers who are interested in applying for the art grant and review procedures for the application process.

12. NEW BUSINESS

a. The Villages Artwork

A request from the Villages of Santa Fe Springs to repair the light sconces has prompted a review of the agreements made regarding the other art pieces in the city after finding that the artwork is not owned by the City and the cost for required maintenance and repairs is to be covered by the home owners association (HOA).

13. DEPARTMENT OF COMMUNITY SERVICES PROGRAMS REPORT

Maricela Balderas, Director of Community Services reported on the following items:

- Art Walk – August 24th @ Heritage Park (9:00 a.m. – 12:00 p.m.)
- Calif. State Library Park Pass – Available for Check out
- Library Passport Services – Tuesday -Saturday (10:00 a.m. – 2:00 p.m.) Appt Only
- City Library Secured over $35,000 in Grant Funds in Support of Programs and Resources
- Hair Cutting Class @ GVNC – August 28th (5:30 p.m. – 8:00 p.m.)
- Gus' Pantry
- Library's Magic Mystery Dinner – September 28th @ 7:00 p.m. $25 registration required
- New Community Services Initiatives for FY 2024-25

14. FUTURE AGENDA ITEMS

a. Oilfield Workers, the Wonderland in All of Us, and the Wicker Parlor Restoration Update of Quotes

b. Snake Basket Fountain Report
c. Raising Cane's Artwork Presentation
d. Review and Approve Revised Art Education Grant Guidelines for FY 2025-2026

15. MEMBER COMMENTS/ANNOUNCEMENTS

- The schools for Little Lake City School district opened for new school year and had many changes in positions and title changes.
- Members wished each other a good summer and were eager for the upcoming events.
- There was recommendation made that there be nicer women restrooms at the Summer Concert Series at Heritage Park.

16. ADJOURNMENT

Chairperson Gabriel Jiménez adjourned the meeting at 10:51 a.m.

Next Meeting: Tuesday, September 24, 2024, at 9:00 a.m. at the Gus Velasco Neighborhood Center.

Prepared by: Adriana Ramirez,
Administrative Assistant

Approved by: Ed Ramirez,
Executive Secretary

ITEM # 44

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Gus Hernandez, Director of Parks & Recreation

SUBJECT: **AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH SOLOTECH FOR UPGRADES TO AUDIO AND VISUAL EQUIPMENT AT 4 CITY FACILITIES**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Authorize a transfer from the FY 2024-25 General Fund Reserve to Capital Project Fund 4154 (Project Number CS250001) Audio and Visual Equipment Upgrades in the amount of $329,932.30; and

2) Approve an appropriate adjustment to account 4154 (Project number:CS250001) Audio and Visual Equipment Upgrades for the AV equipment project; and

3) Approve the Professional Services Agreement between the City of Santa Fe Springs and Solotech for procurement and installation of new audio and visual equipment at 4 City facilities; and

4) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

5) Take such additional, related action that may be desirable.

FISCAL IMPACT

The transfer of $329,932.30 from the FY 2024-25 General Fund Reserve to 4154 Capital Project Fund (Project Number: CS250001) Audio and Visual Equipment Upgrades will cover the total proposal cost plus a 10% contingency. Staff is also pursuing alternative funding sources, including grants from the Heritage Arts Advisory Committee (HAAC) and the Air Quality Management District (AQMD), to offset the impact on the General Fund

Reserve.

Below is a breakdown of the associated costs per facility:

Facility	Amount
Town Center Hall	$71,223.88
Gus Velasco Neighborhood Center	$95,977.99
City Library	$91,194.72
Betty Wilson Center	$41,541.86
Contingency (10%)	$29,993.85
Total	$329,932.30

BACKGROUND

The City's current audiovisual (AV) equipment at its key facilities is outdated and in need of a comprehensive upgrade to meet today's standards. Enhanced AV technology is essential for facilitating efficient communication, presentations, and modern communication capabilities across city events, community meetings, and facility reservations.

In response to RFP No. 25-3, the City received five bids from qualified vendors:

Facility	Amount
AVI-SPL	$628,561.29
Matrix AV	$450,935.88
Solotech	$299,938.45
Southland Tech	$362,955.52
Sufian Munir	$13,000.00

Solotech distinguished itself by providing a tailored approach for each facility, detailing enhancements, alternative options, and flexibility to refine project requirements as needed. Additionally, their proposal emphasized the standardization of equipment across all facilities, which will greatly simplify training for City staff and ensure seamless use by personnel and facility users. Standardized AV systems will allow staff to transition between facilities with ease, reducing the learning curve and enhancing the overall user experience.

ANALYSIS

Solotech's project management plan minimizes disruption to facility operations, with work on Town Center Hall prioritized for completion within 2 months. The remaining facilities will be completed within six to eight months from the notice to proceed. The modernized equipment will bring these facilities up to current AV standards, supporting high-quality presentations and modern communication capabilities. Solotech's experience, responsive approach, and competitive pricing make them the preferred choice for this project.

ENVIRONMENTAL

The AV equipment proposed by Solotech is energy-efficient and environmentally friendly, contributing to the City's sustainability goals. The updated technology will reduce power consumption, improve operational efficiency, and extend equipment lifecycle, which aligns with the City's commitment to environmental responsibility.

DISCUSSION

City staff from various departments evaluated the proposals based on the criteria outlined in the RFP, including:

- Experience of the Firm/Project Personnel
- Proposed Approach/Work Plan
- Proposed Fees for Items/Services
- Responsiveness to RFP
- Local Vendor Preference

Solotech distinguished itself by providing a tailored approach for each facility, detailing enhancements, alternative options, and flexibility to refine project requirements as needed. Additionally, their proposal emphasized the standardization of equipment across all facilities, which will greatly simplify training for City staff and ensure seamless use by personnel and facility users. Standardized AV systems will allow staff to transition between facilities with ease, reducing the learning curve and enhancing the overall user experience.

SUMMARY/NEXT STEPS

Upon Council approval, staff will appropriate the total project funding from the CIP account and finalize an agreement with Solotech. Procurement and installation are expected to take approximately 4-8 months, contingent on product lead times. Staff will also continue efforts to secure additional funding from HAAC and AQMD to mitigate the impact on the CIP fund.

ATTACHMENT(S):

A. Professional Services Agreement

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
SOLOTECH SALES AND INTERGRATION USA, INC.

This Professional Services Agreement ("Agreement") is made and effective as of November 12, 2024 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and Solotech Sales and Integration USA, Inc. ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate

RECITALS

WHEREAS, City requires professional consulting services for Video Conferencing and Audio Visual Equipment Upgrade; an

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of November 12, 2024, under Agenda Item No. _____;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2026 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for one (1) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of

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performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written Notice to Proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed Three-Hundred and Twenty-Nine Thousand Nine-Hundred and Thirty-Three Dollars ($329,933) during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or his/her designee. Consultant shall be compensated for any

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additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant..

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

7. CITY'S REPRESENTATIVE

City hereby designates Rene Bobadilla, City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

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8. CONSULTANT REPRESENTATIVE

Consultant hereby designates Aaron Beck, Business Development Manager, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

9. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

10. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge,

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training and experience to perform those services and tasks assigned to them by Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

11. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

12. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to

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the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY.

13. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will 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, workers' compensation insurance and the like.

14. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

15. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

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16. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, 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.

17. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

18. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

19. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant'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 Consultant.

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Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not

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any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

20. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 21, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 24, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 21, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

21. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

   i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of

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the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any

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undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

   iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

   iv. The City may exercise any other available and lawful right or remedy.

   Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid

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sums lawfully owed to Consultant under this Agreement for completed services and tasks.

22. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

23. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

24. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

25. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade

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paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

26. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

27. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

28. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from

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informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

29. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

30. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

31. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attention: City Clerk's Office
To Consultant:	Solotech 11060 Randall Street Sun Valley, CA 91352 Attention: Aaron Beck

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

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32. TIME IS OF THE ESSENCE

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

33. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

34. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

35. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section**.**

36. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

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37. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

38. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

39. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

40. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties

41. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

42. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

43. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision

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in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

44. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

45. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

46. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SANTA FE SPRINGS

_____

Date: _____

CONSULTANT

_____

Name: _____

Title: _____

Date: _____

ATTEST:

_____

Fernando Munoz, Deputy City Clerk

CONSULTANT

_____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

_____

Rick Olivarez, City Attorney

Attachments:

Exhibit A	City's Request for Proposals
Exhibit B	Consultant's Proposal
Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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SOLOTECH

PROPOSAL

Video Conferencing, Audio/Visual Equipment Upgrade Project

RFP No. 25-3

September 26, 2024

City of Santa Fe Springs



Liam Biner
Business Development
liam.biner@solotech.com
T (818) 305-7603
11060 Randall Street
Sun Valley, CA 91352

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E. COST PROPOSAL

September 19, 2024

Gustavo Hernandez
Micah Herd
City of Santa Fe Springs
11740 Telegraph Road
Santa Fe Springs, CA 90670

SUBJECT: City of Santa Fe Springs - RFP No. 25 - 3 - Video Conferencing, Audio/Visual Equipment Upgrade

Solotech would like to express interest in being considered for the award of RFP No. 25-3 (Video Conferencing, Audio/Visual Equipment Upgrade Project) for the City of Santa Fe Springs. As a leading provider in the audiovisual installation and management industry, we're committed to delivering innovative and reliable solutions that meet the diverse needs of our clients, and are confident that we will exceed your expectations for this project.

We're particularly drawn to both the proposed scope of work and the geographic location of this project – Santa Fe Springs being just a short drive away from our local offices. More, our extensive history/experience in audiovisual design and installation have provided us with the skills and knowledge necessary to excel as your AV provider. We're excited about this opportunity and remain eager to bring our expertise to your project.

Regarding availability, Solotech is fully committed to dedicating the necessary time, personnel, and resources to ensure the success of this project, and we acknowledge the City's timeline for its completion. Our team is ready to begin immediately upon award, and remain prepared to allocate the management, engineering, and technical staff required to meet the City's needs and deadlines.

On behalf of Solotech, we appreciate the opportunity to respond to this bid request, and are pleased to offer our proposal for audiovisual upgrades for your City facilities. The following materials will lay out the information and key points as requested in the RFP. We hope to contribute to the growth and inclusiveness of the City of Santa Fe Springs, and will look forward to the interview and selection process that will follow in the weeks to come.

Should you have any questions or require any additional information, please do not hesitate to call or email me at your convenience, and we will be happy to clarify any of the information we have provided.

Best regards,



Liam Biner
Business Development Representative
liam.biner@solotech.com
T (818) 305-7603
11060 Randall Street, Sun Valley, CA 91352

PRIVACY NOTICE
This document contains confidential information and is the exclusive property of SOLOTECH SALES AND INTEGRATION USA Inc. and its subsidiaries ("Solotech"). Any dissemination, distribution or reproduction of this document, other than carried out in accordance with the request for proposal of the LACCD, is strictly forbidden (as well as any information which may result from such), unless prior written consent has been obtained from Groupe Solotech Inc.

PROJECT UNDERSTANDING

Company Name: **Solotech**

Proposer Designated Representative: **Liam Biner, Business Development Representative - Liam.Biner@solotech.com**

Federal Tax information (FEI): **59-1834097**

About Solotech:

Established in 1977, Solotech is a world leader in audiovisual and entertainment technology with 20 strategic locations throughout the United States, Canada, United Kingdom, Germany and Asia - in addition to numerous satellite offices. Thanks to an inventory boasting over 300 renowned manufacturers and partners, Solotech offers services and solutions in audio, video, lighting, rigging, soft goods, control, and collaboration under one roof.

Our company is internationally recognized for our expertise in live production, event solutions and systems integration throughout various markets including music, sports, business, culture, government, and education. Solotech has more than 2,000 employees in 20 offices around the globe with over $500M in business turnover annually, and, with that, we distinguish ourselves as an industry leader in the field of full-service integration of audio, video, lighting, and control systems. Because of the global reputation and portfolio we have built, Solotech has been named the 5th largest AVL systems integrator in the world as published by Systems Contractor News (SCN) .

It is through this approach and methodology that Solotech has become the single-source for audio and acoustics, video, lighting, rigging, control, conferencing and collaboration solutions and services throughout the world, and we aim to become your full-lifecycle partner for audiovisual deployments from implementation through support!

-

We fully understand the needs that the City of Santa Fe Springs has for this project. We acknowledge the Scope of Work as it is currently laid out in the RFP documents, RFI responses, and Addenda:

This project includes multiple locations:

- Gus Velasco Neighborhood Center (9255 S. Pioneer Blvd.)
- Betty Wilson Center (11641 Florence Ave.)
- City Library (11700 Telegraph Rd)
- Town Hall (11740 Telegraph Rd)

This project has expected delivery dates:

- All items to be delivered and installed within six (6) months of the city submitting a notice to proceed.
- The Town Hall Center is to be the priority and must be completed by Dec. 31st 2024.

Solotech will provide a variety of services that will include but are not limited to the following:

- Removal of Audio visual (AV) equipment.
- Procurement of equipment designated by this RFP.
- Installation of equipment and cabling infrastructure designated by this RFP.
- Provide a warranty for the goods installed on this project.
- Provide an example of an annual service agreement.
- Provide and coordinate technical training.

METHODOLOGY

Solotech understands that even the most advanced, feature-rich system will fail to achieve its performance objectives if it has not been properly implemented. Therefore, Solotech has established a disciplined approach to managing the full project life cycle to ensure maximum customer satisfaction. Our methodology incorporates not only the lessons learned in our past deployments, but also the industry best practices, including those contained in the Project Management Institutes' PMBOK (Project Management Book of Knowledge), as well as the established PMI approach.

Additionally, Solotech staff hold certifications through the Certified Technology Specialist (CTS) program. Administered by the Audiovisual and Integrated Experience Association (AVIXA), the CTS certification is accredited by the American National Standards Institute (ANSI) to meet the International Organization of Standardization (ISO) and International Electrotechnical Commission (IEC) ISO/IEC 17024:2012 certifications of personnel standards. Through ANSI's acceptance as a signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) , this has become the leading AV professional credential recognized globally as the most important and respected professional AV certification in the world.

In the AV industry, there are a completely different set of skills and expertise required to complete design / build projects, as compared to bid projects. As an AV Integrator with a long history of design / build projects, we have an incredibly well-developed methodology, having completed some of the most complex and well-known projects in the world.

1. Project Initiation
    - 1.1 Client consultation and needs assessment
    - 1.2 Site survey and existing infrastructure evaluation
    - 1.3 Preliminary budget discussion
    - 1.4 Project scope definition
    - 1.5 Stakeholder identification and communication plan
2. Conceptual Design
    - 2.1 Development of high-level system design concepts
    - 2.2 Creation of initial room layouts and equipment lists
    - 2.3 Preliminary technology selection
    - 2.4 ROI and TCO (Total Cost of Ownership) analysis
    - 2.5 Client presentation and feedback gathering
3. Detailed Design
    - 3.1 Comprehensive AV system design
    - 3.2 Detailed equipment specifications
    - 3.3 CAD drawings and 3D renderings
    - 3.4 Integration with other building systems (e.g., HVAC, lighting)
    - 3.5 Network and infrastructure requirements
    - 3.6 Control system programming specifications
4. Project Planning
    - 4.1 Development of project schedule and milestones
    - 4.2 Resource allocation and team assignment
    - 4.3 Risk assessment and mitigation strategies
    - 4.4 Procurement planning
    - 4.5 Quality assurance plan development
5. Pre-construction
    - 5.1 Permit acquisition (if necessary)
    - 5.2 Coordination with other trades (electrical, HVAC, etc.)
    - 5.3 Equipment procurement and staging
    - 5.4 Prefabrication of racks and custom solutions
    - 5.5 Development of test plans and commissioning procedures
6. Installation
    - 6.1 Site preparation
    - 6.2 Cable infrastructure installation
    - 6.3 Equipment mounting and placement
    - 6.4 System interconnection and termination
    - 6.5 Control system programming
    - 6.6 Regular progress meetings and updates
7. Testing and Commissioning
    - 7.1 Individual component testing
    - 7.2 System integration testing
    - 7.3 User acceptance testing
    - 7.4 Performance verification against specifications
    - 7.5 Issue logging and resolution
    - 7.6 System optimization and fine-tuning
8. Client Handover
    - 8.1 System documentation compilation
    - 8.2 User training sessions
    - 8.3 Administrative and technical training
    - 8.4 Handover of as-built drawings and documentation
    - 8.5 Warranty and support information provision
9. Post-Implementation
    - 9.1 Client satisfaction survey
    - 9.2 30/60/90 day check-ins
    - 9.3 Ongoing support and maintenance plan implementation
    - 9.4 Lessons learned and project retrospective
    - 9.5 Continuous improvement recommendations
10. Project Closure
    - 10.1 Final invoice and financial reconciliation
    - 10.2 Archiving of project documents
    - 10.3 Team debrief and performance review
    - 10.4 Client relationship management and future opportunity discussion

APPROACH

Initiating Process:

- We will create the project charter, define the overall objectives and scope of work for the project, and identify the key stakeholders. (Stakeholder information covers role and responsibilities within the project, as well as how that individual should be treated in the communication plan.)

Planning Process:

- Solotech implements a front-loaded approach based on the mindset that good planning and close communication lead to optimal delivery and maximized long-term benefit for all parties involved.
- We establish the detailed, overarching parameters of the project on the front-end, as a living document, subject to iterative review and updates during the project's life cycle.
- From there, developing our Project Management Plan encompasses:
    - Collecting and documenting all project requirements.
    - Defining the scope of the project and establishing a change control process.
    - Creating a manageable work breakdown structure (WBS) as a list of specific activities that can be assigned and measured in terms of completion.
    - Organization/human resource planning, identifying the skills needed to complete the project, the human resources possessing those skills, and their availability for tasks throughout the project.
    - Developing the project schedule utilizing industry-standard project management tools, in addition to:
    - Assessment and notification of product lead times and expected arrival dates.
    - Detailed schedule for drawings, integra on, commissioning, and project turnover
    - Determining the method for Quality Control, as well as overall Quality Assurance.
    - Coordination calls with City and other key stakeholders to develop the specific steps to ensure that the progress, risks, issues, and any pertinent developments are properly communicated.
    - Regular communications regarding room scheduling and IT requirements to establish full system functionality, along with notifications of anything that could potentially impact the schedule (complete with measures to resolve).
    - Establishing a common way to identify and categorize risks, as well as strategies for mitigation (typically handled through a Risk Register and communications).
    - Training plan, including development of curriculum, identification of training objectives/metrics, development of process documents to track classes, individual trained, schedules, etc., and job aids as required in the scope of work.

Executing Process:

- Encompasses Solotech active management approach followed during the project's life-cycle, during which integration occurs, measuring progress against (and under the governance of) our established project approach:
    - Acquire, develop, and manage the work of the project team, while managing overall risk
    - Verify and control scope by tracking requests and managing the change control process
    - Control schedule by tracking percentage completion of tasks in comparison with the project approach plan
    - Track deliverables against schedule and monitor/control costs, products, and deliverables for quality assurance
    - Execute the communication plan and reports, meetings and meeting notes, teleconferences, etc.
    - Manage procurement processes
- Facilitate weekly design updates, as well as weekly updates on project progress to include work performed, work remaining, project risks, and corrective measures being utilized to address any challenges.
- Consistent communication with the project team as needed to maintain project goals.
- Attendance at OAC meetings remotely or in-person, as needed.

Monitoring and Control Process:

- Throughout the project, this phase ensures that project objectives are being met by tracking, reviewing, and regulating the progress and performance.

APPROACH

Project Closure Process:

- Ensure all documentation, drawings, and scope of work are completed, reviewed, and approved including:
- Create a file of project knowledge that can be accessed for future use
- Conduct reviews and document lessons learned.
- Commissioning, including early communication of the required IP addresses, as well as:
    - Advance coordination of training schedule to best accommodate the City's user schedules and needs
    - Providing a comprehensive report including a checklist of all equipment and intended operations tested and verified.
- Final project sign-off, transitioning to extended support efforts following the completion of the project:
    - Documentation of outreach procedure to request technical remote and on-site support and service
    - Turnover to Solotech Global Services, with warranty and service increments/renewal options of 1 or 2 years at a time.

-

Solotech implements a front-loaded approach based on the mindset that good planning and close communication lead to optimal delivery and maximized long-term benefit for all parties involved. We establish the detailed, overarching parameters of the project on the front-end, as a living document, subject to iterative review and updates during the project's life cycle.

Developing our Project Management Plan encompasses effective communication - essential for the success of any project. At Solotech, our Project Management Office (PMO) team is dedicated to this principle. Solotech will assign multiple team members to the project to ensure seamless implementation and coordination.

Upon being awarded the project, Solotech will provide detailed project timelines for each location following the mandatory City walkthrough to finalize the items to be ordered. Any design changes may impact the installation timeline. Solotech is committed to transparency and will work closely with the City to accommodate their schedule as effectively as possible with regards to procurement of equipment.

Technology

Improvements to the City buildings listed will enhance the unified communication and conferencing capabilities of each facility by providing new AV systems - modernizing the audiovisual functions of each space. Utilizing contemporary technology, these upgraded systems will include state-of-the-art digital signal processing and control, built-in ceiling speakers, wireless microphone technology, video displays, projection, conferencing cameras, and wireless content sharing/ streaming – as well as incorporated media input plates customized each room for users to utilize their own devices.

Driven from centralized core operating systems and digital signal processing units within each unique AV system, we will discuss/review the control needs and functions for each space with City representatives, and build a custom, simplified User Control Interface (UCI)/Graphical User Interface (GUI) with personalized functions for staff and guests to interact seamlessly with the system.

We appreciate you allowing us the freedom to input our own expertise into the design of each room, and, as such, we have crafted unique systems for each space utilizing technology that City users will find extremely simple to control and operate!

TIMELINE

Workflow

Upon receipt of signed scope and purchase order, Solotech will identify a **Project Coordinator** to initiate the project in our system and issue initial billing for the project. Additionally, the assigned **Project Manager** will:

- Review Proposal and Scope of Work
- Arrange internal kick-off meetings with Business Development Representative, Project Coordinator, Lead Engineer, and Technical Operations Manager to confirm understanding of scope, verify budgets, meline, and clarify any questions.
- Arrange kick-off call with City and stakeholders to review the same
- Establish communication protocols
- Develop schedule for inclusion in master project schedule

To achieve these goals, the **Design Engineer** will work closely with the project team to:

- Fully establish design goals with levels of performance and budgetary goals in mind for each space in the facility
- Develop drawings, join the BIM modeling team, and develop a detailed bill of materials for project team review and approval.
- Based on replies, bill of materials will be updated, approved, and released to Solotech purchasing; any necessary modifications will be integrated into drawing set and bill of materials to be issued for construction. (Sample drawings available upon request.)

While tracking receipt of equipment, **Project Manager** will:

- Perform site walks to confirm pathing/rough-in supports all AV requirements.
- Coordinate with construction team to fine tune implementation approach with regards to on-site or on-site rack builds, on-site pre-wiring, and site preparation.
- Coordinate with Implementation Manager to schedule resources for any preparatory on-site and offsite work.
- Establish detailed, on-site work schedule with general contractor's representative.
- Upon receipt of equipment, any further planned off-site/preparatory work will be completed including:
    - Rack builds, internal wiring, equipment testing, firmware updates, control system programming and DSP configuration, etc.

During onsite performance period, **Project Manager** will:

- Deploy teams scaled to complete the specified work agreed upon in schedule
- Visit site at start of project and regularly during installation to monitor progress and ensure all Solotech and City stakeholder installation standards are met
- Provide weekly updates of progress and notifications of any maters impacting schedule

Technical Operations Director will:

- Visit site at start of project and periodically through completion to monitor progress and ensure all Solotech and City standards are met
- Periodically attend OAC meetings
- Serve as primary point of escalation for construction team

At completion of project, **Project Manager** will:

- Participate in site walk with project team representatives to verify installation has fulfilled all project goals.
- Coordinate training sessions with City representatives.
- Submit as-built drawings, DSP and control system configuration files, quick start guides for each room, and turn over to Solotech service for ongoing warranty and maintenance support.
- Obtain project sign-off documentation from authorized City representative.

-

Solotech acknowledges the City's timeline to complete this project. Following the submission of this response to the RFP, the City will review proposals and may require interviews with us to gain more information and a deeper understanding of our proposed workflow, design, and timeline. The City intends to award the contract in mid-October.

TIMELINE

Solotech acknowledges the City's timeline to complete this project. Following the submission of this response to the RFP, the City will review proposals and may require interviews with us to gain more information and a deeper understanding of our proposed workflow, design, and timeline. The City intends to award the contract in mid-October.

Upon receiving our notice to proceed, we will follow the steps in our detailed workflow (as laid out in the above) to initiate, execute, and deliver the project. It has been noted that the City needs the upgrades in both of the rooms at Town Center Hall (TCH) completed by December 31, 2024 (or sooner), and for all items to be delivered and installed within 6 months of the NTP. With that, we will prioritize the completion of the 2 spaces at TCH to ensure we meet the City's deadline for that facility, so they can begin work on the other projects they have scheduled at that location.

To meet the above prioritized deadline for TCH, upon award, we will need to submit purchase orders to procure equipment as soon as possible. This will ensure the timely delivery of all equipment and materials that will be used, as well as identify any significant lead times to procure these items. As of now, there are no extended lead times of note for any of the equipment included in this bid.

Once our management team has been activated, equipment is procured, and our project team is on-site, Solotech will have no problem finishing all work at Town Center Hall on or before December 31, 2024. Assuming that the contract is awarded in mid-October, TCH upgrades will be completed within 2 months of the NTP. As for the remaining 3 buildings, if awarded in mid-October, work will be completed no later than mid-April, though we do not anticipate completion of the project to take that long.

Solotech will meet extensively with City representatives to determine a mutually agreeable schedule to complete work in all locations, aiming to cause the least amount of disruption to facility operations as possible. We will work quickly and diligently to deliver this project on-time, while exceeding the City's expectations for these AV upgrades!

Additional Services

Solotech is authorized to sell the items and services required for this project directly, and all items will be delivered with the manufacturer's standard warranty included. In general, any new equipment installation completed by our experienced professionals automatically enrolls you in our basic warranty package. Valid for 90 days, the warranty is effective immediately upon signature-of-completion and work compliance declaration. This is at no cost to the City, and comes included with our installation.

SCOPE OF WORK

- To demonstrate out understanding of the City's needs, provides all necessary tasks required to provide the City with a complete and operational system at the closeout of this project
    - These tasks include items that will be "Uninstalled" and/or decommissioned; "Remaining in Place"; and "Installing" and/or programming to meet the City's needs
    - All items that are listed as "Remaining in Place" will continue to be utilized, and will be integrated into the upgrades in each of their respective rooms
- Per the Scope of Work in the RFP for each room, we will uninstall any "old/unusable speakers, wiring, cabling, inputs, conduit", and install "any necessary wiring, cabling, conduit runs necessary for items to operate"
- Programming, commissioning, and training for each space
- Furnish and install materials pertaining to the AV System Scope of Work per the Approved Specifications, Bill of Materials, addenda, and RFI's
- Providing all equipment not identified as owner-furnished
- Project management including attendance at OAC meetings
- Site visits to confirm site readiness prior to installation
- CAD for system wiring diagrams
- Site Supervision
- Installation, programming, and commissioning for each individual system
- Options for yearly or 3-Year warranty and service agreements for the audio and video systems are listed, and can be customized to meet the City's needs

TCH Meeting Room #1:

- Uninstalling: Center 70" video display; Ceiling Speakers; Wall Input Plate; Input Selection Panel; Decommissioned rack equipment
- Remaining in Place: Projection Screen/Projector; Left/Right Video Monitors; Equipment Rack
- Installing: SMART Board; Poly Conferencing Camera; Control Hardware/Software; Wall-Mounted Input Plates; Digital Touch Panels for Control; Ceiling Speakers; New rack-mounted equipment

TCH Social Hall:

- Uninstalling: Projection Screen/ceiling mount; Ceiling Speakers; Wall Input Plates; IWall-Mounted Touch Screen; Decommissioned rack equipment
- Remaining in Place: Motorized Projector Lift Left/Right Speakers (at the Projection Screen); Left/Right Speakers (in back of room) Shure QLXD Wireless Microphone kits Shure Antenna Distribution Units Power Amplifiers for In-Room Speakers Assistive Listening System (ALS)
- Installing: Projection Screen/ceiling mount/hardware; Projector; Wireless Video Presentation; Network Switch; Control Hardware/software Wall-Mounted Input Plates; Digital Touch Panels for Control; Ceiling Speakers; Wireless Microphones; New rack-mounted equipment

GVNC Ontiveros Room:

- Uninstalling: 70" video display; Ceiling Speakers; Wall Input Plate; Wall-Mounted Touch Panel; Decommissioned rack equipment
- Remaining in Place: Projection Screen/Projector; Motorized Projector Lift; Amplifier for Speakers; Assistive Listening System; Equipment Rack
- Installing: SMART Board; Poly Conferencing Camera; Control Hardware/Software; Rack-Mounted Input Plates; Digital Touch Panels for Control; Ceiling Speakers; Wireless Microphones; New rack-mounted equipment

SCOPE OF WORK

GVNC Pio Pico Room:

- Uninstalling: 70” video display; Ceiling Speakers; Wall Input Plate; Wall-Mounted Touch Panel; Decommissioned rack equipment
- Remaining in Place: Projection Screen/Projector; Motorized Projector Lift; Amplifier for Speakers; Assistive Listening System; Equipment Rack
- Installing: SMART Board; Poly Conferencing Camera; Control Hardware/Software; Rack-Mounted Input Plates; Digital Touch Panels for Control; Ceiling Speakers; Wireless Microphones; New rack-mounted equipment

GVNC Meeting Room #1/#2:

- Uninstalling: Video displays; Ceiling Speakers; Input Panels; Decommissioned equipment
- Remaining in Place: Built-In Cabinet for Displays; Wall-Mounted Volume Knobs
- Installing: SMART Board; Control Hardware/Software; Input Panels; Digital Touch Panels for Control; Ceiling Speakers; Wireless Video/Audio Connections; New rack-mounted equipment

GVNC Lobby North/South:

- Uninstalling: up to (4) Video Displays
- Remaining in Place: Owner-Furnished PC's
- Installing: (4) 50" Video Monitors

Main Library:

- Uninstalling: Ceiling Speakers; Existing PA System; Decommissioned rack equipment
- Remaining in Place: Amplifier for Speakers; Assistive Listening System; Equipment Rack
- Installing: Projector/Screen; Control Hardware/Software; Rack-Mounted Input Plates; Digital Touch Panels for Control; Emergency PA System; Ceiling Speakers; Wireless Video/Audio Connections; New rack-mounted equipment

Library Community Room:

- Uninstalling: Projector/Screen; Ceiling Speakers; Wall Input Plate; Input-Selection Panel; Decommissioned rack equipment
- Remaining in Place: Projector Hardware; Amplifier for Speakers; Assistive Listening System; Equipment Rack
- Installing: Projector/Screen; Control Hardware/Software; Rack-Mounted Input Plates; Digital Touch Panel for Control; Ceiling Speakers; Wireless Microphones; Wireless Video/Audio Connections; New rack-mounted equipment

BWC Multi-Purpose Room:

- Uninstalling: 70” video display; Sound bar; Ceiling Speakers; Wall Input Plates
- Remaining in Place: Nothing
- Installing: Projector/Screen; Control Hardware/Software; Wall-Mounted Input Plates; Digital Touch Panels for Control; Ceiling Speakers; Wireless Microhones; Wireless Video/Audio Connections; New rack-mounted equipment

RECOMMENDATIONS

All Rooms:

- We have designed and specified equipment for each individual room that we feel best fit the needs of the City
- Control Hardware/Software and Control
    - QSYS CORE processing; QSYS Wall-Mounted Digital Touch panels for control and input selection
- Ceiling Speakers
    - We have priced out the speakers for each space based on the quantities provided in the RFP. However, the City should consider increasing/decreasing quantities based on best practices for coverage and compliance
    - Consider a substitute professional model in place of the specified consumer-grade model:
        - ▪ JBL CONTROL 18C/T, or similar
- Amplification
    - We will continue to utilize the existing power amplification for ceiling speakers in each space (where applicable). Additions or modifications to these amplifiers can be addressed in the final determination of the needs for each space, a change order, or a future RFP
- Equipment Racks
    - We will continue to utilize the existing equipment racks in each space (where applicable)
- Wireless Microphones
    - In rooms where wireless microphones are being utilized, consider utilizing rechargeable batteries and charging stations, and in-room antennas to maintain reliable wireless microphone signals
        - Shure SB900B; Shure SBC200-US; Shure SBC250l Shure UA864US
- Network Switches
    - Network ethernet switches have been provided in this proposal where necessary to the design of the system
- Mixers
    - We will provide mixer view and control for all sources in each room directly on the digital touch-panel control devices; mixer hardware will not be required, given the current technology being deployed
- Projector Lenses
    - Projector Lenses are required for the specified projector model; lenses have been included in this proposal

Town Center Hall (TCH):

- Projection Screen
    - Consider utilizing a smaller screen: If the city wishes to utilize the existing opening and mounting hardware in the ceiling for the new screen, consider utilizing a similar size screen to what is currently installed - approximately ~145”; 16:9
    - If the city wishes to continue to utilize the recessed left/right speakers near the current existing projection screen, a smaller screen size may need to be use. Otherwise, these speakers may not be usable due to the new screen being too wide, and blocking the speaker coverage

MANAGED SERVICES

Ongoing Maintenance, Repair, and Warranty

Service and Support

These services are offered according to the service plan selected by the customer.

24/7 Hotline

Solotech offers a 24/7 emergency hotline to reach a technician should you need immediate assistance for any faulty equipment.

Remote Assistance and Troubleshooting

In the event of an AV equipment failure, the customer will contact the Solotech Service Center. A qualified technician will investigate by phone with the customer's assistance. If the problem cannot be resolved remotely, a technician will be dispatched to the site, according to the contract's service level agreement (SLA).

On-Site Troubleshooting and Resolution

Solotech's technicians will guarantee your system returns to its operational state, which includes all necessary costs (labour, transportation, shipping & handling of devices) required.

Our technicians check, troubleshoot, repair or replace any malfunctioning equipment to get you back up and running as soon as possible. These calls provide peace of mind by giving you the opportunity to have your system checked for proper operation if you have concerns. This service is unlimited and is offered during the Service Center's business hours.

Please be advised that if a Solotech on-site technicians arrives to your location and determines the equipment or system problem is due to an action or omission of the customer, or if any maintenance or repair is not covered by the warranty provided in this Service Plan, additional fees will be charged in accordance with the rates in Solotech's current fee schedule.

Programming

Solotech agrees to diagnose and resolve programming issues to restore the system to its operational state without additional charges. However, any enhancements, modifications, or feature additions beyond the scope of the original system functionality will be at extra charge. A quote for such services can be provided upon request.

Priority Access to Technicians

Customers with a signed service contract gain priority access to our technical experts, significantly reducing wait times.

Shipping & Handling of Defective Equipment

Solotech will pay for the shipping and handling of defective equipment included in the service plan that is no longer covered by the manufacturer's warranty. Solotech will pick up your defective equipment, manage the repair at our service shop or, if necessary, at the manufacturer, and reinstall the equipment at the original location.

MANAGED SERVICES

Ongoing Maintenance, Repair, and Warranty

Manufacturer Warranty Management

For any new equipment supplied by Solotech

Solotech will manage the manufacturer's warranty during the entire coverage period, eliminating the need for you to deal directly with the manufacturer. The manufacturer's warranty covers labour costs for handling defective units as well as replacement parts needed to repair any defective units.

When Solotech is the manufacturer's authorized repair centre, these repairs take place at Solotech's workshop. Otherwise, the unit will be sent to the manufacturer at Solotech's expense. Repair time is subject to the manufacturer's conditions. Please note that it is possible some manufacturers request the repairs be done at the installation site.

Warranty shall not apply if the defect in equipment is due to (i) improper use or maintenance of the equipment by or on behalf of the customer; (ii) normal wear and tear under normal conditions of use of the equipment; (iii) a Force Majeure event; or (iv) if any repair of maintenance of the equipment has been performed by anyone other than Solotech.

Prevention & Real-Time Monitoring

An annual visit for preventative maintenance

Preventative maintenance is key in ensuring continuity of your operations. It helps keep the system running smoothly, extends the life of your equipment, predicts future failures, and prepares for the management of equipment obsolescence. Preventative maintenance includes, but is not limited to, the following:

- Cleaning of all equipment
- Routine check of system's operation
- Re-installation of cables and equipment
- Minor repairs required to counteract wear and tear on the system (connectors, lamps, etc.)
- Log any devices that require additional repairs

Our technicians produce a summary report after each preventative maintenance visit allowing you to:

- Know the state of wear on the equipment
- Anticipate the need to replace any equipment in the system

Solotech and the customer will mutually agree on the schedule for performing the maintenance service. Four (4) weeks notice is required to secure the service technician.

Exclusion: Firmware Upgrades

Solotech understands the importance of keeping your equipment updated with the latest firmware to ensure optimal performance and security.

Please note that firmware updates are not included in our standard service agreement. However, we are pleased to inform you that we can provide this service upon request. If you are interested in having firmware updates performed on your equipment, we can arrange this for you at an additional cost.

MANAGED SERVICES

Ongoing Maintenance, Repair, and Warranty

Service+

Offered with the Performance and Premium plans only

Prerequisites

- Equipment must be connected to the audiovisual network.
- A computer, supplied by the customer, with administrative rights granted to Solotech. The customer will be responsible for maintaining this computer and updating the software.
- Internet access to the network/equipment.
- A continuous internet connection.
- As-built drawings, equipment IP addresses and source codes, supplied by the customer. After review, our technical team will confirm which equipment will be monitored.

Installation

Solotech implements a connection to your AV installation, monitoring the status of your equipment and supporting it remotely. A continuous equipment status transmission is sent to the Solotech Monitoring Centre via the Internet; no sensitive or personal content is transferred, nor is any audio or video media. Equipment connected to the audiovisual network can be monitored by Service+.

Alerts

Depending on the information made available by the equipment manufacturer, Solotech will capture different types of alerts, such as status, temperature, etc. At the very least, our service can ping the connected device for its status. Depending on the type of alert, a query will automatically open in the Solotech portal to inform Solotech technical support of the failure. Our specialist technicians will diagnose the equipment and resolve the problem remotely. If the issue persists or cannot be resolved remotely, Solotech will send a technician to the site in accordance with the terms of the contract.

Equipment Required or Virtual Network

There are two options for the implementation of Solotech's real-time monitoring:

- The customer provides a computer with minimum specifications of Windows 10 or higher. This PC will be connected to the network and will offer administrative access to Solotech. The Service+ agents will be installed on this PC. The customer will be responsible for maintaining this computer and updating the software.
- The customer agrees to have Service+ installed/managed on their virtual network. No additional equipment is required.

For either option, the internet connection must be continuous to detect the status of the audiovisual equipment. Solotech must have administrative rights on the computer for remote diagnosis and resolution.

Service+ setup includes:

- One license for the Axess platform
- Development of key performance indicators displayed on the dashboards in the Axess Portal
- Prioritization of features and creation of alerts accordingly
- Training session on the use of Axess, Solotech Portal

MANAGED SERVICES

Ongoing Maintenance, Repair, and Warranty

Surveillance service includes:

- 24/7 equipment monitoring
- Remote troubleshooting
- Operation management to correct the fault remotely
- Intervention reports
- Ticket management through the Solotech Portal

Network Capacity

For proper AV equipment function, it is strongly recommended that it be connected to a network that is independent of the customer's IT infrastructure. A dedicated network ensures the stability of the equipment and better communication between its components. Solotech will not be held responsible for network malfunction. In such cases, additional charges may apply.

Our Service Plans

THE PERFECT SUPPORT FOR YOUR AVL NEEDS

ANY PROJECT. ANYWHERE. ANYTIME.

Our comprehensive service offering allows us to assist you when it matters the most. Avoid headaches and enjoy seamless operations thanks to our holistic vision and unique approach.

Plan Period Options: 1-year or 3-year terms*	PRIVILEGE	PERFORMANCE	PREMIUM
TECHNICAL SUPPORT AND DEFECTIVE EQUIPMENT MANAGEMENT Extended for the duration of the service agreement			
Prioritized access to our 24/7 hotline – unlimited	☑	☑	☑
Remote assistance and troubleshooting – unlimited	☑	☑	☑
On-site troubleshooting and resolution – unlimited	☑	☑	☑
Manufacturer warranty management	☑	☑	☑
Guaranteed free replacement of defective equipment	-	-	☑
AXESS: personalized portal with interactive dashboards to track equipment inventory and service requests in real time	Optional ($)	☑	☑
PREVENTION AND REAL-TIME MONITORING			
Firmware update management	☑	☑	☑
One annual preventative maintenance visit followed by a summary report	☑	☑	☑
Service+: real-time equipment monitoring to detect anomalies and remote proactive resolution	-	☑	☑
OPTIMIZATION			
Programming consultation for the optimization and update of control systems (8 hours/year)	-	-	☑

ASSUMPTIONS / INCLUSIONS / CLARIFICATIONS

Work Provided by Others:

- All Hangars, Supports, Raceways, Junction Boxes, Backboxes, etc. to be provided/installed by others
- All pathing, stubs, conduit, cable trays, boxes, pathways, and raceway systems; electrical power and accessories; installation of AV backboxes; terminal cabinets; pull strings and rope; grounding systems; as well as items noted on the drawings, to be provided by others
- Holes in ceiling/beams for cable pass-throughs, speakers, etc. provided by others
- Millwork, ceilings, painting, finishes and accessories, as required, to be provided by others
- MBE/WBE/DVBE participation is not included.

Audio-Video-Control Inclusions:

- Furnish and install AV low voltage wire within the areas identified above
- Furnish, install and terminate custom AV plates, cubbies, and panels
- Furnish and Install AV equipment
- Programming, commissioning, and in-person training per specification
- Solotech will provide uncompiled programing control code at the closeout of this project

Training:

- Training will be presented by a field engineer
- Solotech will coordinate time for training City representatives at least one week in advance, per the Scope of Work provided in the RFP

Assumptions:

- Based on combined information provided in the RFP Scope of Work and RFI responses, this proposal contains our best understanding of the work to be completed
- City will provide access to house network for internet access in every space listed in RFP, including at least (1) open network port in each space
    - City will provide network drops (1.68)
- Solotech to coordinate with City, electrical contractor, and IT teams to provide electrical drops and network tie-ins to house network in each location
- The City will provide owner-furnished PC's at each video monitor location at the GVNC
    - This will display a looping video at on each monitor
    - No cable runs will need to be provided for video signals to these monitors, other than from the PC to the TVs
    - Electrical drops for each TV will be provided by others
- City will facilitate installation of electrical outlets where required (1.69)
- Daily parking will be provided at each City facility
- All existing openings for projection screens are large enough to accommodate the new screens to be installed in their respective rooms
    - As such existing mounting hardware will be re-used as much as possible
    - Otherwise, changes/alterations to existing screen openings will need to be provided by others, and additional mounting hardware may be required
- City will provide knowledge of the inner workings of each project location. (i.e CAD schematics, building layouts, infrastructure drawings, etc. as available)
- City to coordinate multiple site visits with project management and technical staff to determine and finalize the overall needs/ list of materials for each space
- Pre-construction rings for ceiling speakers/microphones to be installed by AV Contractor prior to any additional ceiling finishes
- AV Contractor will coordinate schedule/timeline for this with City representatives
- City will provide open space on their network for the AV Systems in each rooms
    - City will provide network tie-in ports in each of the (3) rooms to connect the AV Systems to the house network for internet access

ASSUMPTIONS / INCLUSIONS / CLARIFICATIONS

Clarifications:

- Bond is not included
- Prevailing Wage rates not included
- No liquidated damages are included with this project
- Manufacturer's standard warranty included for all items not listed as OFE
- Costs to provide complete shop drawing submittals has not bee included in this proposals
    - This proposal does, however, provide costs to provide single-line wiring diagrams for all spaces
- Work to be performed during normal business hours – Monday through Friday, 8am to 5pm, except any city-observed holidays
- City states that final items, quantities, and locations where items will be installed may vary by the time the City is ready to initiate the order, and that they expect to conduct a final walkthrough/site visit with the awarded vendor to finalize the items to be ordered and the required services
    - If this is the case, any changes or alterations to the Scope of Work as laid out in the RFP will require a change order to match our proposal/costs with the City's needs
- Any work or equipment outside of the Scope of Work included in the RFP, RFI's or Addenda will require edits to this proposal or a change order

RELEVANT EXPERIENCE

Some of our recent experience providing services for a public entity agency:

Miami-Dade County – Civil and Probate Courthouse – Miami, FL

This is a ground-up build of a new courthouse and civil complex with numerous buildings, providing more than 1,000,000 square feet of space with cutting-edge technology to the County. Solotech provided the complete audio-visual systems to support all the specialty spaces, conference rooms, offices, and court rooms across 40 individual floors and over 50 jury courtrooms. The complex also includes the new Children's and Juvenile Courthouse - a signature building in the skyline of downtown Miami. This is an ongoing Project with a value of $11 million and an on-going service contract to support these County facilities.

Long Beach City College (LBCC) – Theater and Fine Arts Complex – Long Beach, CA

The construction of this music and theatre complex is a major upgrade to the design and technology facilities at Long Beach City College (LBCC). Solotech provided state-of-the-art technology, resources, and installation services for this project, which will facilitate the education of students in the performing arts, music, dance, and radio/TV/broadcasting for years to come. It includes instructional classrooms, specialized labs, private music practice rooms, student practice studios, dance performing studio, a black box studio, broadcast studio, a new home for the campus radio station, and smaller scale live performance areas including a 236-seat auditorium and an outdoor performance stage. The project is around $4 million and will be completed in in the Spring of 2025.

MIT (Massachusetts Institute of Technology) – MIT Music Complex – Cambridge, MA

Solotech provided audiovisual installation and services to the Music Building on the MIT campus, anchoring MIT's conservatory-level music program with state-of-the-art technology. It includes multiple large-scale performance halls, music studios, music and culture space; an immersive audio theater with video broadcast system; numerous smaller stages/performance areas, recording/dance studios, and rehearsal spaces and classrooms; and an outdoor plaza. The project is approximately $2.5 million dollars and will be completed in October of this year.

CONFLICT OF INTEREST STATEMENT

Solotech hereby declares that it has no financial, business, or other relationships with the City that may have an impact upon the selection process. No conflict-of-interest form will be attached to this document to avoid confusion.

COST PROPOSAL

Project Total:

- Audiovisual Systems Upgrade Total: **$299,938.45**
    - *(Two-hundred Ninety-Nine thousand, Nine-Hundred Thirty-Eight dollars and Forty-Three cents)*

Individual Room Totals:

- TCH Meeting Room #1 $18,476.36
- TCH Social Hall $52,747.51
- GVNC Ontiveros Room $31,924.70
- GVNC Pio Pico Room $32,296.28
- GVNC Lobby (South/North) $5,247.46
- GVNC Meeting Room #1 $13,343.95
- GVNC Meeting Room #2 $13,165.62
- Main Library $57,875.27
- Library Community Room $33,319.44
- BWC Multi-Purpose Room $41,541.86

Per Building Totals:

- Town Center Hall (TCH) $71,223.88
- Gus Velasco Neighborhood Center (GVNC) $95,977.99
- City Library $91,194.72
- Betty Wilson Center (BWC) $41,541.86

Note:

- *This "per building" pricing has been submitted on the Planet Bids Portal (City of Santa Fe Springs), to equal the grand total for the entire project - correlating to the pricing shown above*
- *Upon request, Solotech will be happy to give an in-depth cost analysis, and detailed system design for each room*

SOLOTECH
11060 Randall Street, Sun Valley, California, 91352

DATE: September 26, 2024
QUOTE NUMBER: SQ-23483
DESCRIPTION: City of Santa Fe Springs - Video Conferencing AV Upgrades

BILL TO:
City of Santa Fe Springs

,

SHIP TO:

,
90670

PREPARED BY: Liam Biner
PHONE:
EMAIL: liam.biner@solotech.com
PRICE VALID UNTIL : September 22, 2024

A - TOWN CENTER HALL

1 - TCH MEETING ROOM #1

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Speakers; Input Wall-Plate/Selection Panels; Decommissioned Rack Equipment; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	SMART Technologies SBID-6286S-V3-P SMART Board 6086S-V3 Pro interactive display with iQ - - - 86" SMART Board 6000S	$5,999.40	$5,999.40
1	Peerless-AV SF680 Security SmartMount® Universal Flat Mount For 60" to 98" TV's	$139.46	$139.46
1	Poly 842D4AA#ABA Poly UVB United States / Canada English	$582.91	$582.91
1	QSC CORE NANO Network Core, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8 AEC processors, Half-size 1RU.	$1,443.96	$1,443.96
1	QSC TSC-70-G3 Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	. . Wall-Mounted Input Panel	$439.56	$439.56
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$549.45	$549.45

2 - TCH SOCIAL HALL

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Ceiling-Mounted Projection Screen (4:3); Motorized Ceiling Mount/Hardware for Projection Screen; Ceiling-Mounted Projector; Wall-Mounted Touch-Panel Control; Speakers; Wiring/Cabling/Inputs/Conduit/Wall-Plates	$0.00	$0.00
1	. . Elite Screens VMAX166XWH3 - VMAX 3 MATTE WHITE ELECTRIC SCREEN, 166IN DIAG., 16:9, VIEWING SIZE: 81IN X 144IN, IR/RF REMOTES, 12V TRIGGER, WHITE CASING	$1,255.55	$1,255.55
1	Epson V11HB01820 EPSON EB-PQ2008B 8000LM 4K Projector, Black	$8,499.25	$8,499.25
1	Epson V12H004L08 Long Throw Lens	$2,164.84	$2,164.84
1	***OWNER FURNISHED*** . . Motorized Projector Lift - Existing	$0.00	$0.00

QTY	DESCRIPTION	PRICE	PRICE EXT
1	Barco C-10 Barco C-10 Clickshare Wireless Conference Presentation System for Medium/Large Meeting Rooms	$1,237.36	$1,237.36
1	Netgear GSM4230P-100NAS AV LINE M4250-26G4F-POE+ 24x1G POE+ 300W 2X1G AND 4xSFP MANAGED SWITCH	$1,038.68	$1,038.68
1	QSC CORE 110f-v2 Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	$2,775.82	$2,775.82
1	QSC TSC-101-G3 Q-SYS 10.1” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$2,090.11	$2,090.11
1	Apple IPADMINI64GB-SILVER Apple iPad Mini 64GB WiFi- Silver	$658.91	$658.91
1	. . iPad Docking Station/Charger/Case	$274.73	$274.73
2	. . Wall-Mounted Control Plates	$824.18	$1,648.36
1	QSC unD6IO-BT 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/Bluetooth, RCA, 3.5 mm I/O, PoE (white and black faceplates included).	$913.19	$913.19
1	. . Custom Rack Panel 3RU - Bluetooth Pairing; 3.5mm Aux; etc.	$384.62	$384.62
2	***OWNER FURNISHED*** Shure UA844+V/LC Antenna Distribution System (without cables)	$0.00	$0.00
5	***OWNER FURNISHED*** Shure QLXD4=-G50 Half-Rack, Single Channel Receiver	$0.00	$0.00
3	Shure QLXD124/85-G50 Bodypack and Vocal Combo System with WL185 and SM58®	$1,349.45	$4,048.35
2	Shure ULXD8=-G50 Wireless gooseneck microphone base for ULXD and QLXD. Includes AA Alkaline Batteries	$404.01	$808.02
2	Shure MX415LPDF/C 15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$183.74	$367.48
6	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$1,128.18
1	. . Mixer	$0.00	$0.00
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$824.18	$824.18

LABOR & INTEGRATION

HOURS	DESCRIPTION	RATE	PRICE
22.00	System Designer / Design Engineer	$130.00	$2,860.00
10.00	CAD Drafter	$90.00	$900.00
8.00	Field Engineer	$120.00	$960.00
44.00	Site Supervisor	$100.00	$4,400.00
84.00	Installation Technician	$90.00	$7,560.00
22.00	Project Management	$120.00	$2,640.00
26.00	Project Coordinator	$90.00	$2,340.00

HOURS	DESCRIPTION	RATE	PRICE
24.00	Programming	$110.00	$2,640.00
		EQUIPMENT RENTAL FEE	$396.59
		SHIPPING CHARGES	$825.61
		A - TOWN CENTER HALL TOTAL	**$66,802.73**

B - GUS VELASCO NEIGHBORHOOD CENTER

2 - GVNC ONTIVEROS ROOM

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Speakers; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	SMART Technologies SBID-6286S-V3-P SMART Board 6086S-V3 Pro interactive display with iQ	$5,999.40	$5,999.40
1	Peerless-AV SF680 Security SmartMount® Universal Flat Mount For 60" to 98" TV's	$139.46	$139.46
1	Poly 842D4AA#ABA Poly UVB United States / Canada English	$582.91	$582.91
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	Apple IPADMINI64GB-SILVER Apple iPad Mini 64GB WiFi- Silver	$658.91	$658.91
1	. . iPad Docking Station/Charger/Case	$274.73	$274.73
1	. . Rack-Mounted Input Plate	$824.18	$824.18
1	. . Custom Rack Panel 3RU - Bluetooth Pairing; 3.5mm Aux; etc.	$384.62	$384.62
1	Shure UA844+V/LC Antenna Distribution System (without cables)	$390.44	$390.44
4	Shure QLXD124/85-G50 Bodypack and Vocal Combo System with WL185 and SM58®	$1,349.45	$5,397.80
2	Shure ULXD8=-G50 Wireless gooseneck microphone base for ULXD and QLXD. Includes AA Alkaline Batteries	$404.01	$808.02
2	Shure MX415LPDF/C 15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$183.74	$367.48
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	. . Mixer	$0.00	$0.00
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$549.45	$549.45

3 - GVNC PIO PICO ROOM

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Speakers; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	SMART Technologies SBID-6286S-V3-P SMART Board 6086S-V3 Pro interactive display with iQ	$5,999.40	$5,999.40

QTY	DESCRIPTION	PRICE	PRICE EXT
1	Peerless-AV SF680 Security SmartMount® Universal Flat Mount For 60" to 98" TV's	$139.46	$139.46
1	Poly 842D4AA#ABA Poly UVB United States / Canada English	$582.91	$582.91
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	Apple IPADMINI64GB-SILVER Apple iPad Mini 64GB WiFi- Silver	$658.91	$658.91
1	. . iPad Docking Station/Charger/Case	$274.73	$274.73
1	. . Rack-Mounted Input Plate	$824.18	$824.18
1	. . Custom Rack Panel 3RU - Bluetooth Pairing; 3.5mm Aux; etc.	$384.62	$384.62
1	Shure UA844+V/LC Antenna Distribution System (without cables)	$390.44	$390.44
4	Shure QLXD124/85-G50 Bodypack and Vocal Combo System with WL185 and SM58®	$1,349.45	$5,397.80
2	Shure ULXD8=-G50 Wireless gooseneck microphone base for ULXD and QLXD. Includes AA Alkaline Batteries	$404.01	$808.02
2	Shure MX415LPDF/C 15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$183.74	$367.48
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	. . Mixer	$0.00	$0.00
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$879.12	$879.12

4 - GVNC LOBBY (SOUTH & NORTH)

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - (4) Wall-Mounted TV's; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
4	. . Samsung DU7200 Series - 50" Smart 4K UHD TV	$348.45	$1,393.80
4	Peerless-AV PA750 ARTICULATING WALL MOUNT 39" - 75"	$111.30	$445.20
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$219.78	$219.78

5 - GVNC MEETING ROOM #1

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Speakers; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	SMART Technologies MX255-V5-PW SMART Board MX055-V5 Pro series interactive display with iQ	$1,638.46	$1,638.46
1	Peerless-AV PA750 ARTICULATING WALL MOUNT 39" - 75"	$111.30	$111.30
1	Barco C-10 Barco C-10 Clickshare Wireless Conference Presentation System for Medium/Large Meeting Rooms	$1,237.36	$1,237.36
1	Netgear GS305P-300NAS NETGEAR 5 Port PoE Gigabit Ethernet Unmanaged Switch	$74.48	$74.48
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	QSC TSC-710t-G3 Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	$300.00	$300.00
1	. . Floor-Box Input Panel	$109.89	$109.89
1	. . REI UHD-WPE165-K - HDMI; USB-C Wall Plate - Tx/Rx	$137.35	$137.35
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	C2G CG40881 Audio Amplifier 50W 70V TAA	$318.56	$318.56
1	. . 2U Rack	$109.89	$109.89
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$164.84	$164.84

6 - GVNC MEETING ROOM #2

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Speakers; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	SMART Technologies MX255-V5-PW SMART Board MX055-V5 Pro series interactive display with iQ	$1,638.46	$1,638.46
1	Peerless-AV PA750 ARTICULATING WALL MOUNT 39" - 75"	$111.30	$111.30
1	Barco C-10 Barco C-10 Clickshare Wireless Conference Presentation System for Medium/Large Meeting Rooms	$1,237.36	$1,237.36
1	Netgear GS305P-300NAS NETGEAR 5 Port PoE Gigabit Ethernet Unmanaged Switch	$74.48	$74.48
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87

QTY	DESCRIPTION	PRICE	PRICE EXT
1	QSC TSC-70-G3 Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	QSC TSC-710t-G3 Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	$300.00	$300.00
1	. . Table Cubby Input Panel	$164.84	$164.84
1	C2G C2G60220 HDMI Extender over Cat6 Box-Box - 4K60Hz	$158.63	$158.63
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	C2G CG40881 Audio Amplifier 50W 70V TAA	$318.56	$318.56
1	. . 2U Rack	$109.89	$109.89
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$164.84	$164.84

LABOR & INTEGRATION

HOURS	DESCRIPTION	RATE	PRICE
26.00	System Designer / Design Engineer	$130.00	$3,380.00
14.00	CAD Drafter	$90.00	$1,260.00
14.00	Field Engineer	$120.00	$1,680.00
54.00	Site Supervisor	$100.00	$5,400.00
28.00	Shop Labor	$90.00	$2,520.00
60.00	Installation Technician	$90.00	$5,400.00
30.00	Project Management	$120.00	$3,600.00
30.00	Project Coordinator	$90.00	$2,700.00
24.00	Programming	$110.00	$2,640.00

EQUIPMENT RENTAL FEE	$466.44
SHIPPING CHARGES	$1,187.68
B - GUS VELASCO NEIGHBORHOOD CENTER TOTAL	**$89,617.98**

C - CITY LIBRARY

1 - MAIN LIBRARY

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Ceiling/PA Speakers; Paging System; Decommissioned Rack Equipment; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	Elite Screens Electric100H 100" (16:9) Electric Spectrum Series Screen (MaxWhite Fabric, White Case)	$247.79	$247.79
1	Epson V11HB01920 EPSON EB-PQ2008W 8000LM 4K Projector, White	$8,499.25	$8,499.25
1	Epson V12H004L08 Long Throw Lens	$2,164.84	$2,164.84
1	Chief CMA105 4" CEILING PLATE W 1 1/2" NPSM	$33.82	$33.82
1	Chief CMS0406W ADJ. PIPE 48" TO 72" WHITE	$132.79	$132.79
1	Chief RPAUW UNIVERSAL RPA WHITE	$168.49	$168.49
1	Barco C-10 Barco C-10 Clickshare Wireless Conference Presentation System for Medium/Large Meeting Rooms	$1,237.36	$1,237.36
1	Netgear GSM4210PD-100NAS 10PT M4250-9G1F-POE+ MANAGED SWCH	$519.34	$519.34
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	. . Custom Rack Panel 4RU - Q-SYS User Control Interface - Touch Panel	$107.69	$107.69
1	QSC PS-TSCG3-G Q-SYS Touchscreen Page Station; Desktop form factor with Gooseneck mic; Includes TSC-70-G3 touchscreen	$2,192.31	$2,192.31
1	QSC unD6IO-BT 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/Bluetooth, RCA, 3.5 mm I/O, PoE (white and black faceplates included).	$913.19	$913.19
1	Apple IPADMINI64GB-SILVER Apple iPad Mini 64GB WiFi- Silver	$658.91	$658.91
1	. . iPad Docking Station/Charger/Case	$274.73	$274.73
32	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$6,016.96
1	. . "Mixer"	$0.00	$0.00
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$1,043.96	$1,043.96

2 - LIBRARY COMMUNITY ROOM

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Ceiling-Mounted Projector; Projection Screen; Wall-Mounted Input/Selection Panel; Speakers; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	Elite Screens Electric100H 100" (16:9) Electric Spectrum Series Screen (MaxWhite Fabric, White Case)	$247.79	$247.79
1	Epson V11HB01820 EPSON EB-PQ2008B 8000LM 4K Projector, Black	$8,499.25	$8,499.25
1	Epson V12H004M0A EPSON ELPLM10 Lens - Mid Zoom #3 - Throw Ratios for WUXGA: 3.32 -5.06(<9k lm), 2.42 - 3.71 (9k to 20k lm) For 4K: 2.34 - 3.59 (up to 20k lm)	$1,417.58	$1,417.58
1	Barco C-10 Barco C-10 Clickshare Wireless Conference Presentation System for Medium/Large Meeting Rooms	$1,237.36	$1,237.36
1	Netgear GS305EP-100NAS 5-Port Gigabit Ethernet Plus PoE Switch (63W)	$84.95	$84.95
1	Atlona AT-JUNO-451 4K HDR Four-Input HDMI Switcher with Auto-Switching	$296.70	$296.70
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	. . REI UHD-WPE165-K - HDMI; UDSB-C Wall Plate - Tx/Rx	$137.35	$137.35
1	QSC unD6IO-BT 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/Bluetooth, RCA, 3.5 mm I/O, PoE (white and black faceplates included).	$913.19	$913.19
2	Shure QLXD4=-G50 Half-Rack, Single Channel Receiver	$567.91	$1,135.82
1	Shure UA221 Passive Antenna Splitter/Combiner Kit. Includes Two Splitter/Combiners, Four Coaxial Cables, and Attaching Hardware	$130.49	$130.49
2	Shure ULXD8=-G50 Wireless gooseneck microphone base for ULXD and QLXD. Includes AA Alkaline Batteries	$404.01	$808.02
2	Shure MX415LPDF/C 15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$183.74	$367.48
4	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$752.12
1	. . "Mixer"	$0.00	$0.00
1	. . 6U Rack	$150.00	$150.00
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$439.56	$439.56

LABOR & INTEGRATION

HOURS	DESCRIPTION	RATE	PRICE
16.00	System Designer / Design Engineer	$130.00	$2,080.00
12.00	CAD Drafter	$90.00	$1,080.00

HOURS	DESCRIPTION	RATE	PRICE
12.00	Field Engineer	$120.00	$1,440.00
86.00	Site Supervisor	$100.00	$8,600.00
170.00	Installation Technician	$90.00	$15,300.00
28.00	Project Management	$120.00	$3,360.00
32.00	Project Coordinator	$90.00	$2,880.00
24.00	Programming	$110.00	$2,640.00
		EQUIPMENT RENTAL FEE	$610.06
		SHIPPING CHARGES	$944.10
		C - CITY LIBRARY TOTAL	**$86,139.07**

D - BETTY WILSON CENTER

1 - BWC MULTI-PURPOSE ROOM

QTY	DESCRIPTION	PRICE	PRICE EXT
1	. . Decommissioning - Wall-Mounted TV; Soundbar; Speakers; XLR Plates; Screen Control Plate; Wiring/Cabling/Inputs/Conduit	$0.00	$0.00
1	. . Elite Screens VMAX166XWH3 - VMAX 3 MATTE WHITE ELECTRIC SCREEN, 166IN DIAG., 16:9, VIEWING SIZE: 81IN X 144IN, IR/RF REMOTES, 12V TRIGGER, WHITE CASING	$1,255.55	$1,255.55
1	Epson V11HB01820 EPSON EB-PQ2008B 8000LM 4K Projector, Black	$8,499.25	$8,499.25
1	Epson V12H004M0A EPSON ELPLM10 Lens - Mid Zoom #3 - Throw Ratios for WUXGA: 3.32 -5.06(<9k lm), 2.42 - 3.71 (9k to 20k lm) For 4K: 2.34 - 3.59 (up to 20k lm)	$1,417.58	$1,417.58
1	Chief CMA105 4" CEILING PLATE W 1 1/2" NPSM	$33.82	$33.82
1	Chief CMS0305W ADJ. PIPE 36" TO 60" WHITE	$127.15	$127.15
1	Chief RPAUW UNIVERSAL RPA WHITE	$168.49	$168.49
1	Netgear GS305EP-100NAS 5-Port Gigabit Ethernet Plus PoE Switch (63W)	$84.95	$84.95
1	QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	$1,931.87	$1,931.87
1	QSC TSC-70-G3 Q-SYS 7” PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	$1,256.04	$1,256.04
1	Apple IPADMINI64GB-SILVER Apple iPad Mini 64GB WiFi- Silver	$658.91	$658.91
1	. . iPad Docking Station/Charger/Case	$274.73	$274.73
1	Shure UA844+V/LC Antenna Distribution System (without cables)	$390.44	$390.44
4	Shure QLXD124/85-G50 Bodypack and Vocal Combo System with WL185 and SM58®	$1,349.45	$5,397.80
2	Shure ULXD8=-G50 Wireless gooseneck microphone base for ULXD and QLXD. Includes AA Alkaline Batteries	$404.01	$808.02
2	Shure MX415LPDF/C 15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$183.74	$367.48
1	MuxLab 500554 MuxLab 500554 Bluetooth Audio to Dante Interface 1-Gang Wallplate - Bluetooth up to 50-75 Foot Range	$439.56	$439.56
1	. . REI UHD-WPE165-K - HDMI Wall Plate - Tx/Rx	$137.35	$137.35
2	. . Wall Plates - XLR	$137.36	$274.72

QTY	DESCRIPTION	PRICE	PRICE EXT
8	JBL STUDIO28ICAM JBL 8IN - IN CEILING SPEAKER	$188.03	$1,504.24
1	Crown CDi2000 2X800W Power Amplifier	$957.31	$957.31
1	. . Mixer	$0.00	$0.00
1	Middle Atlantic EWR-12-17SD 12SP/17D ECONO WLRK,BK,DR	$438.13	$438.13
1	. . Miscellaneous - Wiring, cabling, hardware; conduit runs	$659.34	$659.34

LABOR & INTEGRATION

HOURS	DESCRIPTION	RATE	PRICE
6.00	System Designer / Design Engineer	$130.00	$780.00
4.00	CAD Drafter	$90.00	$360.00
4.00	Field Engineer	$120.00	$480.00
24.00	Site Supervisor	$100.00	$2,400.00
48.00	Installation Technician	$90.00	$4,320.00
6.00	Project Management	$120.00	$720.00
10.00	Project Coordinator	$90.00	$900.00
8.00	Programming	$110.00	$880.00
	EQUIPMENT RENTAL FEE		$176.91
	SHIPPING CHARGES		$541.65
	D - BETTY WILSON CENTER TOTAL		**$38,641.29**

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
To be determined

EQUIPMENT TOTAL	$174,952.03
SHIPPING TOTAL	$0.00
LABOR TOTAL	$101,100.00
EQUIPMENT RENTAL FEE	$1,650.00
SHIPPING CHARGES	$3,499.04
SUBTOTAL	$281,201.07
TOTAL SALES TAX	$18,737.36
PROJECT TOTAL	USD $299,938.43

TERMS

This quote is subject to Solotech's credit approval of Client and to availability of equipment at the time of placement of the order.

Shipping costs and taxes are in addition to the indicated price and will be confirmed at the time of invoicing. Actual shipping costs can vary greatly based upon shipment weight and service selected. If Client wishes to use its own shipping account, please provide FedEx and / or UPS Account number with billing zip code when placing an order. Where necessary, insurance will be added to protect all interested parties from liability in the event Client's order is lost or damaged in transit. Local delivery is available at an additional fee based on transportation needs or requirements. Client may also pick up its order at Solotech's warehouse if local. Furthermore, if Client has subscribed to a software license, annual fees may be applicable.

Unless otherwise agreed in writing between Solotech and Client, this quote is subject to Solotech's Terms and Conditions for Equipment Sales and Services which are attached hereto ("T&Cs") and by accepting this quote, the delivery of the equipment or the performance of the services, Client accepts to be bound by the T&Cs exclusively.

The equipment remains the property of Solotech until complete payment of the final invoice.

Due to global manufacturing and supply chain delays, Solotech is experiencing longer lead times on equipment delivery. As a result, Solotech cannot guarantee lead times on equipment delivery and will not be liable for any delays.

Contractor licenses: Alabama 54722 | Arizona ROC 149159 | California 1077957 and PW-LR-1000798172 | Florida EC13003836 | Louisiana 35367 | Mississippi 21930-SC | Nevada 0071293 C-2 Electrical | Tennessee 44271 | Virginia 2705156899

ACCEPTANCE

CITY OF SANTA FE SPRINGS

SIGNED | DATE

PRINT NAME | TITLE

SOLOTECH LOS ANGELES

SIGNED | DATE

PRINT NAME | TITLE

TERMS AND CONDITIONS FOR EQUIPMENT SALES AND SERVICES

1. **Definitions**.

"**Client**": means the person, firm, partnership, company or other legal entity buying the Equipment or Services from Solotech.
"**Equipment**": means any equipment described in the Quote.
"**Intellectual Property**": means any and all rights, titles, interests, intellectual property and intellectual property rights, whether now enacted, conferred or recognized or that may be enacted, conferred or recognized in the future, under any legislation including any and all trade secrets, patents, patent applications, trade-marks, copyrights, neighboring rights, inventions, processes, discoveries, designs, techniques, drawings, specifications, data, software, confidential information, know-how or other intellectual property right of any kind, whether registered or unregistered, and any application for any of the foregoing.
"**Price**": means the sale price of the Equipment and the fees for the Services, if any, as indicated in the Quote.
"**Quote**": means the written quotation, proposal or confirmation for the Equipment and the Services, if any, to which this Agreement applies.
"**Services**": means any installation or programing services to be rendered by Solotech as described in the Quote.
"**Solotech**": means Solotech Sales & Integration USA Inc. or one of its affiliates indicated in the Quote.

2. **General**. These terms and conditions, together with the Quote, constitute the entire agreement between the Client and Solotech with respect to the sale of the Equipment and the performance of the Services by Solotech to the Client and supersede any prior understanding or agreements, whether oral or written, concerning the subject matter hereof (the "**Agreement**"). The parties agree that any term or condition stated in any Client purchase order or in any other Client's document is void and by accepting the delivery of the Equipment or the Services from Solotech, Client agrees to the terms of, and to be bound by, this Agreement.

3. **Price and Payment**. Client agrees to pay the Price in its entirety. The Client understands and agrees that the Price may be adjusted prior to delivery and final invoicing, based on market price fluctuations or circumstances beyond the control of Solotech (such as, without limitation, foreign exchange fluctuations, currency rates, duties, significant increase in the costs of labor, materials or other costs of manufacture, or inflation). Unless otherwise provided in the Quote, Client shall pay: (i) a first installment equal to 40% of the Price (inclusive of taxes) upon acceptance of the Quote; (ii) a second installment equal to 40% of the Price (inclusive of taxes) prior to shipment of the Equipment to the Client or upon receipt of the Equipment at Solotech's facilities if Solotech stores the Equipment in accordance with Section 5; and (iii) a third installment equal to 20% of the Price (inclusive of taxes) once the Equipment is delivered or the Services are completed, if any. If permitted by applicable law, all payments made to Solotech by credit card shall be assessed a non-refundable surcharge of up to 4% of the Price. Monetary balances unpaid by Client shall bear interest at the rate of 24% annually, until paid in full by Client.

4. **Taxes**. Unless otherwise specified in the Quote, the Price excludes packaging, shipping, and transportation costs, taxes, duties or brokerage fees, or any other related charges. Solotech will invoice the amount of any sales, value added or excise taxes that it is legally required to collect from Client and Solotech will remit this amount to the appropriate governmental authorities. Neither party is responsible for the other party's income taxes and/or net or gross capital taxes.

5. **Delivery and Storage** . The Equipment will be delivered (drop ship) to the shipping address indicated in the Quote in accordance with a delivery schedule to be determined by the Equipment's manufacturer, unless agreed otherwise in writing between Solotech and the Client. The Equipment may be delivered in individual deliveries (drop ship) from each manufacturer directly to the Client. As such, several deliveries by different manufacturers at different times are to be expected. If Client does not want multiple drop shipments for a single project, Solotech can combine all the Equipment into a single delivery, at an additional cost equal to 3% of the Equipment sale price indicated on the Quote. In addition, if Client is unable to receive all or part of the delivery within 30 days from the scheduled delivery date, Client will be charged a monthly storage fee equal to 2% of the Equipment sale price indicated on the Quote during the storage period.

6. **Risk of Loss and Title** . Risk of loss and damage to the Equipment shall pass to the Client upon its delivery. Title to the Equipment shall pass to Client only upon full payment of the Price. In the event of non-payment of the Price according to the payment schedule, Solotech reserves the right, without notice, to retake possession of the Equipment delivered and Client hereby irrevocably grants Solotech access to its premises during normal business hours to retake the Equipment for which Solotech retains title. Until full payment of the Price, Client may in no event pledge, register or in any way charge by way of security, charge, lien, hypothec, privilege, retention of title, security interest or otherwise any of the Equipment, but if the Client does so, all money owing by the Client to Solotech shall forthwith become due and payable without prejudice to any other right or remedy of Solotech. Client understands and agrees that Solotech may, at any time, register and perfect any security, charge, lien, hypothec, privilege, retention of title, or any security interest of whatever nature to allow Solotech to enforce its property rights in the Equipment and Client agrees to execute any and all required documents to give effect to the foregoing.

7. **Client Obligations**. Client shall (i) provide Solotech with free, safe and unhindered access to the delivery point; (ii) unless otherwise agreed, be responsible for loading and unloading the Equipment from the delivery trucks; and (iii) furnish Solotech, at no cost, the utilities and services which are generally required for the performance of Solotech's obligations.

8. **Warranty for new Equipment only and Services** . Provided Client has not removed any serial number on the Equipment and the Equipment is in the same condition as it was at the time of the delivery, Solotech undertakes to repair or replace, in its sole discretion, any damaged or defective Equipment sold as new equipment, for a period of 90 days from the earlier of: (i) the date of delivery of the Equipment to the Client or (ii) the date of receipt of the Equipment at Solotech's facilities, if Solotech stores the Equipment in accordance with Section 5 ("**Solotech Warranty**"). Any shipping fees for the return of damaged or defective new Equipment within the Solotech Warranty shall be paid by Solotech. After the expiry of the Solotech Warranty, only the manufacturer's warranty shall apply to the Equipment. The Solotech Warranty may not be assigned by the Client. Solotech warrants the Services for a period of 90 days from their performance, unless Client has opted for a service plan provided by Solotech, in which case such service plan shall apply. For further certainty, any replacement, corrective or repair work carried by Solotech at the request of Client not under the Solotech Warranty, the manufacturer's warranty or Solotech's service plan shall be separately invoiced to Client.

9. **Warranty for used Equipment only** . Provided Client has not removed any serial number on the Equipment and the Equipment is in the same condition as it was at the time of delivery, Solotech undertakes to repair or replace, in its sole discretion, any Equipment sold as used equipment which is defective within 90 days of its delivery. Any shipping fees for the return of defective used Equipment within the 90-day warranty period shall be paid by Solotech. This warranty may not be assigned by the Client.

10. **Set-Off/Deduction** . Any deduction, compensation or set-off not previously agreed to by Solotech in writing shall be considered as a breach by Client justifying the: (i) suspension of deliveries or of the Services, (ii) collection of any amounts owed; and (iii) exercise of Solotech's rights as provided in Section 6 and by applicable law. Moreover, Solotech shall be entitled to require immediate payment of the full Price, including on future orders.

11. **Insurance**. If Services are performed by Solotech, unless otherwise indicated by Solotech in writing, Client shall maintain during the performance of the Services, at its sole expense, or shall ensure that is maintained, a commercial general liability insurance with general aggregate limit of not less than $1,000,000. Solotech shall be named as additional insured on such policy. Client must provide the certificates of insurance attesting the above-mentioned coverages within five (5) days before performance of the Services. All above insurance policies shall contain a waiver of subrogation against Solotech. Should Client fail to secure or maintain such insurance, Solotech may secure such insurance at Client's expense.

12. **Limitation of Liability** . The warranties provided at Sections 8 and 9 shall be the sole warranties provided by Solotech. All other implied and statutory warranties and remedies are hereby expressly excluded. In no event shall either party be liable to the other for any indirect, incidental, punitive or consequential damages (including, without limitation, lost business profits, revenue or opportunities) sustained by the other party or any other individual or entity for any matter arising out of the Equipment, the Services or this Agreement. The Client acknowledges and agrees that Solotech shall have no access whatsoever to Client's IT systems or to any personal information of Client, its employees, suppliers or customers and as such, Solotech shall not be liable to the Client for any damage or inconvenience arising from the use of the Equipment or the provision of Services, including, without limitation, for any use, inability to use, interruption or delay of service, recovery of any data, breach of data or system security or any modification to the network or IT systems. Notwithstanding anything to the contrary, Solotech's liability under this Agreement shall in no event exceed the aggregate Price paid to Solotech under this Agreement.

13. **Confidential Information**. Each party may be exposed, or have access, to confidential and proprietary information belonging to or supplied by the other party, including, without limitation, specifications, drawings, analysis, research, processes, computer programs, methods, ideas, know-how, business information (including sales and marketing research, materials, plans, accounting and financial information, personnel records, customer lists, and the like) and any other information relating to the business or affairs of the other party ("**Confidential Information**"). Confidential Information does not include information which (i) has become publicly known through no violation of an obligation of non-disclosure of any person or entity, or (ii) has been approved for disclosure in writing by the disclosing party. Except as otherwise specifically provided herein, each party agrees that it shall not use, transfer, commercialize or disclose the other party's Confidential Information to any person or entity, except to its own employees or subcontractors to the extent that they have a need to know or have access to such Confidential Information in connection with the Equipment, the Services or this Agreement. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own confidential information. All of Solotech's Confidential Information shall remain the property of Solotech and shall be returned to Solotech immediately upon its request or termination of this Agreement. The provisions of this section shall survive termination or expiry of this Agreement.

14. **Force Majeure**. Neither Solotech nor Client shall be liable to the other for default or delay in performing its obligations under this Agreement (other than for an obligation to pay) caused by any occurrence beyond its control, including natural phenomena such as earthquakes, floods, fires, riots, acts of terrorism, war, freight embargoes, manufacturing or supply delays, strikes, governmental orders, pandemics or epidemics or other cause (collectively, a "**Force Majeure**"). A "Force Majeure" does not include events that were reasonably foreseeable or were caused by the party claiming the Force Majeure. If a party is delayed or prevented from performing due to Force Majeure, such party must inform the other party in writing as soon as practicable, but in all cases within 5 days of the start of the Force Majeure. The notice must detail the nature of the Force Majeure and its expected length. Both parties' rights and obligations shall be suspended for the duration of the Force Majeure and a new delivery schedule shall be agreed upon, in writing, between the parties.

15. **Suspension and Termination**. Save as provided in Section 14, neither party shall have the right to suspend its obligations contained in this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, Solotech shall have the right to suspend or terminate this Agreement in the event Client fails to make any payment when due or to comply with any of its other obligations under this Agreement. Either party may terminate this Agreement immediately if the other party is or becomes insolvent, files for bankruptcy or is under similar protection from courts of law or makes an assignment for the benefit of creditors. In case of termination, Solotech or any of its representatives shall be entitled to recover the unpaid Equipment and invoice the Client for: (i) work performed up to the termination date; (ii) any Equipment ordered for the Client for which Solotech cannot receive a full refund from its distributor or manufacturer; (iii) any unpaid amounts to which Solotech is entitled; (iv) total cost for the return of Equipment to Solotech's or the manufacturer's warehouse (including, without limitation, any costs of repossessing, reconditioning and storing the Equipment, shipping, cancellation or restocking fees and transportation costs); and (v) if applicable, travel expenses incurred by Solotech's personnel. Termination of this Agreement shall not relieve or release a party from any rights or obligations which should by their nature survive to such termination, including payment obligations.

16. **Changes or Cancellation for new Equipment only and Services** . Changes to or cancellations of orders for new Equipment prior to the delivery of Equipment or performance of Services must first be authorized by Solotech, which authorization may be refused in its sole discretion, and if so authorized by Solotech, Client shall bear any and all costs, expenses or damages incurred by Solotech, including, as applicable, the elements set out in Section 15(i) to (v). Solotech also reserves the right to charge any other cancellation fee to the Client. Notwithstanding the foregoing, customized orders cannot be changed and are not cancellable.

17. **Changes or Cancellation for used Equipment only** . Client may change or cancel any order of used Equipment prior to its shipping, without any charge.

18. **Return and Exchange Policy**. After its delivery, the Equipment may not be returned to or replaced by Solotech except as provided in Sections 8 or 9 or if authorized by Solotech, in its sole discretion. If so authorized by Solotech and save as provided in Sections 8 or 9, Client shall bear any and all costs, expenses or damages incurred by Solotech, including without limitation, any costs of repossessing, reconditioning and storing the Equipment, shipping, cancellation or restocking fees and transportation costs. Client retains the risk of loss in the Equipment until receipt by Solotech or the manufacturer, as applicable.

19. **Assignment**. Client shall not delegate any duties nor assign any rights or claims under this Agreement without the written consent of Solotech, which consent Solotech may withhold in its sole discretion. Any assignment or delegation made without Solotech's consent shall be null and void. Solotech may assign or delegate any of its rights or obligations under this Agreement to any of its affiliates.

20. **Intellectual Property**. All documents and information, including drawings, calculations, manuals, plans and other materials prepared by Solotech or the Equipment manufacturer, and all concepts, products or processes developed by Solotech or the Equipment manufacturer, shall be and remain the property of Solotech or the Equipment manufacturer, as applicable. Each party shall remain the owner of its respective Intellectual Property and no provision contained herein is to be interpreted as a transfer of such Intellectual Property to the other party. Client undertakes not to use in any way Solotech's name, logo, picture, brands or trademarks without Solotech's prior written consent.

21. **Notices**. Any notice required or given pursuant to this Agreement shall be sent by email, with a copy by certified mail, or delivered by recognized delivery service at the following address: 1717 Diplomacy Row, Orlando, Florida, 32809, United States with a copy sent by email to legal@solotech.com. Any notice to Client shall be directed to the address of Client shown on the Quote.

22. **Waiver**. Failure by either party hereto to enforce any provisions of this Agreement or any rights hereunder shall in no way be considered a waiver of such provisions, rights, or in any way affect the party's right to later enforce or exercise the same or other provisions or rights it may have under this Agreement or at law.

23. **Amendments**. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by the parties.

24. **Dispute Resolution**. Any and all disputes and claims between Solotech and Client related in any way to the Services, the Equipment or this Agreement shall first attempted to be resolved by the management representatives of Solotech and of the Client. If a dispute or claim cannot be resolved by the management representatives of Solotech or Client, only then such dispute or claim shall be submitted to the courts of Orange County, Florida. **THE PARTIES HEREBY WAIVE THEIR RIGHT TO TRIAL BY JURY FOR ALL CLAIMS BETWEEN THEMSELVES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR OTHER TRANSACTIONS RELATED TO THE SERVICES CONTEMPLATED HEREUNDER.**

25. **Governing Law** . This Agreement and the acceptance of it shall, as provided herein, constitute a contract governed by the laws of Florida.

26. **Independent Contractors**. The parties are independent contractors, and neither shall be nor shall represent itself to be the agent, joint venturer, partner or employee of the other or to be related to the other. No representation shall be made, nor act done by either party which could establish any apparent relationship of agency, joint venture, partnership or employment with the other party, and neither party shall be bound in any manner whatsoever by any agreement, guarantee or representation made by the other party to any person or by any action of the other party.

27. **Client Material** . Subject to Solotech complying with Client's instructions, if any, Solotech may display during or after the sale or completion of the Services (on its website or in other marketing communications) approved photos, videos, name of the Client's project and/or description of Equipment used in the Client's project for Solotech's sole marketing and communication purposes.

EXHIBIT B

CONSULTANT'S PROPOSAL

DRAFT

REQUEST FOR PROPOSALS No. 25 - 3
Video Conferencing,
Audio/Visual Equipment Upgrade Project

(REVISED SEPTEMBER 5, 2024)

Issue Date:	**Monday, August 19, 2024**
Pre-Bid Meeting (Non-Mandatory):	**Wed., Sept. 4, 2024, at 10 am PDT**
Questions Due Date:	**Wednesday, Sept. 11, 2024, at 2 pm PDT**
Proposal Due Date:	**Thursday, Sept. 26, 2024, at 2 pm PDT**

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into an agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
August 19, 2024

PROJECT
Video Conferencing, Audio/Visual Equipment Upgrade Project

PROPOSAL OWNER
City of Santa Fe Springs – Department of Parks and Recreation
11740 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Gustavo Hernandez, Director of Parks and Recreation
Contact Phone: (562) 858 - 0511
Contact Email: gustavohernandez@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 858 - 0511
Contact Email: micahherd@santafesprings.org

The City will host a non-mandatory pre-bid meeting on Wednesday, September 4, 2024, at 10 a.m. PDT. Details regarding this meeting can be found in Section V—Pre-Bid Meeting.

Any questions about this RFP should be submitted via the City's PlanetBids Portal by **Wednesday, September 11, 2024, at 2 pm PDT**.

Proposals must be submitted by **Thursday, September 26, 2024, at 2 pm PDT.** Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals.

To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/120757

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I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified vendors to provide the necessary items and services to upgrade video conferencing and audio/visual equipment at various locations within the City, following the specifications, terms, and conditions identified in the Request for Proposals (RFP) No. 25 - 3. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/120757

Prospective vendors must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Wednesday, September 11, 2024, at 2 pm PDT.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, September 26, 2024, at 2 pm PDT. Responses to this RFP will be evaluated to determine the most qualified and responsive vendor. Responses must adhere to the format and content described in the RFP.

II. Introduction

The City of Santa Fe Springs, hereinafter referred to as "City," invites proposals from qualified vendors to provide the items and services necessary to upgrade existing video conferencing and audio/visual equipment. The selected vendor will procure all items, remove existing equipment, install the new equipment, conduct testing, provide maintenance and repair services, and host user training sessions.

Upon making an award, the City will establish an agreement with a vendor to complete all work within six (6) months. Furthermore, the agreement term will cover any training and miscellaneous services and any period covering maintenance and repair services.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public Library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City has a vision statement that affirms, "The City of Santa Fe Springs is a great place to live, work, and play." Its mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

• Release RFP	Monday, August 19, 2024
• Pre-Bid Meeting (Non-Mandatory)	Wednesday, September 4, 2024, 10 am PDT
• Online Q&A Deadline	Wednesday, September 11, 2024, 2 pm PDT
• Deadline to Submit Responses	Thursday, September 26, 2024, at 2 pm PDT
• City Review of Submissions	Late September/Early October 2024
• Interviews	TBD (If Necessary)
• Award	Mid-October 2024

V. Pre-Bid Meeting (Non-Mandatory)

On **Wednesday, September 4, 2024, at 10 am PDT**, the City will host a non-mandatory pre-bid meeting. The intent of this meeting is to ensure prospective bidders have a thorough understanding of the project requirements and have an opportunity to view the areas where items will be installed.

While participation in this meeting is non-mandatory, prospective vendors are highly encouraged to attend.

Before starting the meeting, the City will log each attendee's name, the business they represent, and email address. It is anticipated this meeting will last approximately two (2) hours.

The following is a list of the sites and the approximate time that staff will arrive at each site:

Name	Address	Start Time
Gus Velasco Neighborhood Center	9255 South Pioneer Blvd Santa Fe Springs, CA 90670	10:00 am
Betty Wilson Center	11641 Florence Ave Santa Fe Springs, CA 90670	10:40 am
City Library/Town Hall Center*	11700 & 11740 Telegraph Rd Santa Fe Springs, CA 90670	11:20 am

**The City Library and Town Hall Center are on the same campus. The site walk will commence at the Library, and then attendees will be escorted to the Town Hall Center.*

Attendees should meet in front of the main entrance of each location. City staff will meet attendees at each location and escort them to the facilities. Each attendee will be responsible for facilitating their own travel arrangements to each site.

A limited number of questions will be accepted during the meeting; however, attendees are highly encouraged to submit questions electronically following the method described for receiving questions so the City can provide a written response.

VI. Scope of Work

This project encompasses replacing and adding video conferencing and audio/visual equipment at various locations within the City. The equipment will be used by staff and authorized visitors to conduct meetings and various events within the spaces. The City requires items to be delivered and installed at the following locations:

Name	Address
Gus Velasco Neighborhood Center	9255 South Pioneer Blvd Santa Fe Springs, CA 90670
Betty Wilson Center	11641 Florence Ave Santa Fe Springs, CA 90670

City Library	11700 Telegraph Rd Santa Fe Springs, CA 90670
Town Hall Center	11740 Telegraph Rd Santa Fe Springs, CA 90670

The City expects all items to be delivered and installed within six (6) months of submitting a notice to proceed; however, work at the Town Hall Center must be prioritized and completed by no later than December 31, 2024, to avoid impacting another project that will be scheduled at this location.

Along with obtaining and installing items, the selected vendor will be responsible for removing old items and wiring and disposing of items the City no longer wants to retain.

Below is a list of the items and services the City requires at each of the locations. The item list includes specific manufacturer and model numbers; however, the City will accept similar/comparable items. If similar/comparable items are proposed, vendors' proposals should provide details regarding how the item has features and functionality that match the City's requirements, along with product specification documents from the manufacturer. The City has attached specification sheets for most of the listed items so that vendors can clearly understand the features and functionality the City is seeking. The City is seeking recommendations if an item does not have a specific manufacturer/model listed.

Final items, quantities, and locations where items will be installed may vary by the time the City is ready to initiate the order. The City expects to conduct a final walkthrough with the awarded vendor to finalize the items to be ordered and the required services.

A. <u>TOWN CENTER HALL (11740 Telegraph Road, Santa Fe Springs, CA 90670)</u>

1. <u>TCH Meeting Room #1</u>

Remove/uninstall the following items:

- One (1) 70” TV (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and install the following items:

- One (1) new 86” SMART Board 6000S (Model SMART SBID-6286S-V3-B or similar)(ceiling mounted)
- One (1) new Poly Studio 4K USB Video Conference System (Model Poly Studio 4K USB or similar)(wall mounted)
- Four (4) new JBL Studio 2 8" 2-Way ceiling Speaks (Model JBL STUDIO28ICAM or similar)
- Any necessary wiring, cabling, and conduits for items to operate.

2. <u>TCH Social Hall</u>

Remove/uninstall the following items:

- One (1) 145” 4:3 aspect ratio project screen (ceiling mounted)
- One (1) Epson PowerLite 4650 Projector

- Remove motorized ceiling mount and hardware for projector screen (if possible, the City would be open to this item being configured for a new projector screen)
- Replace or remove touch panel on the south wall
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and install the following items:

- Two (2) 166-181" Elite Screens VMAX 3 Series Screen 16:9 aspect ratio (Model - Elite Screens VMAX 3 Series or similar) with motorized ceiling mount
- Two (2) new Epson 8,000-Lumen 4K 3LCD Laser Projectors (Model - Epson EB-PQ2008B or similar)
  - Provide necessary items/equipment to wireless connect devices to the projector.
- Install new audio/visual management software on mobile device (e.g., tablet/iPad) along with compatible wall-mounted touch panel.
- New wall-mounted, accessible audio-video inputs (e.g., HDMI, USBI, VGA, XLR microphone)
- Two (2) wireless gooseneck microphones for existing lecterns (Model - Shure MX418C - 18" Cardioid Gooseneck Microphone or similar)
- Eight (8) wireless handheld microphones (Model - Shure ADX2/SM58 Digital Handheld Wireless Microphone Transmitter with SM58 Capsule or similiar).
- Two (2) wireless lapel microphones (Model - Shure QLXD14/85 Wireless Cardioid Lavalier Microphone System - G50 Band or similar)
- Six (6) new JBL Studio 2 8" speakers (Model - STUDIO28ICAM or similar)
- One (1) high-quality mixer, with the capacity to connect via Bluetooth (the City is seeking device recommendations)
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

(Note: Work at Town Hall Center must be completed by December 31, 2024)

B. <u>GUS VELASCO NEIGHBORHOOD CENTER (9255 Pioneer Boulevard, Santa Fe Springs, CA 90670)</u>

1. <u>GVNC (MEETING ROOMS)</u>

Remove/uninstall the following items:

- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- Install new audio/visual management software on mobile device (e.g., tablet/iPad) along with compatible wall-mounted touch panel.
- Install new mixer board for all rooms, with capacity to connect via Bluetooth
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

2. GVNC ONTIVEROS ROOM

Remove/uninstall the following items:

- Two (2) 70” TV (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- One (1) new 86” SMART Board 6000S (Model - SMART SBID-6286S-V3-B or similar)
- One (1) Poly Studio 4K USB Video Conference System (Model - Poly Studio 4K USB or similar)
- Four (4) new JBL Studio 2 8” speakers, or equivalent (Model - JBL STUDIO28ICAM or similar)
- Two (2) wireless gooseneck microphones for existing lecterns (Model - Shure MX418C - 18" Cardioid Gooseneck Microphone or similar)
- Eight (8) wireless handheld microphones (Model - Shure ADX2/SM58 Digital Handheld Wireless Microphone Transmitter with SM58 Capsule or similar)
- Two (2) wireless lapel microphones (Model - Shure QLXD14/85 Wireless Cardioid Lavalier Microphone System - G50 Band or similar)
- One (1) new mixer, with capacity to connect via Bluetooth
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

3. GVNC PIO PICO ROOM

Remove/uninstall the following items:

- One (1) 70” TV (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- One (1) new 86” SMART Board 6000S (16:9 ratio) (Model – SMART SBID-6286S-V3-B or similar)
- One (1) Poly Studio 4K USB Video Conference System (Model - Poly Studio 4K USB or similar)
- Four (4) new JBL Studio 2 8” speakers (Model – JBL STUDIO28ICAM or similar)
- Two (2) wireless gooseneck microphones for existing lecterns (Model - Shure MX418C - 18" Cardioid Gooseneck Microphone or similar)
- Eight (8) wireless handheld microphones (Model - Shure ADX2/SM58 Digital Handheld Wireless Microphone Transmitter with SM58 Capsule or similar)
- Two (2) wireless lapel microphones (Model - Shure QLXD14/85 Wireless Cardioid Lavalier Microphone System - G50 Band or similar)
- One (1) new mixer, with capacity to connect via Bluetooth
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

4. **GVNC LOBBY (South and North)**

Remove/uninstall the following items:

- Up to four (4) 42” TVs (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- Up to four (4) 50” Smart 4K UHD TV (Model - Samsung DU6900 or similar)
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

5. **GVNC MEETING ROOM #1**

Remove/uninstall the following items:

- One (1) 50” TVs (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- One (1) 55” SMART Board MX V5 Series (Model – SMART MX255-V5-PW or Similar)
- Modify or install new built-in cabinet to fit SMART Board
- Four (4) new JBL Studio 2 8” speakers (Model – JBL STUDIO28ICAM or similar)
- Replace existing hard-wired/wireless AV inputs (HDMI, VGA, USB, Etc.) to smart TV.
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

6. **GVNC MEETING ROOM #2**

Remove/uninstall the following items:

- One (1) 50” TVs (wall mounted)
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- One (1) 55” SMART Board MX V5 Series (Model – SMART MX255-V5-PW or Similar)
- Modify or install new built-in cabinet to fit SMART Board
- Four (4) new JBL Studio 2 8” speakers (Model – JBL STUDIO28ICAM or similar)
- Replace existing hard-wired/wireless AV inputs (HDMI, VGA, USB, Etc.) to smart TV.
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

C. **LIBRARY (11700 Telegraph Road, Santa Fe Springs, CA 90670)**

1. **MAIN LIBRARY (Main Hall and Children’s Area)**

Remove/uninstall the following items:

- Existing PA System
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and Install the following items:

- One (1) new 100" Elite Screens VMAX 3 Series Screen 16:9 aspect ratio (Model - Elite Screens VMAX 3 Series or similar) with motorized wall mount (Installed in Children's Area)
- One (1) new Epson 8,000-Lumen 4K 3LCD Laser Projectors (Model Epson EB-PQ2008B or similar) with motorized, wall mounts
    - Provide necessary items/equipment to wireless connect devices to the projector.
- Up to sixteen (16) new JBL Studio 2 8" speakers (Model – JBL STUDIO28ICAM or similar)
- One (1) new mixer, with capacity to connect via Bluetooth
- One (1) new PA System for announcements throughout the office with connectivity at the front counter and back offices.
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

2. LIBRARY COMMUNITY ROOM

Remove/uninstall the following items:

- Ceiling mounted projector and projector screen
- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and install the following items:

- One (1) new 100" Elite Screens VMAX 3 Series Screen 16:9 aspect ratio (Model - Elite Screens VMAX 3 Series or similar) with motorized ceiling mount
- One (1) new Epson 8,000-Lumen 4K 3LCD Laser Projector (Model - Epson EB-PQ2008B or similar) with ceiling mounts
    - Provide necessary items/equipment to wireless connect devices to the projector.
- Up to four (4) new JBL Studio 2 8" speakers (Model – JBL STUDIO28ICAM or similar)
- Two (2) wireless gooseneck microphones for existing lecterns (Model - Shure MX418C - 18" Cardioid Gooseneck Microphone or similar)
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

D. BETTY WILSON CENTER (11641 Florence Avenue, Santa Fe Springs, CA 90640)

1. MULTI-PURPOSE ROOM

Remove/uninstall the following items:

- Old/unusable speakers, wiring, cabling, inputs, conduit

Procure and install the following items:

- One (1) new 166-181” Elite Screens VMAX 3 Series Screen 16:9 aspect ratio (Model - Elite Screens VMAX 3 Series or similar) with motorized ceiling mount
- One (1) new Epson 8,000-Lumen 4K 3LCD Laser Projector (Model - Epson EB-PQ2008B or similar) with ceiling mounts
- Install new audio/visual management software on mobile device (e.g., tablet/iPad) along with compatible wall-mounted touch panel.
- Two (2) wireless gooseneck microphones for existing lecterns (Model Shure MX418C - 18" Cardioid Gooseneck Microphone or similar)
- Eight (8) wireless handheld microphones (Model - Shure ADX2/SM58 Digital Handheld Wireless Microphone Transmitter with SM58 Capsule or similar)
- Two (2) wireless lapel microphones (Model - Shure QLXD14/85 Wireless Cardioid Lavalier Microphone System - G50 Band or similar)
- Up to eight (8) new JBL Studio 2 8” speakers (Model – JBL STUDIO28ICAM or similar)
- One (1) new mixer, with capacity to connect via Bluetooth
- Any necessary wiring, cabling, conduit runs necessary for items to operate.

Additional Items/Services

Warranty Requirements

All items must be delivered with the manufacturer’s standard warranty included.

Ongoing Maintenance/Repair Services

The City prefers a vendor that can provide ongoing maintenance and repair services to ensure all items function correctly. If this service is available, please provide details in your proposal. Annual maintenance and repair service pricing should be listed on the line-item list.

Training

If available, the selected vendor will host two (2) user training sessions at each location where equipment is installed. The objective of the training sessions is to ensure that City staff know how the equipment operates. The City anticipates that each training session will consist of up to twenty (20) participants.

VII. Qualifications and Requirements

Vendors must clearly demonstrate how they meet the minimum qualifications to be considered. The following is a list of the City's requirements:

- Experience providing services for a public entity/agency
- The vendor is authorized to sell the items and services required for this project directly

Vendor should describe their experience and qualifications in their proposals to confirm that the above minimum requirements have been met. This should be detailed within their proposal within the section regarding Relevant Experience (**See this RFP document, Section IX – Proposal Content and Format** for additional details)

VIII. Proposal Submittal

Please see ***Section IX – Proposal Format and Content*** - for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors should plan to submit responses to this request well before the deadline to avoid technical difficulties/errors.

IX. Proposal Content and Format

Proposal Content

Firms shall be responsible for preparing a compelling, clear, and concise proposal. The City is requesting proposals, which contain, at a minimum the following information:

A. Letter of Interest - Please include a letter expressing your interest in being considered for the project. Include a statement regarding availability to dedicate time, personnel, and resources to this effort.

B. Project Understanding and Approach – Include a statement demonstrating your understanding of the City's needs. Describe your general approach to providing services successfully, including methodologies and technologies you would employ. Vendors should also provide their timeline and describe anything you expect from the City to complete the project. Vendors can also use this section to provide any recommendations to improve the project objectives.

C. Relevant Experience – Include information describing your experience providing similar services for public agencies. Using **Attachment A – References,** please give contact information for at least three (3) public entities that the City may contact. At a minimum, the City seeks references that can provide details about recent projects (i.e., completed within the last three (3) years) of similar size, scope, and complexity.

D. Conflict of Interest Statement - The Vendor shall disclose any financial, business, or other relationship with the City that may have an impact upon the selection process. If the vendor has no such conflicts, a statement declaring such should be included in their submission.

E. Cost Proposal ("Line Items" Tab in PlanetBids) – Please submit your pricing for the requested items and services by visiting the City's PlanetBids Portal, finding the associated RFP, and clicking the "line item" tab.

In addition, proposal submissions should include a narrative regarding the proposed cost. This section should provide details regarding any additional cost that were not detailed in the line-item list.

Proposal Format

To facilitate the evaluation process, all responses are required to adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals before submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed twenty (20) pages when printed on 8-½ -11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The twenty (20) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the vendor's name; the name, address, email, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Proposal details following the order set forth in the "Proposal Content and Format" section of this RFP.

X. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. Experience of Firm and Project Personnel (35 points)

- Experience, resources, and qualifications of the firm and assigned individuals to perform tasks identified in the scope of work
- Good reference checks from primary and/or secondary sources

2. Proposed Approach & Work Plan (30 points)

- Proposer has a clearly defined approach, strategy, and execution plan.

- The timeline meets the City's requirements.
- Proposal clearly defines what is required from the City.

3. Proposed fees for items/services (25 points)

- Proposed fees are reasonable

4. Responsiveness to RFP (5 points)

- Compliance with the required format
- Offered new/innovative services, suggestion

5. Local Vendor Preference (5 points)

Vendors physically located within the City will be given an additional five (5) points. To be considered, vendors must submit a copy of their current City of Santa Fe Springs business license listing an address with the city limits.

Vendors outside the City of Santa Fe Springs are still highly encouraged to submit a response.

Interviews

If necessary, the City may require the top-rated proposers to participate in an interview. The City will email those selected for the interview to schedule a date and time.

XI. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, specific steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or email within the specified time frame. Protests can be sent to:

Mail:
City of Santa Fe Springs
Attn: Department of Finance – Lana Dich
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

Email:
lanadich@santafesprings.org

B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

XII. Execution of Agreement

If required, the resulting agreement (see attached sample Attachment C) shall be signed by the successful vendor and return with the required insurance within ten (10) business days after the City issues a notice of intent to award. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

XIII. Insurance Requirements

Any vendor conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the vendor must submit a written request for a waiver of this requirement.

***C.* Professional Liability or Errors and Omissions**

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

***D.* Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

E. **Cyber Liability Insurance (if applicable)**

With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**

Coverage must be appropriate to vendor's profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by vendor shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of vendor. If not covered under vendor's liability policy, such "property" coverage of City may be endorsed onto Vendor's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance

The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)

In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XIV. Business License Requirement

Vendors that conduct business within city limits may be required to obtain a City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License Program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XV. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XVI. Non-Commitment of City

While the City intends to select a Vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XVII. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the vendor allow the use of or presence of alcohol or drugs on the premises or in the building.

C. **Non-Discrimination:** The Vendor shall not discriminate in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the job properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age:** The Vendor will only hire individuals of legal age to work.

XVIII. Records

The vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the vendor to audit any performance aspect under this agreement.

XIX. Use of Subcontractors

The vendor shall be responsible for all work performed under the final agreement and keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used in this work shall be under the vendor's direct supervision and be considered their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Vendor's insurance.

XX. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

XXI. Disclosure of Information

A. The Vendor agrees that it will not, during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the vendor shall be used exclusively in connection with the performance of services.

B. The vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XXII. Ex-Parte Communications

Vendors and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This requirement includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit consultants and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXIII. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
2. The vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
3. The vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits.

PLEASE REVIEW
Attachment A – References
Attachment B – Sample PSA

Also See – Spec Sheets 1 – 8

CITY OF
SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25 – 3
Video Conferencing, Audio/Visual Equipment Upgrade Project
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

Entity Name _____

Entity Address _____

Name of Contact _____

Telephone Number of Contact _____

Email of Contact _____

Project Title _____

Date of Project _____

CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH

_____

This Professional Services Agreement ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and _____, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount]

dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. DEFAULT OF CONSULTANT

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City

due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and

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hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided

in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

C. In the event that Consultant or any employee, agent, or subconsultant of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

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13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the

right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City: City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Attention:

To Consultant: _____
_____

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only _____ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

23. ATTORNEYS' FEES

In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

24. CONSTRUCTION

The parties hereto have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

25. WAIVER

The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

26. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

27. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

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_____	_____
	Name: _____
	Title: _____
Date: _____	Date: _____
ATTEST:	CONSULTANT
_____	_____
Janet Martinez, City Clerk	Name: _____
	Title: _____
	Date: _____

APPROVED AS TO FORM:

_____
Ivy M. Tsai, City Attorney

Attachments:	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

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EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

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EXHIBIT B

CONSULTANT'S PROPOSAL

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

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[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any

premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

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CITY OF SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-3
Video Conferencing, Audio/Visual Equipment Upgrade Project
ATTACHMENT C – Room Dimensions

The table below provides dimensions of the rooms identified in the scope of work:

Facility Name	Room	Length	Width	Ceiling Height
Gus Velasco	**Meeting Room 1**	22ft 6in	22ft 7in	7ft 11in
	Meeting Room 2	22ft 6in	15ft 6in	7ft 11in
	Ontiveros Room	51ft	31ft 4in	9ft 9in
	PIO PICO Room	63ft 3in	41ft 11in	9ft 10in
	Lobby	17ft 2in	42ft 2in	9ft 5in
Betty Wilson	**Multi-Purpose Room**	42ft 2in	39ft	14ft
City Library	**Children's Area**	41ft 10in	44ft 2in	11ft 7in
	Community Room	30ft	22ft 2in	11ft 11in
Town Hall Center	**Meeting Room 1**	44ft 9in	22ft 5in	7ft 11in
	Social Hall	78ft 6in	47ft	11ft 10in

SMART Board 6000S (V3) series with iQ

SBID-6265S-V3 and SBID-6265S-V3-B
SBID-6275S-V3 and SBID-6275S-V3-B
SBID-6286S-V3 and SBID-6286S-V3-B



Display	
Screen sizes (diagonal)	65", 75", 86"
Backlight	LED
Aspect ratio	16:9
Maximum display resolution	4K UHD (3840 × 2160)
Refresh rate	60 Hz
Lifespan	≥ 50,000 hours
Brightness (maximum)	≥ 350 cd/m²
Response time	65": ≤ 9 ms 75": ≤ 8 ms 86": ≤ 8 ms
Viewing angle	178°
Glass	Fully heat-tempered anti-glare glass that resists smudges and fingerprints
Frame color	White or black
Convenience buttons	Power, home, volume, screen shade, freeze frame
Sensors	Proximity, ambient light, infrared, room temperature, humidity
Audio	2 integrated 20 W speakers Integrated linear four-microphone array
NFC	Integrated RFID NFC reader/writer

Interactive experience	
Touch technology	HyPr Touch™ with InGlass™
Touch features	Tool Explorer™ Simultaneous Tool Differentiation Object Awareness™ Pen ID™ Silktouch™ Pressure Sensitive Ink
Typical response time	9 ms
Frame rate	150 Hz
Accuracy	±1 mm
Minimum object size	2 mm
Multitouch capabilities	Up to 40 touch points (OS dependent)
Tools included	Pens (×2) Erasers (×2)
Tool holders	Intelligent, magnetic, frame-mounted
Optional tools	Multicolor four-pen bundle Magic pen Highlighter pen Stamps and cubes

smarttech.com
smarttech.com/contact

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Software	
iQ built-in Android™ experience	Included
SMART Notebook®	Included
SMART Ink® and SMART Product Drivers	Included
SMART Remote Management	Subscription for length of the included warranty
SMART Learning Suite	Optional

iQ built-in Android experience	
Operating system	Android version 11
Memory	6 GB DDR
Storage	32 GB
Digital whiteboard	✓
Web browser	✓
Screen sharing	✓
Other features	Personalized home screen and settings Live input preview Interactive widgets Templates, graphic organizers, and manipulatives File and app libraries Google Drive™ and OneDrive™ access
Object Awareness supported	✓
Ability to run third-party applications	✓
Cloud storage access	✓
NFC sign in to a SMART account	✓
Languages supported	Basque, Catalan/Valencian, Chinese (simplified), Chinese (traditional), Czech, Danish, Dutch, English, Estonian, Finnish, French, Galician, German, Greek, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Ukrainian, Vietnamese, Welsh
Updates	Automatic over-the-air (OTA)

PC computing	
OPS support	✓
OPS-C support	✓
PC module power supported OPS	60 W
Optional computing modules	SMART OPS PC with Windows 10 Pro SMART Chromebox

Inputs	Front	Back
OPS PC accessory slot (60 W devices)	–	1
HDMI® 2.1 with HDCP 1.4 and HDCP 2.3 support	1	2
VGA video	–	1
Stereo 3.5 mm	–	1
RS-232	–	1
RJ45	–	2
USB Type-C 4K @ 60Hz, Display Port 1.2, USB 2.0 (UFP) for touch and digital audio, USB 2.0 (DFP) for peripherals; 65 W power delivery	1	–
USB Type-C, 4K @ 60Hz, Display Port 1.2, USB 2.0 (UFP) for touch and digital audio, USB 3.2 Gen 1 (DFP) for peripherals; 65W power delivery	–	1
USB 2.0 Type-A	–	1
USB 3.0 Type-A	1	2
USB 3.0 Type-B	–	3
USB 2.0 Type-B	1	–

Outputs	Front	Back
HDMI 2.1	–	1
Stereo 3.5 mm	–	1
S/PDIF	–	1

Included cables and accessories	Qty
Country-specific power cable	1
USB cable	1
Pens (red and black)	2
Erasers	2
External dual-band 2.4 and 5 GHz antennae	3
Remote control	1
AAA batteries	2
WM-SBID-200 wall mount	1
SMART ID card (for NFC sign in)	2
Illustrated installation instructions	1
Important information document	1

Connectivity	
Wired	RJ45 (×2) 1000baseT
Wi-Fi	IEEE 802.11 a/b/g/n/ac with 2 × 2 MIMO (both 2.4 and 5 GHz bands) supporting WEP, WPA, WPA2 PSK, and 802.1X EAP authentication protocols
Bluetooth	5.0 dual mode

Storage and operating requirements	
Power requirements	100V to 240V AC, 50 Hz to 60 Hz
Operating temperature	41–95°F (5–35°C)
Storage temperature	-4–140°F (-20–60°C)
Humidity	5–80% relative humidity, non-condensing

Power consumption	
Typical	65": 105 W 75": 134 W 86": 161 W
Standby	0.4 W

Certification and compliance*	
Regulatory models	IDS665-3, IDS675-3, and IDS686-3
US / Canada	UL, FCC, ISED, TSCA, CONEG Packaging, Proposition 65
EU / EEA / EFTA / UK	CE, UKCA, LVD, CB, EMCD, RED, REACH, RoHS, Battery, WEEE, Packaging, POP, Ecodesign
Australia / New Zealand	RCM
Performance standards	ENERGY STAR®, HDMI

Purchasing information	
Order numbers	
SBID-6265S-V3	SMART Board® 6065S-V3 interactive display with iQ
SBID-6275S-V3	SMART Board 6075S-V3 interactive display with iQ
SBID-6286S-V3	SMART Board 6086S-V3 interactive display with iQ

Purchasing information (continued)	
Order numbers (continued)	
SBID-6265S-V3-B	SMART Board 6065S-V3 interactive display with iQ – Black
SBID-6275S-V3-B	SMART Board 6075S-V3 interactive display with iQ – Black
SBID-6286S-V3-B	SMART Board 6086S-V3 interactive display with iQ – Black
TS-4PEN-MC	Tool Explorer multicolor 4-pen bundle (orange, purple, green, blue) with magnetic penwell
TS-4CUBE-LEARN	Tool Explorer Learn 4-Cube Bundle
TS-4CUBE-MATH	Tool Explorer Math 4-Cube Bundle
TS-4STAMP-PLAY	Tool Explorer Play 4-Stamp Bundle
TS-PEN-HLITE	Tool Explorer double-ended Highlighter (yellow & green)
TS-PEN-MAGIC	Tool Explorer Magic Pen
SBID-ID-10	Identification cards for SMART Board 6000S - Qty 10

Optional accessories	
	See smarttech.com/accessories

Warranty	
SMART Assure warranty	Includes advanced hardware replacement and access to onsite support. Terms and conditions vary by region. Contact your local reseller or distributor for information and visit smarttech.com/warranty.

Cable requirements	
HDMI	Certified premium high speed HDMI (18 Gbps) Maximum length: 23' (7 m)
USB 2.0	USB 2.0 certified Hi-Speed (480 Mbps) support Maximum length: 16' (5 m)
USB 3.0	USB 3.0 certified SuperSpeed (5 Gbps) support Maximum length: 9' (3 m)
USB Type-C	USB 3.2 Gen 1 certified SuperSpeed (5 Gbps) support Maximum length: 6' (2 m)
More information	See smarttech.com/kb/171414

*Product availability may vary by region.

This product has received additional certifications not listed here.

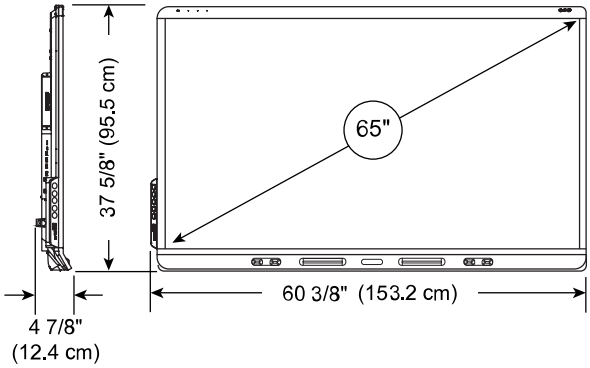
Installation, dimensions, and weights

Notes

- All dimensions ± 1/8" (0.3 cm). All weights ± 2 lb. (0.9 kg).
- Product ships upright.
- Leave space around the display to ensure adequate ventilation. See the *SMART Board 6000S and 6000S Pro installation and maintenance guide* (smarttech.com/kb/171414) for the specific space requirements.

SBID-6265S-V3/SBID-6265S-V3-B

Dimensions



Weight

112 lb. (51 kg)

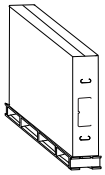
VESA mount

M8, 600 × 400 mm

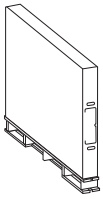
Handles

2

Shipping dimensions and weight (including pallet)



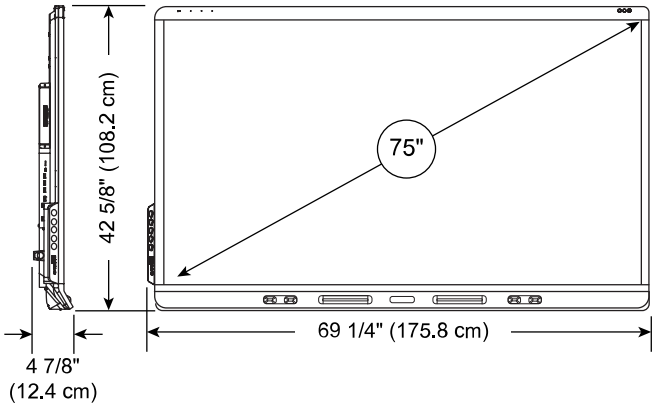
67 1/8" × 46 1/2" × 10 3/8" (170.4 cm × 118.1 cm × 26.4 cm)
159 lb. (72 kg)



64" × 46 7/8" × 8 5/8" (162.5 cm × 119 cm × 22 cm)
150 lb.(68 kg)

SBID-6275S-V3/SBID-6275S-V3-B

Dimensions



Weight

143 lb. (65 kg)

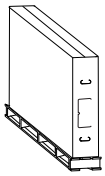
VESA mount

M8, 600 × 400 mm

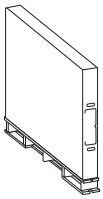
Handles

2

Shipping dimensions and weight (including pallet)



76" × 51 1/2" × 10 3/8" (193.1 cm × 130.8 cm × 26.4 cm)
194 lb. (88 kg)



72 7/8" × 52" × 8 5/8" (185 cm × 132 cm × 22 cm)
185 lb.(84 kg)

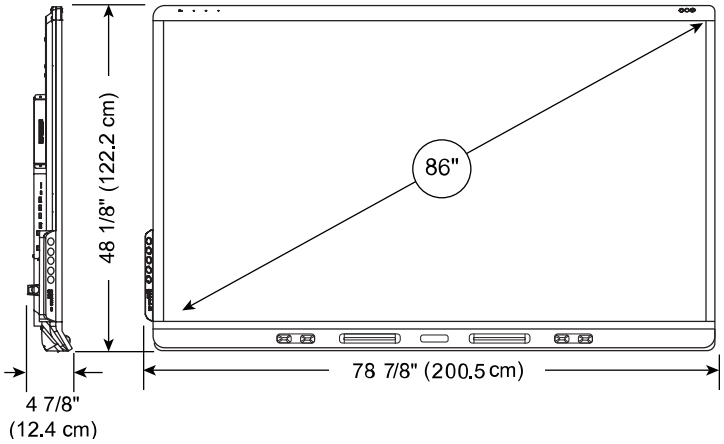
Installation, dimensions, and weights (continued)

Notes

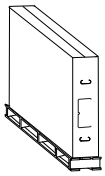
- All dimensions ± 1/8" (0.3 cm). All weights ± 2 lb. (0.9 kg).
- Product ships upright.
- Leave space around the display to ensure adequate ventilation. See the *SMART Board 6000S and 6000S Pro installation and maintenance guide* (smarttech.com/kb/171414) for the specific space requirements.

SBID-6286S-V3/SBID-6286S-V3-B

Dimensions



Shipping dimensions and weight (including pallet)



86" × 57" × 10 3/8" (218.6 cm × 144.7 cm × 26.4 cm)

243 lb. (110 kg)

Weight

185 lb. (84 kg)

VESA mount

M8, 600 × 400 mm

Handles

2

SMART Board

MX PRO series

Effortlessly present, share, write, and save files in any format with the Google EDLA-certified SMART Board® MX Pro series interactive display, embedded with both collaboration tools and Google Play Protect services.

Built to stand the test of time and offering seamless over-the-air updates, this interactive display not only easily fits into your existing setup, but will also remain a dependable investment for years to come.

55” | 65” | 75” | 86”



Leverage Google Play
The MX Pro series is Google EDLA certified and built on Android 13 to give users a diverse app eco-system.

Meet Your Way
Host and join remote meetings using your favorite apps: Microsoft Teams, Zoom, Google Meet, Webex, and more.

Make Decisions with Clarity
Sharper, brighter, and high-contrast visuals thanks to a 4K UHD LED display.

Work with the Best Tech
SMART’s embedded iQ comes with a built-in shareable whiteboard, ready to go templates, and much more.

Ink Efficiently
SMART Ink desktop annotation software enables participants to directly annotate into PDF and Microsoft Office files without clunky overlays or app switching.

Hear Every Detail
A pair of powerful speakers provide up to 40W of crisp audio.

Enjoy Free SMART Software
SMART Meeting Pro and SMART Remote Management* included with every purchase.

Interact without Interference
Only SMART displays allow multiple users to simultaneously write, erase, and move objects on the display without interfering with each other’s work.

Speak with Confidence
The integrated 6 microphone array ensures that you’re always heard by remote participants.

Write Like Pen-on-Paper
Enjoy up to 40 touchpoints with pens, fingers, and erasers. Experience a smooth and accurate inking experience within any app.

Set Up with No Fuss
Supports multiple HDMI, USB-C, USB-B, USB-A, and VGA ports. No additional adapters are required.

*Remote Management subscription is valid for the duration of the warranty.

SMART®

smarttech.com/business

EB-PQ2008B

8,000-Lumen 4K 3LCD Laser Projector



Product shown with lens.
Lens sold separately.

Compact, premium large venue 4K projector.

Incredible color — Epson 3-chip 3LCD technology produces 8,000 lumens of equal white and color brightness[1]

4K resolution on-screen — leverages Epson's 4K Crystal Motion technology, thermo-controlled panel and double micro-lens array for crystal clear image quality that fully realizes 4K resolution (3840 x 2160)

Low-maintenance design — virtually maintenance-free 20,000-hour laser light source and air filter[2]; optional external air filter is available for high-dust environments

Stunning image quality — high native contrast ratio for deep blacks; 50 percent improvement over the already high contrast ratio found with the current Epson EB-PU Series; frame interpolation for fast moving objects; HDR support[3] and scene adaptive gamma correction

Simplified installation — 10 optional powered lenses (sold separately) including ultra short throw .35 throw lens with a unique zero offset design for installation flexibility; projector compatible with existing Epson lens family

Enhanced connectivity — features automatic input switching when input signal is disrupted; HDMI® two in and one out for daisy chaining; HDBaseT® input

Low latency performance and high frame rate support — high-speed graphics chip and panel drive technology enable high frame rate 4K playback

Optional attachable PixAlign™ external camera — access powerful automated tools including edge blending assist[5], stacking assist function[5], auto color calibration[6] and screen matching[6] with or without a connected PC and router

Efficient setup and management — control multiple projectors in a single, large space with Epson Projector Professional Tool (EPPT app)[7]; easily manage your installed inventory using Epson Projector Management – Connected (EPM-C)[8] from any device with a Web browser

NFC function built-in[4] — reduce installation time of multiple projectors; read and write setting information using Epson's mobile app

EPSON®

EB-PQ2008B

Specifications

Projection System High-aperture Epson 3-chip 3LCD technology
Projection Method Front/rear/ceiling mount
Driving Method Poly-Silicon TFT Active Matrix
Pixel Number 2,073,600 pixels (1920 x 1080) x 3 chips
Signal Input Maximum Display Resolution: 4096 x 2160 pixels (resizing display)
Native Resolution 1080p with 4K Crystal Motion (1920 x 1080 x 4)
Resolution on Screen 4K UHD (3840 x 2160)
Aspect Ratio Supports 4:3, 16:10, 16:9*, 21:9*
* With vertical image shift control within letterbox area.
Pixel Arrangement Cross stripe
Color Brightness[1] Color Light Output: 8,000 lumens
White Brightness[1] White Light Output: 8,000 lumens
Contrast Ratio Up to 5,000,000:1 (Dynamic Contrast: On)
Brightness Uniformity (Typical) 85%
Color Reproduction Up to 1.07 billion colors
Keystone Correction
Vertical: ±45 degrees;
Horizontal: ±30 degrees
Illumination Technology Laser Phosphor
Light Source Life[2]
20,000 hours (Normal Mode)
30,000 hours (Extended Mode)

Projection Lens (Standard)

Visit www.epson.com for information on optional lenses.
Standard Lens ELPLM15 (sold separately)
Type Powered shift/focus/zoom
F-Number 2.0 – 2.1
Focal Length 14.8 mm – 17.7 mm
Zoom Ratio Optical Zoom: 1.0 – 1.6
Throw Ratio Range 1.52 – 2.47
Lens Shift Vertical: ±60%; Horizontal: ±18%

Other Features

Operating Temperature 32 ˚F to 122 ˚F (0 ˚C to 50 ˚C)
Power Supply Voltage 100 V – 240 V AC ±10%, 50/60 Hz
Power Consumption
522 W (Normal/Custom)
424 W (Quiet/Extended)
2.0 W Standby (Network Standby)
0.5 W Standby (Energy Saving)
Fan Noise 35 dB (Normal Mode), 29 dB (Eco Mode)
Security Security cable hole, lens lock, Kensington® lock provision, wireless LAN unit lock

Video I/O

Input Signal Input Video Signal (HDMI and HDBaseT ports) 480i/480p/576i/576p/720p/1080i/1080p/3840 x 2160/4096 x 2160
Max PC Graphics: 2560 x 1600/3440 x 1440
Auto Power On Signal Detection on HDMI/Plug-In Detection (HDMI)
Sleep Mode Yes (with timer)
HDMI CEC Control Yes

Interfaces

HDMI (HDCP 2.3) x 2/HDMI Out x 1
HDBaseT x 1
Variable Audio Out: Mini Stereo x 1
USB Type-A for Wireless LAN (optional)
USB Connector Type-B x 1
Serial: RS-232C x 1
Remote Stereo Mini
Network: RJ-45



Dimensions (W x D x H)

Excluding Feet 21.5" x 17.2" x 6.5"
(545 mm x 436 mm x 164 mm)
Weight 41 lb/ (18.6 kg)

Remote Control

Features Power, Source Search Selection, Lens Shift, Zoom, Focus, Test Pattern Selection, Shutter, Freeze, ID, Color Mode, Number, E-Zoom, Volume, Menu, Enter, ESC, Pointer Functions, Blend Guides, Multi-Projection, Color Tone Adjust and Memory
Operating Angle
Angle Front: Right/Left: 60 to +60; Upper/Lower: +30 to 20 degrees
Angle Rear: Right/Left: 30 to +30; Upper/Lower: +50 to +10 degrees
Operating Distance 98 ft

Eco Features

RoHS compliant
End-of-life options available[9]
Epson America, Inc. is a SmartWay® Transport Partner[10]

Limited Warranty and Service

Warranty Three-year limited in the U.S. and Canada
Service Toll-free telephone support, Monday through Friday
Epson Connection℠
Pre-Sales Support (U.S. and Canada): 800-463-7766
Website: www.epson.com

Epson Preferred℠ Plus Extended Service Plan

3-Year Upgrade to Next-Business-Day Whole Unit Exchange[11] for Years 1-3	EPPPRJPQ3
5-Years Next-Business-Day Whole Unit Exchange[11] for Years 1-5	EPPPRJPQE5

Other extended service plans may be available.

What's Included

EB-PQ2008B laser projector, power cable, remote control with 2 batteries, cable cover, lens connector cap, quick reference guide and warranty sheet

Ordering Information

EB-PQ2008B	V11HB01820
Air Filter (ELPAF46)	V13H134A46
External Air Filter (ELPAF63)	V13H134AD0
Ultra Short Throw Lens (ELPLX02S)	V12H004X0B
Ultra Short Throw Lens – White (ELPLX02WS)	V12H004Y0B
Short Throw #1 Zoom Lens (ELPLU03S)	V12H004UA3
Short Throw #2 Zoom Lens (ELPLU04)	V12H004U04
Wide Throw #1 Zoom Lens (ELPLW05)	V12H004W05
Wide Throw #2 Zoom Lens (ELPLW06)	V12H004W06
Wide Throw #3 Zoom Lens (ELPLW08)	V12H004W08
Middle Throw #2 Zoom Lens (ELPLM15)	V12H004M0F
Middle Throw #3 Zoom Lens (ELPLM10)	V12H004M0A
Middle Throw #4 Zoom Lens (ELPLM11)	V12H004M0B
Long Throw Zoom Lens (ELPLL08)	V12H004L08
Rigging Frame (ELPMB59)	V12H996A01
Stacking Frame (ELPMB76)	V12H006AN0
Mounting Tilt Plate (ELPMB77)	V12H006AP0
Wireless LAN Module (ELPAP11)	V12H005A02
Projector Ceiling Mount (ELPMB67)	V12HA54010
Fine Adjust Ceiling Mount (ELPMB68)	V12H006AE0
PixAlign Camera (ELPEC01)	V12HA46010

1 Color brightness (color light output) and white brightness (white light output) will vary depending on usage conditions. Color light output measured in accordance with IDMS 15.4; white light output measured in accordance with ISO 21118. | **2** No required maintenance for the light source and filter for up to 20,000 hours (Normal Mode), 30,000 hours (Extended Mode). Approximate time until brightness decreases 50% from first usage. Measured by acceleration test assuming use of 0.04 - 0.20 mg/m^3 of particulate matter. Time varies depending on usage conditions and environment. Replacement of parts other than the light source may be required in a shorter period. | **3** HDR performance available with select third-party devices. For more information, see www.epson.com/hdrcompatibility | **4** NFC requires use of a device that includes NFC and may require additional software. | **5** Requires Epson external camera for each projector and may require Epson Projector Professional Tool app. | **6** Using separate camera for each projector. | **7** Mac® and PC only. | **8** Requires one on-site PC with Epson Projector Connected Agent installed. | **9** For convenient and reasonable recycling options, visit www.epson.com/recycle | **10** SmartWay is an innovative partnership of the U.S. Environmental Protection Agency that reduces greenhouse gases and other air pollutants and improves fuel efficiency. | **11** Product comes with a 3-year limited warranty with the option to purchase extended service plans up to a total of 5 years of continuous coverage. Extended service plan must be purchased within 90 days of hardware purchase. Expedited shipping not available in all areas. Orders must be placed and processed by 1 p.m. Pacific Time, Monday through Friday, excluding holidays. See individual service plan for details.

See the latest innovations from Epson Business Solutions at **www.epson.com/forbusiness**

SmartWay Transport Partner
Getting There With Cleaner Air

Epson America, Inc.
3131 Katella Ave., Los Alamitos, CA 90720

Epson Canada Limited
185 Renfrew Drive, Markham, Ontario L3R 6G3

www.epson.com
www.epson.ca

Contact:

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VMAX 3 Series

Electric Motorized Projection Screen

Product Description

The ***VMAX 3 Series*** is an enhanced electric motorized projector screen for commercial and home theater applications. With standard features such as IR & RF remotes, 12v Trigger and a wall box controller. The VMAX 3 series utilizes Elite Screens' GREENGUARD® Certified MaxWhite® Fiberglass front projection matte white material which is ideal for large group presentations in a controlled light room environment.









Product Design & Features

- Black backing preserves image brightness for a sharper picture and eliminates light penetration
- 4-side masking borders enhance picture contrast and absorb projector overshoot
- Durable steel case includes endcaps for wall or ceiling installation

Control System

- Includes handheld Infrared (IR) and Radio Frequency (RF) remote controls, and a wall box controller for manual on-wall operation
- User-friendly programmable vertical drop position
- Wall box controller is detachable for a clean look while maintaining RF & IR functionality
- Built-in selectable channels allow one RF remote programming to control multiple screens and prevent interference
- 12v trigger feature allows the screen's operation to synchronize with the projector's power cycle
  - Wired 12v trigger capability via wall box controller
  - Wireless 12v trigger capability via Radio Frequency remote

Technical Data

Projection Type:	Front projection
Projector Compatibility:	Standard Throw Projectors ONLY
MaxWhite® Fiberglass:	1.1 Gain (180° View Angle) - Flame Retardant
Certifications:	GreenGuard Gold Certified
Black Backing:	Yes
Motor Type:	Tubular Motor
Warranty:	2-Year / 3-Year ENR-G Warranty

Available Screen Materials



MaxWhite® Fiberglass

Notes:

For more info visit www.elitescreens.com

info@elitescreens.com | 12282 Knott St., Garden Grove, CA 92841



USB VIDEO BAR BUILT FOR SMALL ROOMS AND BIG IDEAS

BENEFITS

- You've never heard a USB video bar sound this good—Poly Studio has the absolute best audio quality and voice clarity in its class
- Distracting sounds are eliminated by our patented NoiseBlock technology—and this is the only USB video bar that does it
- Be more productive on both ends of your video conference with a smart camera that automatically frames the room or tracks the person speaking for deeper engagement
- Eliminate "sneakernet" with centralized management, enabling high-scale deployments without added burden on IT

POLY STUDIO

Meet Poly Studio, the premium USB video bar built for small rooms and big ideas. Delivering the best audio quality in its class, it blocks distracting sounds that can interrupt meetings. Teams on both ends of the call catch every word. With group framing and automatic speaker tracking, the connection feels personal. They see all the important details, too—right down to body language and facial expressions. Easy to manage? Of course. The cloud-based management tools let IT push software updates and make settings changes without ever leaving their desk. Poly Studio. The shortcut to better huddle room collaboration.

- Acoustic Fence keeps voices outside the room from interrupting your calls
- Up to 3.7 m/12 ft microphone pickup range
- Smart-camera experiences are built in—no drivers or software needed
- Centralized management enables high-scale deployments
- Works with nearly any video platform

POLY STUDIO



SPINITAR

SPECIFICATIONS

DIMENSIONS

- Unit dimensions:
  - 105 mm x 700 mm x 70 mm = 4.2” x 27.3” x 2.8” (HxWxD) without stand
  - 156 mm x 700 mm x 70 mm = 6.2” x 27.3” x 2.8” (HxWxD) with stand
- Weight:
  - 5 lbs 2.6 oz (2342 g) without stand
  - 6 lbs 4.7 oz (2856 g) with stand
- Remote control dimensions:
  - 183 mm x 40 mm x 19 mm = 7.2” x 1.6” x .75” (HxWxD)

APPLICATION REQUIREMENTS

- Supported operating systems
  - Windows 7, 8.1, 10
  - MacOS 10.12, 10.13, 10.14
- Support for standard audio and video device drivers
  - UAC 1.0 Audio
  - UVC 1.1/1.5 Video
  - HID 1.11

POWER REQUIREMENTS

- 12VDC/5A @ 100~240VAC, 50/60 Hz

PACKAGE INCLUDES

- Poly Studio
- Remote control with 2 AAA batteries
- Power adapter
- 5 m USB 2.0 cable (Type-C to Type-A)
- Wall mount kit
- Setup sheet

OPTIONAL ACCESSORIES

- Expansion microphone
- Display mount

DATA SHEET_POLY STUDIO

CAMERA

- 120-degree FOV
- UHD 2160p (4K) capture resolution
- Automatic people framing & speaker tracking
- 5x zoom / EPTZ
- 2 camera presets

AUDIO

- Poly Acoustic Clarity technology provides full-duplex conversations, acoustic echo cancellation and background noise suppression
- Poly NoiseBlock technology
- Poly Acoustic Fence technology
- Mute/unmute controls
- Stereo microphones:
  - 6-element beamforming microphone array
  - 12 ft pickup range
  - 120 Hz–16 kHz frequency response
- Stereo speakers:
  - 100 Hz–20 KHz frequency response
  - Output = 90 dB @ 0.5m

INTERFACES

- 1x USB 3.0 Type-C port (with 2.0 compatibility)
- Power connector
- Optional external microphone
- 3.5 mm stereo Audio In
- Kensington security lock
- 802.11ac Wi-Fi wireless networking for manageability; IEEE 802.11a/b/g/n compatible
- Bluetooth® 4.2

APPLICATION COMPATIBILITY

- Compatible with any application that supports standard USB audio and video drivers, including but not limited to:
  - Certified for Microsoft Teams and Skype for Business
  - Zoom Certified
  - LogMeIn GoToMeeting®
  - BlueJeans Network
  - Google Hangouts™ communication platform
  - Amazon Chime
  - Cisco Webex®
  - VidyoDesktop™
  - Polycom RealPresence Desktop

SECURITY

- 802.1x support
- Certification management

MANAGEABILITY (VIA WI-FI)

- Polycom Companion App (running on Win/Mac PC connected to device)
- Polycom RealPresence Resource Manager
- Polycom Device Management Service

WARRANTY INFORMATION

- 1-year limited hardware warranty

COUNTRY OF ORIGIN

- Laos

ENVIRONMENTAL

- Operating temperature: 32–104˚F (0–40˚C)
- Relative humidity: 5–95%, noncondensing
- Storage temperature: -13–160˚F (-25˚–70˚C)

LEARN MORE

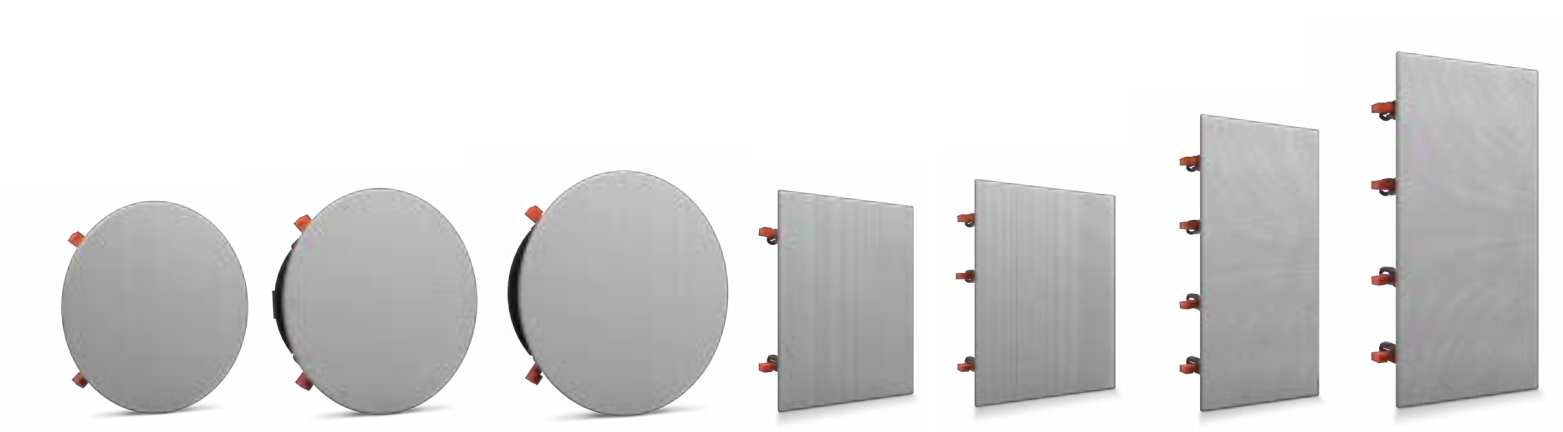
For more information on Poly Studio, visit **poly.com/studio**

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STUDIO 2 SERIES

Premium Architectural Loudspeakers





Incredible sound. Invisible profile. Inspired aesthetic.

The JBL Studio 2 architectural series premium loudspeakers represent best in class architectural audio. A PolyPlas® woofer cone, CMMD@ lite tweeter and advanced crossover network ensure low distortion and accurate sound reproduction, and the pivoting, adjustable-level tweeter can compensate for any acoustical room conditions. The proprietary JBL High Definition Imaging (HDI) waveguide ensures that the loudspeaker fills the room with cinema-quality sound from any location – even high elevations or off-axis listening locations. The JBL Studio 2 architectural series features a nearly invisible, paintable, zero-bezel profile that blends into any environment. The sturdy, reliable design features the XL-2 bracket, suitable for installation in any wall or ceiling up to 2" thick. The series is engineered to match the award-winning JBL Studio 2 component loudspeakers, and is perfect for a complete custom home theater or whole-house audio applications.

Features

- Sound Inspired by JBL's legendary M2 Master Reference Monitor
- Paintable, nearly invisible zero-bezel magnetic grille
- Superior XL-2 installation bracket
- Pivoting Tweeters
- Tweeter Audio Level Adjustment

STUDIO 2 SERIES

Premium Architectural Loudspeakers

Features and Benefits

Sound Inspired by JBL's legendary M2 Master Reference Monitor

High Definition Imaging (HDI) waveguide technology takes its cues from the legendary JBL M2 Master Reference Monitor. Computer-optimized driver positioning and network integration result in ideal performance and lifelike soundstage imaging throughout the entire room, regardless of positioning. Proven acoustic superiority through rigorous testing and real-world evaluation.

Paintable, nearly invisible zero-bezel magnetic grille

Speakers are nearly invisible, seamlessly blending into wall or ceiling architecture. Equally pleasing to audiophiles and interior designers as full-dispersion speakers can be fully painted and integrated into any configuration or setup. Engineered for the custom installer with a whole-room, seamless audio and visual design in mind.

Superior XL-2 installation bracket

Sturdy, reliable design fit for easy installation in walls up to a full 2" thick. Specialty mechanical grip designed to minimize vibration regardless of installation format. Handles custom installation better than typical 1-1/2" bracket designs.

Pivoting Tweeters

Pivoting tweeters let you target audio directly to your desired listening location. Install anywhere it suits you – even in high walls or ceilings – and adjust as needed. The apex of intelligent sound design and imaging.

Tweeter Audio Level Adjustment

Fine-tune high-frequency highs and lows up to 3dB to suit room conditions and personal taste. Take full room audio immersion one step further by perfecting the details. Compensate for any acoustical configuration.

What's in the box:

Main Unit • Magnetic Grille • Owner's Manual • Printed Mounting Template • Warranty Card









Feature	Studio 2 6IC	Studio 2 6ICDT	Studio 2 8IC	Studio 2 6IW	Studio 2 8IW	Studio 2 55IW	Studio 2 88IW
Impedance:	8 ohms	8 ohms	8 ohms	8 ohms	8 ohms	8 ohms	8 ohms
Recommended Amplifier Power:	80W	80W	100W	80W	100W	120W	150W
Frequency Response:	38Hz - 20kHz	38Hz - 20kHz	30Hz - 20kHz	38Hz - 20kHz	30Hz - 20kHz	40Hz - 20kHz	30Hz - 20kHz
Crossover Frequency:	2.5kHz	3.7kHz	2.1kHz	3.0kHz	2.8kHz	2.7kHz	2.8kHz
Loudspeaker Sensitivity:	86dB 2.83V @ 1m	86dB 2.83V @ 1m	88dB 2.83V @ 1m	86dB 2.83V @ 1m	88dB 2.83V @ 1m	88dB 2.83V @ 1m	88dB 2.83V @ 1m
Low Frequency Driver Size and Material	6-1/2" (165mm) Polyplas® Woofer	6-1/2" (165mm) Polyplas® Woofer	8" (203mm) Polyplas® Woofer	6-1/2" (165mm) Polyplas® Woofer	8" (203mm) Polyplas® Woofer	Dual 5-1/4" (133mm) Polyplas® Woofer	8" (203mm) Polyplas® Woofer
High Frequency Driver Size and Material	1" (25mm) Pivoting CMMD® Lite Tweeter	2 x 3/4" (19mm) Pivoting CMMD® Lite Tweeter	1" (25mm) Pivoting CMMD® Lite Tweeter	1" (25mm) Pivoting CMMD® Lite Tweeter	1" (25mm) Pivoting CMMD® Lite Tweeter	1" (25mm) Pivoting CMMD® Lite Tweeter	1" (25mm) Pivoting CMMD® Lite Tweeter
High Frequency Control	+/- 3dB	+/- 3dB	+/- 3dB	+/- 3dB	+/- 3dB	+/- 3dB	+/- 3dB
Cutout Dimensions:	(D) 8" (203mm)	(D) 8" (203mm)	(D) 9-5/8" (244mm)	(H x W) 9-13/16" x 7-9/32" (249mm x 185mm)	(H x W) 11-15/16" x 8-15/16" (303mm x 227mm)	(H x W) 14-1/8" x 6-13/32" (359mm x 163mm)	(H x W) 20-1/16" x 9" (510mm x 227mm)
Grille Finished Dimensions:	(D) 9-3/32" (231mm)	(D) 9-3/32" (231mm)	(D) 10-11/16" (272mm)	(H x W) 10-7/8" x 8-11/32" (276mm x 212mm)	(H x W) 13" x 10" (330mm x 254mm)	(H x W) 15-1/8" x 7-13/32" (384mm x 188mm)	(H x W) 21-3/16" x 10" (538mm x 254mm)
Mounting Depth:	4-11/16" (119mm)	4-11/16" (119mm)	5-13/64" (132mm)	3-19/32" (91mm)	3-13/16" (97mm)	3.0" (76mm)	3-13/16" (96mm)
Compatible Wall Material Thickness:	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)	0.5" – 2.0" (12mm – 51mm)
Shipping Units of Measure:	Each	Each	Each	Each	Each	Each	Each
Warranty:	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years
Pre-Construction Bracket Part number	PCK6C	PCK6C	PCK8C	PCK6	PCK8	PCK55	-
Back Box Part Number	FBB6C	FBB6C	FBB8C	FBB6	FBB8	FBB55	-

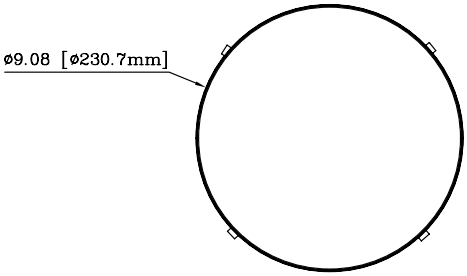
HARMAN International Industries, Incorporated
8500 Balboa Boulevard, Northridge, CA 91329 USA
www.jbl.com

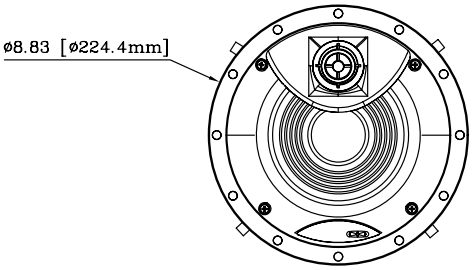
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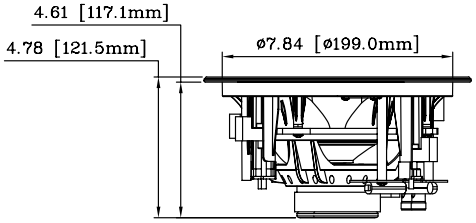
STUDIO 2 SERIES

Premium Architectural Loudspeakers

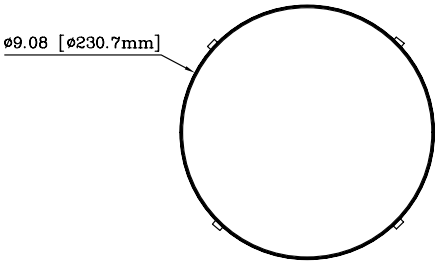
Studio 2 6IC

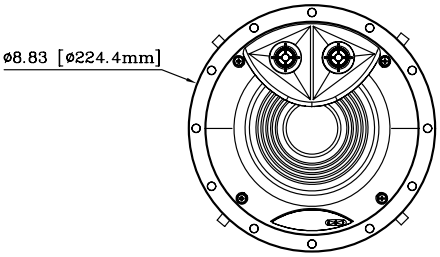


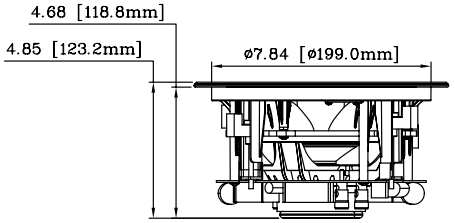




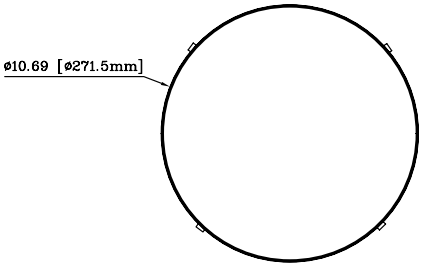
Studio 2 6ICDT

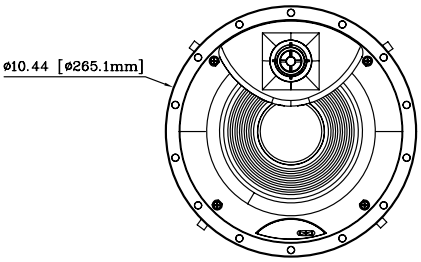


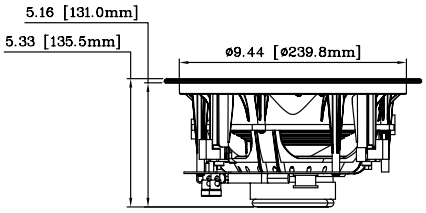




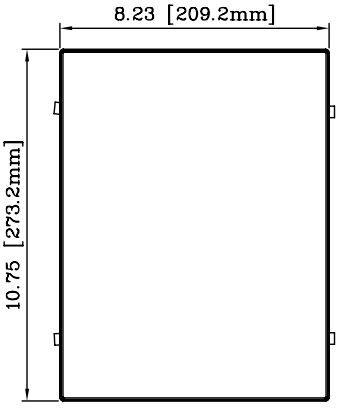
Studio 2 8IC

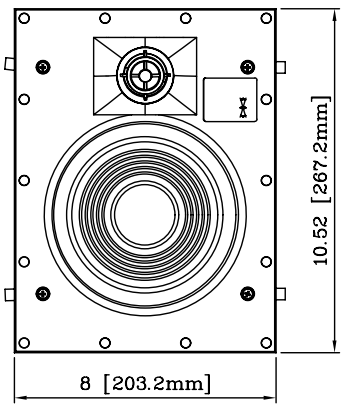


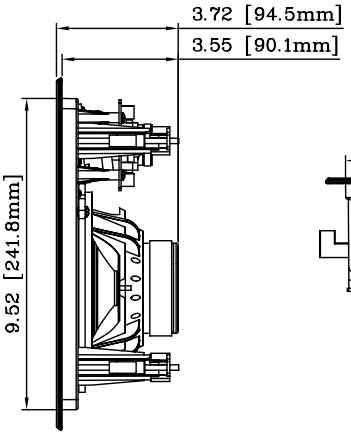


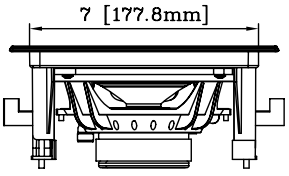


Studio 2 6IW





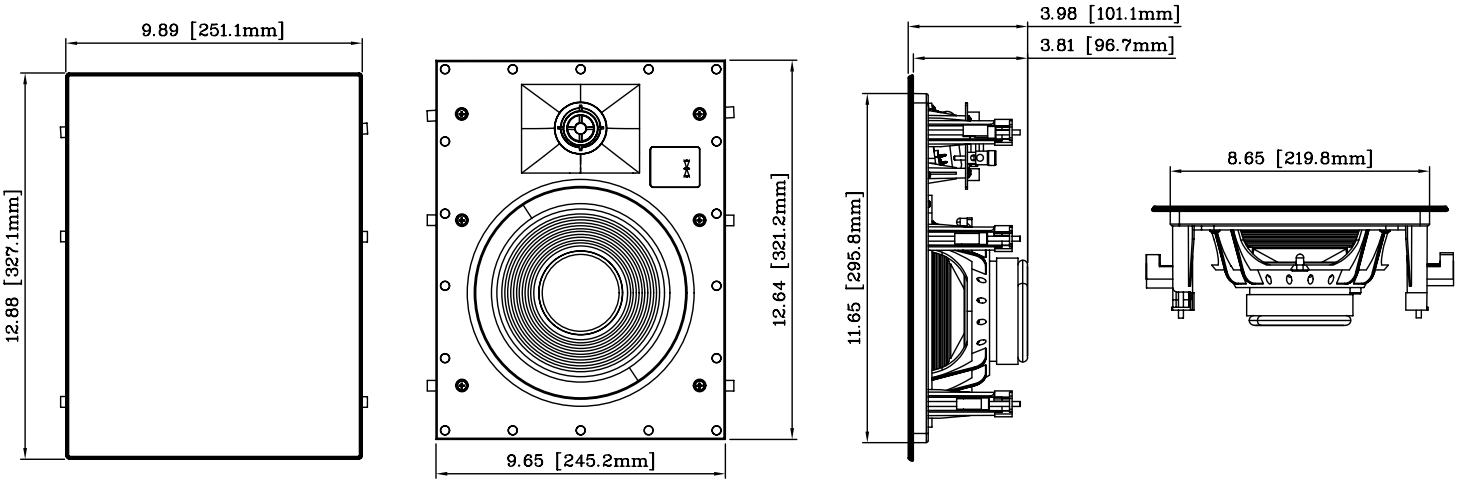




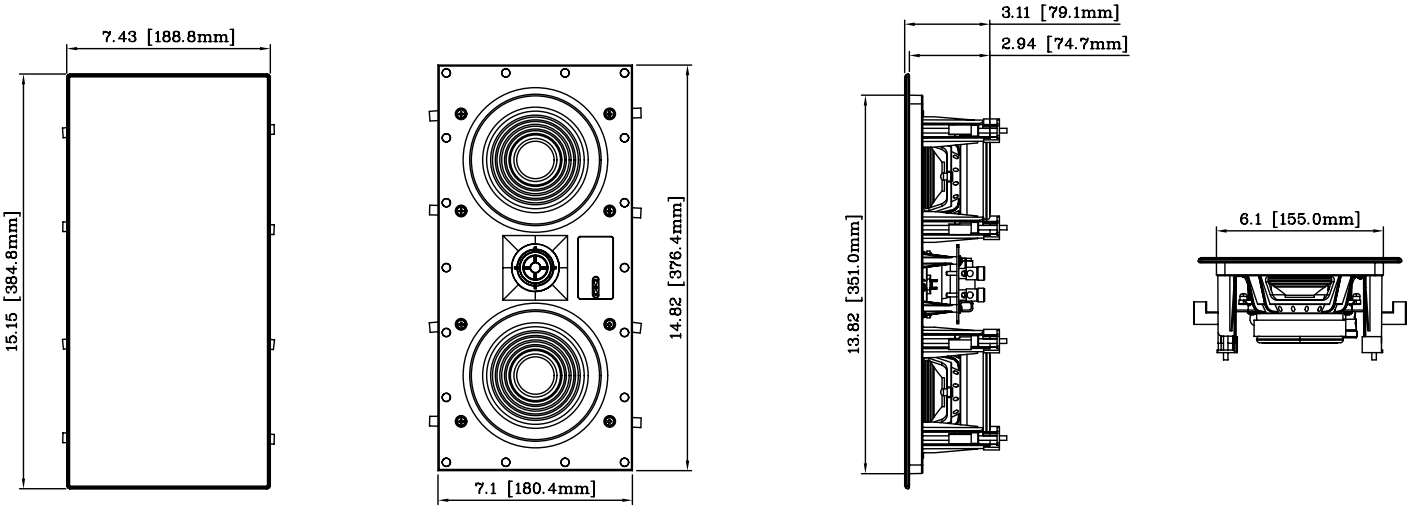
STUDIO 2 SERIES

Premium Architectural Loudspeakers

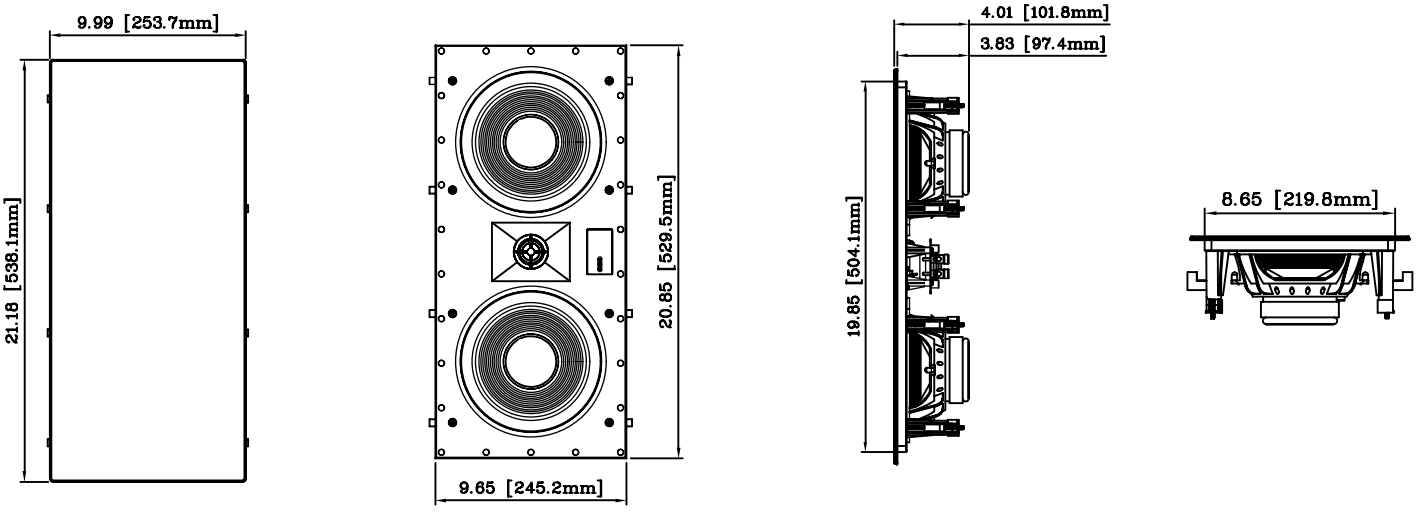
Studio 2 8IW



Studio 2 55IW



Studio 2 88IW



Model MX400D Series Microphones Specification Sheet

MODEL MX400D SERIES MICROPHONES



OVERVIEW

Shure Microflex® MX400D Series microphones are miniature electret condenser gooseneck microphones with a desktop base and attached 3 m (approximate)/10 ft cable. The desktop base allows these microphones to be used in multi-purpose rooms where quick set-up is required, or where permanent installation is impractical.

FEATURES

- Wide dynamic range and frequency response for accurate sound reproduction across the audio spectrum
- Interchangeable cartridges provide the right polar pattern for any application
- Balanced, transformerless output for increased immunity to noise over long cable runs
- Programmable on/off switch and LED on/off indicator
- New brighter LED improves visibility under strong ambient lighting
- Logic input and output terminals for remote control or use with automatic microphone mixers
- Snap-fit foam windscreen

MODEL VARIATIONS

- **MX412D**: 304.8 mm (12 in.) desktop mini-condenser, gooseneck-mounted microphone.
- **MX418D**: 457.2 mm (18 in.) desktop mini-condenser, gooseneck-mounted microphone.

SPECIFICATIONS

Frequency Response (Figure 1)
50 to 17,000 Hz
Polar Pattern (Figure 2)
Output Impedance (at 1,000 Hz)
Rated at 150 Ω (180 Ω actual)
Open Circuit Sensitivity
At 1 kHz, ref. 1 V per Pascal*

Cardioid:	–33.5 dBV (21.1 mV)
Supercardioid:	–32.5 dBV (23.7 mV)
Omnidirectional:	–28.0 dBV (39.8 mV)

* 1 Pascal=94 dB SPL

Maximum SPL (1kHz at 1% THD, 1 kΩ load)

Cardioid:	123.0 dB
Supercardioid:	122.0 dB
Omnidirectional:	117.5 dB

Equivalent Output Noise (A-weighted)

Cardioid:	29.0 dB SPL
Supercardioid:	28.0 dB SPL
Omnidirectional:	70.5 dB SPL

Signal to Noise Ratio (referenced at 94 dB SPL)

Cardioid:	65.0 dB
Supercardioid:	66.0 dB
Omnidirectional:	70.5 dB

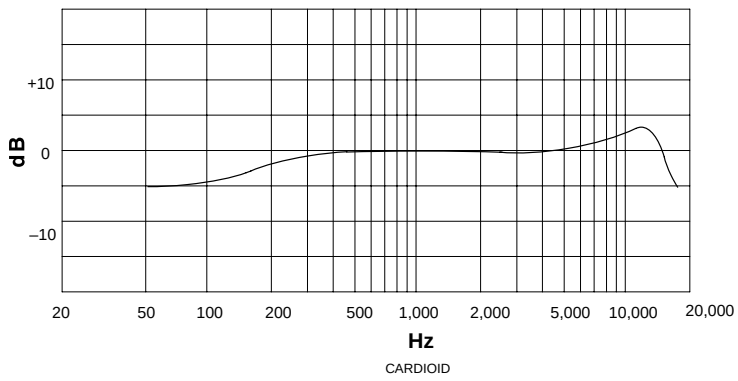
Dynamic Range with 1 kΩ load
94.0 dB
Common Mode Rejection
45.0 dB minimum
Mute Switch Attenuation
50.0 dB minimum
Preamplifier Output Clipping Level (1% THD)
–6.0 dBV (0.5 V)
Polarity
Positive sound pressure on diaphram produces positive voltage on pin 2 relative to pin 3 of XLR output connector.

Power Requirements
11 to 52 Vdc phantom, 2.0 mA
Environmental Requirements
Operating Temperature Range: –18° to 57° C (0° to 135° F)
Relative Humidity: 0 to 95%
Dimensions (Figure 3)
Weight
MX412D: 0.81 kg (1.80 lbs.) net, 1.63 kg (3.62 lbs.) packaged
MX418D: 0.82 kg (1.82 lbs.) net, 1.64 kg (3.64 lbs.) packaged
Cable Type (figure 7)
The attached custom cable contains a shielded audio pair and three unshielded conductors for logic control.
Overall diameter=0.6 mm (0.165 in.)
Certification
Eligible to bear CE Marking. Conforms to European EMC Directive 89/336/EEC. Meets applicable tests and performance criteria in European Standard EN55103 (1996) parts 1 and 2, for residential (E1) and light industrial (E2) environments.

REPLACEMENT PARTS

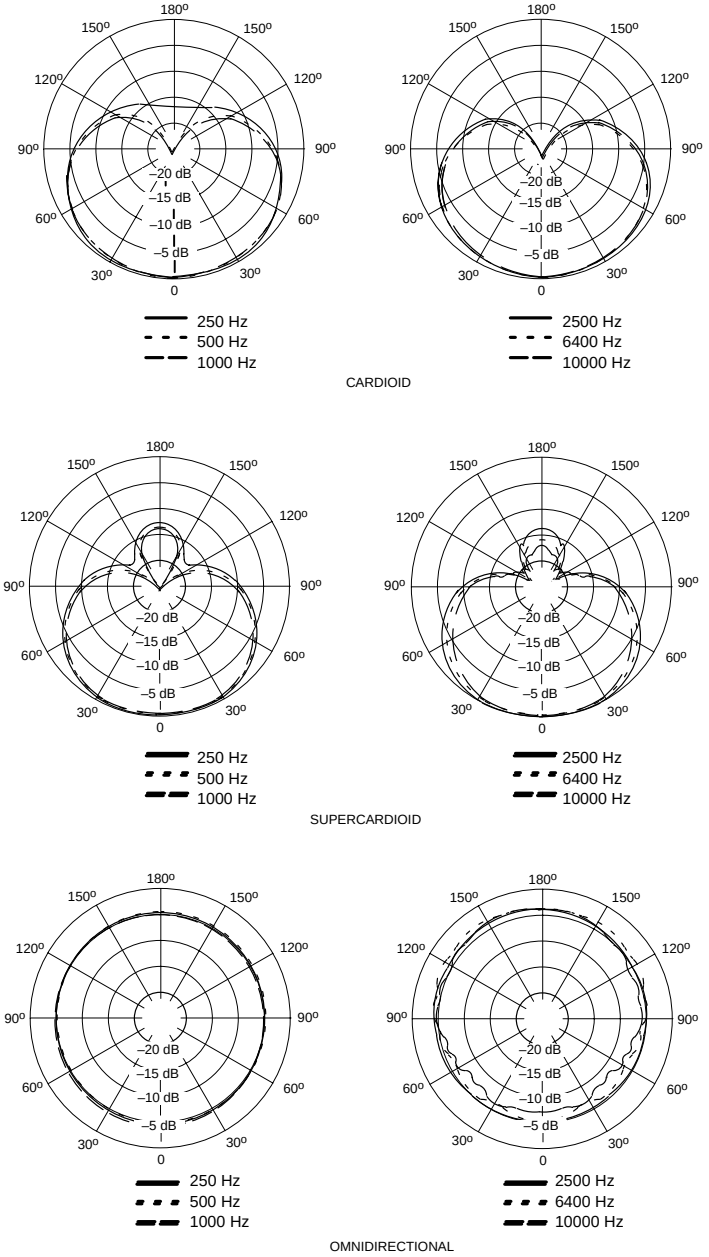
Snap-Fit Foam Windscreen (4 per pkg.)	RK412WS
Foam Ball Windscreen	A99WS
Locking Metal Windscreen	A412MWS
Replacement 3 m (10 ft) XLR Cable	C120
Custom Logic Cable (specify length)	15A523/1
Omnidirectional Cartridge	R183B
Supercardioid Cartridge	R184B
Cardioid Cartridge	R185B
Base Plate Bumpers	80A8053A

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TYPICAL FREQUENCY RESPONSE

Figure 1



TYPICAL POLAR PATTERNS

Figure 2

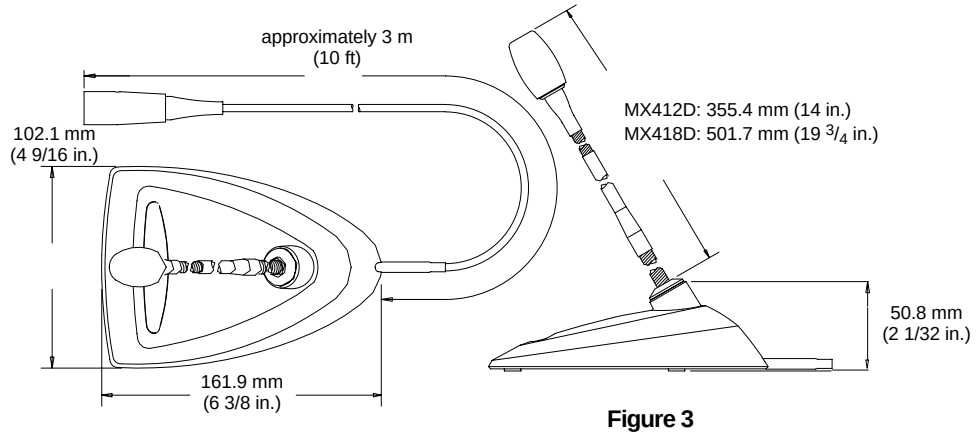


Figure 3

SHURE®
LEGENDARY
PERFORMANCE™

QLX-D®
DIGITAL WIRELESS





QLX-D™ Digital Wireless Systems

SHURE PROFESSIONAL TECHNOLOGY IN AN EASY-TO-USE SOLUTION

Transparent 24-bit digital audio.
Incredibly efficient wireless.
Powerful networking.
Rugged, secure systems.

Shure QLX-D™ Digital Wireless is the clear choice for exceptionally detailed wireless audio in widely diverse and demanding environments. A highly flexible system featuring streamlined setup and operation, QLX-D boasts impressive RF efficiency to get more channels on air using less spectrum, while the rugged all-metal construction withstands the rigors of constant use. From corporate seminars to music clubs, classroom lectures to houses of worship, Shure QLX-D Digital Wireless has it covered – delivering confident performance, no matter what the venue.

System Components





QLXD1 Bodypack Transmitter **QLXD4** Receiver
QLXD2 Handheld Transmitter

- Rugged metal construction
- Backlit LCD with easy to navigate menu and controls
- 2 x AA batteries provide up to 9 hours of runtime
- Optional Shure SB900A lithium-ion rechargeable battery provides up to 10 hours of runtime
- Displays remaining battery life in hours and minutes when Shure SB900A is used
- Switchable RF power (1,10mW)
- External charging contacts for docked charging
- Multiple microphone cartridges available, including the legendary SM58® (QLXD2)
- Transparent, 24-bit digital audio
- 20 Hz – 20 kHz frequency range*
- 120 dB dynamic range
- No transmitter gain adjustment needed
- Up to 72 MHz overall tuning bandwidth**
- 22 compatible channels per 8 MHz TV channel
- Up to 168 compatible channels per frequency band**
- AES 256-bit encryption
- Ethernet networkable receivers
- Automatic channel scan quickly and easily finds a new frequency
- Network Scan finds clean frequencies for networked receivers
- IR Sync
- AMX/Crestron® control system ready
- ShurePlus™ Channels mobile app compatible
- Wireless Workbench® control software compatible
- Displays remaining battery life in hours and minutes when Shure SB900A is used
- Compatible with ULXD6 Boundary Transmitter and ULXD8 Gooseneck Transmitter

**Microphone dependent **Region dependent*
Crestron® is a registered trademark of Crestron Electronics, Inc.

Systems available with:

Handheld
Interchangeable SM, Beta, and KSM microphone cartridges







Lavalier
Miniature and subminiature lavalier condenser microphones



WL93 Miniature Lavalier



MX150 MicroFlex® Subminiature Lavalier



WL183/WL184/WL185
MicroFlex® Lavalier

Headset
Comfortable over-the-ear design



MX153B MicroFlex® Headset Microphone
MX153T MicroFlex® Headset Microphone



SM35 Headset Microphone

Instrument
Microphone and cable options for instrument and line input



WA305 Premium Instrument Cable



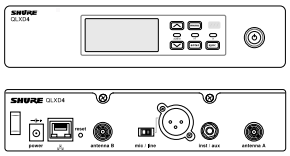
WB98H/C Clip-On Instrument Microphone

QLX-D Digital Wireless Specifications (Note: All specifications are subject to change.)

System

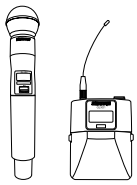
RF Carrier Frequency Range	174 - 216 MHz, 470 - 865 MHz, 1492 - 1525 MHz, 1785 - 1805 MHz, *varies by region*
Image Rejection	>70 dB, typical
Latency	<2.9 ms
RF Sensitivity	-97 dBm at 10^{-5} BER
Working Range	100 m line-of-sight *Note: Actual range depends on RF signal absorption, reflection and interference.*
Audio Frequency Range	20 Hz to 20 kHz *Note: Dependent on microphone type.*
Audio Dynamic Range (System Gain @ +10)	>120 dB, A-weighted, typical
Total Harmonic Distortion	<0.1% (–12 dBFS input, System Gain @ +10)
Operating Temperature Range	-18°C to 50°C *Note: Battery characteristics may limit this range.*

QLXD4 Receiver



Dimensions	41 mm x 197 mm x 151 mm
Weight	777 g, without antennas
Housing	Steel
Power Requirements	12 V DC @ 0.4 A, supplied by external power supply (tip positive)
Spurious Rejection	> 80 dB, typical
Antenna Connector Type	BNC
Antenna Impedance	50 Ω
Gain Adjustment Range	-18 to +42 dB (in 1 dB steps)
Configuration	¼" (6.35 mm): Impedance balanced (Tip = audio, Ring = no audio, Sleeve = ground) XLR: balanced (1= ground, 2 = audio +, 3 = audio –)
Antenna Impedance	¼" (6.35 mm): 100 Ω (50 Ω Unbalanced) XLR: 100 Ω
Full Scale Output	¼" (6.35 mm): +12 dBV XLR: LINE setting = +18 dBV, MIC setting = -12 dBV
Mic/Line Switch	30 dB pad
Network Interface	Single Port Ethernet 10/100 Mbps
Network Addressing Capability	DHCP or Manual IP address

QLXD1 Bodypack Transmitter
QLXD2 Handheld Transmitter



Dimensions	QLXD1: 86 mm x 65 mm x 23 mm without antenna QLXD2: 256 mm x 51 mm L x Dia. *Note: Final dimensions depend on cartridge.*
Weight	QLXD1: 138 g, without batteries QLXD2: 347 g, without batteries *Note: Final weight depends on cartridge.*
Housing	QLXD1: Cast aluminum QLXD2: Machined aluminum
Battery Type	Shure SB900A Rechargeable Li-Ion or AA batteries 1.5 V
Battery Runtime	(@ 10 mW) Shure SB900A rechargeable: up to 10 hours alkaline: up to 9 hours
RF Output Power	1 mW or 10 mW
Occupied Bandwidth	< 200 kHz
Modulation Type	Shure proprietary digital
Mic Offset Range	0 to 21 dB (in 3 dB steps)

SHURE®
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PERFORMANCE™

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Jakob-Dieffenbacher-Str. 12,
75031 Eppingen, Germany

Phone: +49-7262-92490
Fax: +49-7262-9249114
Email: info@shure.de
www.shure.eu

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least One Million Dollars ($1,000,000.00) per accident for bodily injury or disease), which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

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Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall 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 Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced,

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the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

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Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
November 1, 2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
BFL CANADA Risk and Insurance Services Inc.
2001 McGill College Avenue, Suite 2200
Montreal, QC H3A 1G1
Canada

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A:	GRANITE STATE INSURANCE COMPANY	23809
INSURER B:	AVIVA INSURANCE COMPANY	61689
INSURER C:	ZURICH AMERICAN INSURANCE COMPANY	16535
INSURER D:	LIBERTY MUTUAL INSURANCE COMPANY	23043
INSURER E:	LIBERTY INSURANCE CORPORTATION	42404
INSURER F:	CHUBB INSURANCE COMPANY OF CANADA	N/A
INSURER G:	LLOYD'S UNDERWRITERS	N/A

INSURED
Solotech Sales & Integration USA Inc.
1717 Diplomacy Row
Orlando, FL 32809-5703

COVERAGES **CERTIFICATE NUMBER: 820** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE (MM/DD/YYYY)	POLICY EXPIRATION (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE ☐ OCCUR ☐ ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ ☐ LOC	X	X	02-LX-093865123-01	06/01/2024	06/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA OCCURRENCE) MED EXP (ANY ONE PERSON) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$3,000,000 $100,000 $5,000 $3,000,000 $3,000,000 $3,000,000
D	AUTOMOBILE LIABILITY *(ANY AUTO)*			AS1-B71-171598-014	06/01/2024	06/01/2025	COMBINED SINGLE LIMIT (EA. ACCIDENT)	$ 2,000,000
E	WORKER'S COMPENSATION		X	WC7-171598-024	06/01/2024	06/01/2025	X WC STATUTORY LIMITS ☐ OTHER E.L. DISEASE – POLICY LIMIT E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE	 $ 1,000,000 $ 1,000,000 $ 1,000,000
F	PROFESSIONAL LIABILITY			82632637	06/01/2024	06/01/2025	CLAIMS MADE LIMIT	$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This certificate has been issued by BFL CANADA Risk and Insurance Services Inc. on behalf of Liberty Insurance Corporation, with their permission.
Evidence of insurance

It is understood and agreed that CITY OF SANTA FE SPRINGS ts officers, agents, employees, and volunteers is added as Additional Insured but only with respect to liability arising out of the operations of the Named Insured as it relates to the activity to which this certificate applies.
Primary and non-contributory coverage when required by written contract.
A Waiver of Subrogation in favor of the additional insured is granted for the Commercial General Liability policy as required by Written Contract but only with respect with to the liability arising out of the operations of the Named Insured except in the case of sole negligence of the additional insureds.

CERTIFICATE HOLDER
CITY OF SANTA FE SPRINGS

CANCELLATION
Should one of the above-noted policies be cancelled before the expiry date shown, the insurer(s) will endeavor to provide 30 days of written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

AUTHORIZED REPRESENTATIVE – CHARLES PELLETIER – Commercial-lines damage Insurance broker

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ITEM # 45

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Gus Hernandez, Director of Parks & Recreation

SUBJECT: **APPROVAL OF FACILITY RESERVATION AND USE POLICY**

DATE: November 12, 2024

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the new Facility Use and Reservation Policy, designed to establish a uniform framework for managing reservations and facility use across all City facilities; and

2) Direct the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

3) Take such additional, related action that may be desirable.

FISCAL IMPACT

The new policy is expected to provide cost savings of approximately $10,000 annually by removing the deposit requirement and transitioning to a downpayment system. The City currently collects approximately 725 facility reservation deposits each year, and the elimination of the deposit system will reduce the administrative burden and associated costs in processing these refunds. This shift will contribute to increased efficiency in reservation management, allowing staff to allocate more time to other service areas without increasing costs to the City.

BACKGROUND

Currently, there is no formal, overarching Facility Use and Reservation Policy in place. Instead, staff have followed a variety of rules and regulations that have evolved differently over the years, leading to variations in requirements and procedures across facilities. The need for a standardized policy became evident as staff identified challenges in ensuring

equitable access, uniform safety practices, and consistency in service. This new policy seeks to bring all facilities under a single, comprehensive set of guidelines, aligning with CJPIA's standards and promoting the City's commitment to operational excellence.

ANALYSIS

The new policy introduces key changes to improve consistency, safety, and efficiency in facility use. One significant update is the elimination of the need for Public Safety Officers at private events, except where deemed necessary based on safety assessments. Additionally, the transition to a non-refundable downpayment secures reservations more effectively, minimizes scheduling conflicts, and streamlines processes by eliminating the need for refund management. The policy also introduces a requirement for users to provide a certificate of insurance, facilitated by City staff, to streamline the process and ensure appropriate liability coverage. Lastly, detailed usage rules are now standardized across all facilities, supporting a high level of facility maintenance and creating a transparent experience for all users.

A highlight of the major changes is listed in the table below:

Policy	Current	Proposed
Insurance	No Insurance Required	Require Insurance
Deposits	Currently charge deposits	Transition to downpayment
Public Safety Officer	$160 charge and assign a PSO	No charge, and no PSO
Alcohol, Parties 21 & Under	Alcohol not allowed	Allow alcohol with licensed bartender
Alcohol, Teen Lounge	Alcohol not allowed	Allow alcohol with licensed bartender
Rent both Social Hall & Teen Lounge	Not allowed	Allow for rental of both if same party
Food Catering Trucks	Allowed at GVNC, HP	Allow at All facilities (additional charge)
Video Game Truck	Allowed at GVNC, HP	Allow at All facilities (additional charge)
Inflatable Amusements (Bounce Houses)	Only 20'x20' allowed	Allow any size, as long as its non-water
Preferred Vendor List	Varies by facility	Create lists for bartender, caterer's, inflatables
Fee Waiver Application Submittal Deadline	30 Days	60 Days
Fee Waiver Approver	Department Head	Department Head up to $500 City Manager up to $4,999 City Council, $5,000+

Fee Waiver Facilities	Language reads that HP/CE not eligible for fee waiver	Include HP/CE in fee waiver language
Fee Waiver Deposits	Some don't pay deposit	No deposits; transition to downpayment
Insurance	Only required for sports field rentals	Require for all rentals
Fee Waiver Continual Use	Senior Social Clubs not included	Include senior social clubs approved by City
Fee Waiver Continual Use	$30 per day	$30 per day, or service project
City Equipment	Canopies not included	Not available offsite
City Equipment	City Equipment to be used at City Facilities only	Not available offsite
City Equipment	City equipment to only be used for events open to public	Not available offsite

ENVIRONMENTAL

N/A

DISCUSSION

This policy was developed through a comprehensive review of existing practices, feedback from staff and facility users, and alignment with CJPIA guidelines. By establishing one consistent set of standards, the City can improve operational efficiency, simplify training, and deliver clear expectations to facility users. Eliminating Public Safety Officer requirements for standard reservations reduces administrative costs while retaining flexibility for specific safety needs. Requiring certificates of insurance managed by staff, along with the new downpayment structure, reinforces financial responsibility and enhances the reservation process. These policy updates reflect the City's dedication to maintaining quality recreational spaces and providing excellent service to the community.

SUMMARY/NEXT STEPS

Upon Council approval, staff will launch an educational campaign to inform the community and regular facility users of the new policy. Training sessions will be conducted for City staff to ensure familiarity with the updated guidelines. Additionally, new applications will be produced, and informational materials will be prepared for users to explain new requirements, including downpayments and insurance provisions. Staff will monitor the implementation process and provide updates to the Council, recommending any necessary adjustments based on user and staff feedback. The new policy will become effective on January 1, 2025.

ATTACHMENT(S):

A. Facility Reservation and Use Policy

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A

FACILITY RESERVATION AND USE POLICY

1. INTRODUCTION

1. The City of Santa Fe Springs (CITY) coordinates and issues permits for the use of facilities organizations and the general public for cultural, social, recreational activities, and programs. The City will work to ensure fair and equitable allocation of space.

2. GOALS

1. The goal of this policy is to establish guidelines, rules, and procedures for the utilization of particular facilities. This policy serves several purposes including the regulation of the use of CITY facilities, helps manage resources effectively, outlines safety measures and security protocols, preserves the integrity and longevity of the facility and assets, and ensures compliance with legal requirements, regulations, and standards related to the operation of the facility.

3. PURPOSE

1. The purpose of this policy is to establish regulations and processes to ensure access of facilities for the use by the general public; to coordinate multiple facility spaces; to assure preservation of facilities; to prevent uses that are unsafe, unlawful, or impermissible; and to assure financial accountability for damage caused by field or facility use.

4. DEFINITION OF TERMS

1. **Resident**: A person whose primary residence is in the City of Santa Fe Springs (and those whose addresses are located in unincorporated zip codes that the Community Development Department has determined to be resident status).
    a. **Business Resident**: A business owner whose business address is headquartered within the City boundaries, as verified by their Tax Identification Number, and whose name is on the business license.
    b. **School Resident**: A school resident is defined as a student, who attends a school within the City limits (boundary) but resides in a City that is not Santa Fe Springs. School residents do not qualify for reservation resident rates.
2. **Immediate Family Member:** Immediate family members consist of spouse or domestic partner, parents, including step-parents and foster/adoptive parents, children, including stepchildren and foster/adopted children, siblings, including step-siblings and half-siblings, grandparents, grandchildren, or legal guardian.
3. **City Employee:** A person who is employed by the City of Santa Fe Springs. City Employees must be active City employees to receive a facility reservation discount. Discount is outlined in the City's Fee Schedule.

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4. **Non-Profit Organization:** A non-profit organization is an entity that operates for purposes other than profit-making and is recognized as a current 501(c)(3) by the Internal Revenue Service (IRS). Its primary goal is to further a particular social cause or advocate for a specific mission.
5. **Special Events:**
   a. **City-Sponsored or Co-Sponsored Special Events:** Events sponsored or co-sponsored by the CITY, such as ArtFest, Independence Day Celebration, Relay For Life, etc. These events are directly organized or supported by the City of Santa Fe Springs.
   b. **Private Occasion Reservation Special Events:** Events organized by private citizens for special occasions. These events require a permit for the use of City facilities.
      i. **Business Meeting:** A business meeting is convened with the primary objective of facilitating decision-making processes, discussing corporate objectives, conducting employee training sessions, hosting seminars, workshops, or other educational endeavors pertinent to business operations. Business meetings adhere to a professional environment and do not permit the inclusion of alcoholic beverages. Furthermore, they abstain from incorporating entertainment elements such as DJ's or live bands.
      ii. **Special Occasion Event:** A special occasion event is a social gathering that may include, but is not limited to, a special form of recognition/celebration honoring a/an individual(s), a holiday, or special occasion.
      iii. **Funeral Reception:** A funeral reception is a gathering held within 30 days of a funeral service to provide an opportunity for mourners to come together, offer condolences, share memories of the deceased, and provide support to the bereaved family and friends.
      iv. **Celebration of Life*:*** A celebration of life is an event held to honor and commemorate the life of a deceased individual. Celebrations of life that do not occur within 30 days of a funeral are considered a Special Occasion Event and subject to Special Event fees.
   c. **Third-Party Public Special Events*:*** Events organized entirely by third-party private citizens or organizations that meet any of the following criteria:
      i. hosting more than 100 people
      ii. featuring food and/or informational vendors
      iii. impede on a public right of way

      These events are not sponsored or co-sponsored by the CITY. Examples include large festivals, concerts, a business expo or fair, or parades.

      Third Party Special Events may be subject to additional requirements, including, but not limited to Temporary Use Permit (See Chapter 119 (Reserved) OF Title 11 (Business Regulations)) of the Santa Fe Springs Municipal Code.
   d. **Types of Entertainment:**

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i. ***DJ (Disk Jockey):*** A DJ plays recorded music from various genres and interacts with the audience by mixing songs together and sometimes providing announcements or commentary.
ii. ***Live Band:*** A group of musicians who perform music live using amplified instruments such as guitars, drums, keyboards, etc. ***Mariachi Band, Quartet, or Quintet:*** A traditional musical group typically consisting of acoustic guitars, violins, trumpets, and sometimes other instruments.
iii. ***Trio:*** A smaller ensemble consisting of three musicians who may play a variety of instruments such as guitar or violin.
iv. ***Soloist:*** A single performer who sings or plays an instrument alone, providing entertainment for the event. This could be a singer, guitarist, pianist, or any other musician performing individually.

1. **Dance:** A dance group consisting of many forms of dance that are created and performed to entertain an audience, this can include folk, recitals, or story dances.

5. RESERVATIONS

1. Due to the high demand for facilities, applications for reservations will be accepted as follows:
    a. Residents – 12 months in advance (open at the beginning of the month)
    b. Non-Residents – 9 months in advance
    c. Reservations will not be accepted less than 30 days from event date
    d. EXCEPTIONS:
        i. Funeral Receptions
        ii. Heritage Park or Clarke Estate Reservations
        iii. Park rental facilities during regularly staffed hours
2. City reserves the right to change, or cancel any reservation, at any time resulting from city activity and/or maintenance.
3. A facility is not considered rented until (1) RENTER submits to CITY a signed AGREEMENT, deposit/down payment and/or rental fee, certificate of insurance and endorsements, written evidence of permits and licenses, and any other items deemed necessary and requested by CITY; and (2) CITY, in its sole discretion, approves such rental in writing.
4. The signatory of this AGREEMENT must be the RENTER and at least eighteen (18) years of age if alcohol will not be served, or at least twenty-one (21) years of age if alcohol is served.
5. RENTER shall be present for the entirety of the event, including set-up and breakdown periods.
    a. Exception: For weddings, if the RENTER is the bride or groom, the RENTER shall provide CITY with a single contact to serve as the representative for RENTER's activities. However, the representative is not able to make changes to event date, times, and layout.
6. RENTER shall be responsible for securing all required permits and licenses.
7. FACILITY shall be used for the purpose stated in this AGREEMENT. No other use will be permitted.

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8. RENTER shall not use CITY's name to suggest endorsement or sponsorship of the event without prior written approval of CITY. RENTER's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
9. RENTER shall permit any CITY officers, employees, or agents to visit the event described in this AGREEMENT.
10. Under no circumstances shall RENTER sublease or allow any other organization or individual to use the FACILITY for the period for which RENTER has contracted.
11. RENTER is an independent contractor and not considered an agent or employee of CITY, even if the renter is employed by the CITY.
12. RENTER is allowed one (1) date change per Reservation Confirmation, provided that the date change occurs with six (6) months or more from the original reservation date. Cancellation that occurs after a date change will result in forfeiture of deposit/downpayment.

6. COMPLIANCE WITH ALL APPLICABLE LAWS, RULES, REGULATIONS

1. RENTER shall comply with all local, state, and federal laws and regulations related to the use of the FACILITY and public gatherings.
2. RENTER agrees to abide by all applicable local, state, and federal, accessibility standards and regulations.
3. RENTER agrees to be solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the FACILITY, for example, use of appropriate sanitation practices, physical distancing, limits on the size of gatherings, etc.
4. CITY reserves the right to immediately revoke RENTER's right to use of the FACILITY should RENTER fail to comply with any provision of this section.

7. FEES

1. Rental fee and/or deposit/down payment can be made online, or in-person via credit card, cash, or check. Fees must be paid thirty (30) days prior to event date. Checks are not accepted less than thirty (30) days prior to event date.
2. CITY will require a rental fee and/or a deposit/down payment from RENTER. Some non-profit agencies may be eligible for a facility fee waiver (see Section 19, FEE WAIVERS).
3. Cancellations of reservations may be subject to the withholding of a portion of, or the entire, rental fee and deposit/down payment for the FACILITY (see Section 18 for WITHHOLDING AND ADDITIONAL FEES).
4. RENTER will forfeit deposit/down payment and CITY may charge an additional amount for any event continuing past the ending time stated in this AGREEMENT.
5. In the event FACILITY is left damaged, RENTER will forfeit deposit/down payment and may be charged for any and all janitorial and/or repair fees incurred by CITY as a result, and those fees will be billed to RENTER.

8. INDEMNIFICATION

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1. RENTER shall indemnify, defend, and hold harmless CITY, and its officers, employees, and agents from and against any and all causes of action, claims, liabilities, obligations, judgments, losses, costs, expenses, or damages, including liability for injuries or illnesses to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with RENTER's use or occupancy of the FACILITY and adjoining property, unless solely caused by the gross negligence or willful misconduct of the CITY, its officers, employees, or agents. In the event CITY indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from RENTER's use or occupancy of the FACILITY and adjoining property, RENTER shall provide a defense to the CITY indemnitees, or at the CITY's option, reimburse the CITY indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.
2. RENTER waives any right of recovery against CITY, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with RENTER's use or occupancy of FACILITY and adjoining property, even if CITY, its officers, employees, or agents seek recovery against RENTER. This provision does not apply to claims or damages caused by the CITY's sole negligence, gross negligence, or willful misconduct.
3. RENTER waives any right of recovery against CITY, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. RENTER shall not charge results of "acts of God" to CITY, its officers, employees, or agents.
4. RENTER shall report any personal injuries or illnesses or property damage arising at any time during and/or arising out of or in any way connected with RENTER's use or occupancy of FACILITY and adjoining property to CITY in writing and as soon as practicable, but in no event not more than 72 hours after occurrence.

9. INSURANCE REQUIREMENTS AND SPECIFICATIONS

General liability insurance. RENTER shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

CITY reserves the right to require additional lines of insurance, such as:

1. **Automobile liability insurance.** RENTER shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the RENTER arising out of or in connection with the facility use, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.
2. **Sexual abuse/molestation insurance.** RENTER shall procure and maintain sexual abuse and molestation liability coverage in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate. This coverage may be part of commercial general liability coverage, professional liability coverage, or a separate policy.

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3. **Liquor liability insurance.** RENTER shall maintain full liquor liability insurance coverage in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate.
4. **Workers' compensation insurance**. RENTER shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance (with limits of at least $1,000,000). RENTER shall submit to CITY, along with the certificate of insurance, a waiver of subrogation endorsement in favor of CITY, its officers, agents, employees, and volunteers.
5. **Cyber liability insurance.** RENTER shall procure and maintain cyber liability insurance with limits of $1,000,000 per occurrence, $2,000,000 general aggregate.
6. **Other.** If RENTER contracts with a third-party service provider (e.g., caterer), RENTER will require the service provider to procure and maintain at its sole cost and expense comprehensive general liability insurance in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, and if applicable, liquor liability coverage in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, or other lines of coverage CITY requires. Both CITY and RENTER shall be endorsed as additional insureds.

Other provisions or requirements

Proof of insurance. RENTER shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by CITY prior to commencement of the rental. Current certification of insurance shall be kept on file with CITY at all times during the term of this AGREEMENT. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

CITY reserves the right to apply this provision to other lines of required insurance coverage, e.g., automobile, sexual abuse and molestation, and liquor liability policies.

Duration of coverage. RENTER shall procure and maintain for the duration of the AGREEMENT insurance against claims for injuries to persons or damages to property, which may arise from RENTER's use or occupancy of FACILITY and adjoining property.

Primary/non-contributing. Coverage provided by RENTER shall be primary, and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance policies shall include or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this AGREEMENT shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically

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allow RENTER or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. RENTER hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its vendors.

Notice of cancellation. RENTER agrees to oblige its insurance agent or broker and insurers to provide CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

RENTER agrees to oblige its insurance agent or broker and insurers to provide CITY with a thirty (30) day notice of any change of coverage or limits.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by CITY.

Enforcement of agreement provisions (non-estoppel). RENTER acknowledges and agrees that any actual or alleged failure on the part of CITY to inform RENTER of non-compliance with any requirement imposes no additional obligations on CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features, or limits contained in this section, are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the RENTER maintains higher limits than the minimums shown above, CITY requires and shall be entitled to coverage for the higher limits maintained by RENTER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CITY.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

CITY's right to revise specifications. CITY reserves the right at any time during the term of the AGREEMENT to change the amounts and types of insurance required by giving the RENTER at least thirty (30) days advance written notice of such change. However, CITY reserves the right to give less than thirty (30) days notice if CITY first becomes aware of an issue and needs to change the amounts and types of insurance within thirty (30) days of the scheduled event.

Additional insurance. RENTER shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its use or occupancy of the FACILITY and adjoining property.

Timely notice of claims. RENTER shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from RENTER's use or occupancy of

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the FACILITY and adjoining property, and that involve, or may involve, coverage under any of the required liability policies.

10. SECURITY

1. CITY, at its sole discretion, may require a certain number of security officers for the event. RENTER shall be responsible for paying CITY for provided security.
2. RENTER is solely responsible for supervising all individuals at the FACILITY and adjoining property(ies) during the event. CITY is not responsible for providing this supervision. However, CITY may evict individuals from the FACILITY during the event if their conduct is not in the best interest of the public, against the City's Code of Conduct, or is deemed to be detrimental in any way by City staff.

11. SET-UP / CLEAN-UP / DECORATIONS

1. RENTER, caterers, bands, vendors, entertainment, photo booths, transportation of rental equipment, and related individuals and activities will not be permitted access to the FACILITY prior to the event set-up time period, or after event breakdown period, as indicated on the Reservation Confirmation. RENTER shall be responsible for arranging access during the time requested for entry and exit of the FACILITY.
2. RENTER shall not prepare or decorate the FACILITY prior to the event setup time, unless RENTER provides rental fees, deposit/down payments, and insurance for the time of the preparation and/or decoration.
3. RENTER shall not drive or permit to be driven nails, hooks, tacks, pins, screws, poles, stakes, tape, glue dots, glue, adhesives, or other forms of fasteners into any part of the FACILITY and shall not make or allow to be made any alterations of any kind therein. All décor items utilized by the RENTER must be free-standing and remain unattached from any part of the facility.
4. RENTER is responsible for ensuring that free-standing décor must be displayed, utilized, and/or weighted to prevent it from moving or falling.
5. The use of glitter, confetti, rice, coins, paper currency, silly string, whip cream, birdseed, spray cans, hay, straw, event scatter, or similar type of items, is prohibited.
6. Signs and decorations may not be placed outside the building, trees, shrubbery, or planter areas.
7. Open flames of any kind, candles, smoke, fog machines, bubble machines and piñatas, are NOT allowed. Electronic/flameless candles are permitted.
8. Standard glass vases for floral arrangements are allowed. Glass beverage containers are not allowed as centerpieces.
9. Balloons may NOT be released/loosed inside FACILITY. Balloons must be on weights and set on table tops. Balloon arches are also permissible as long as they do not exceed height restrictions.
10. RENTER shall be responsible for all clean-up of the FACILITY, including adjacent grounds, lobbies and restrooms, at the end of the rental. RENTER shall pick up, bag, sweep, mop, remove all trash, and/or bodily fluid discharge, generated by all activity in any way connected with its use of the FACILITY, leaving the FACILITY clean and

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free of all trash and litter. RENTER shall also leave all fixtures, if any, in good working condition.

11. RENTER shall not store any equipment or materials at the FACILITY or adjoining property.
12. RENTER shall be responsible for any and all damage to the FACILITY and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, RENTER shall be charged for any and all janitorial and/or repair fees incurred by CITY as a result, and RENTER's deposit/down payment may be withheld.
13. RENTER's may utilize equipment from third-party vendors (such as chairs, tables, stages, lecterns, pipe and drape, archways, portable bars, generators, etc,). The use of third-party rental equipment must be approved by CITY thirty (30) days prior to event date. Aforementioned equipment may not be stored overnight, and must be delivered and picked up within the times indicated on the Reservation Confirmation. Third-party equipment must be completely off of any public grounds within the allotted takedown time. RENTER must provide a vendor agreement and a Certificate of Liability Insurance (see Insurance Requirements & Specifications) when third-party equipment is utilized.
14. RENTER is responsible for arrangement of any third-party equipment, decorations, and/or set-up; this includes unloading, delivery into the facility, take down, and transport out of the facility. City staff is NOT responsible for third-party equipment. Additionally, delivery of any third-party equipment will NOT be signed for by staff. Applicant must be present for the delivery and pick-up of equipment.
15. RENTER's facility rental fee includes three (3) hours of set-up time only, and one (1) hour of breakdown/cleanup time.
    a. Exceptions:
        i. Little Lake Park: If renting the Meeting Room at Little Lake Park, there is a 6-hour maximum use time not including set-up and cleanup. No event shall end past 8 p.m.
16. Covered Picnic Areas: rental fee includes one (1) hour of set-up time only, and one (1) hour of breakdown/cleanup time.
    a. Additional set-up time (maximum of two (2) hours may be purchased for decoration/set-up purposes only.
    b. Decorating must take place immediately before event start time.
    c. Additional time MUST be purchased 30 days prior to scheduled event. Guests will not be allowed to enter the facility room until the time indicated on the Reservation Confirmation.

12. EQUIPMENT / ACCESSORIES

1. RENTER shall not remove, relocate, or take CITY property outside of the FACILITY for any reason.
2. RENTER shall not use CITY equipment, tools, or furnishings located in or about the FACILITY.
3. RENTER shall not drive motorized vehicles on fields, green space, paths, or FACILTY grounds.

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4. RENTER shall secure the approval of CITY before using audio/visual systems, public address systems, and live or recorded amplified music. RENTER shall not record, televise, or broadcast the event or any portion thereof without prior written approval of CITY.

13. FOOD & BEVERAGE

1. RENTER is responsible for ensuring that all food prepared/cooked/served is compliant with Los Angeles County Department of Public Health regulations and protocols.
2. Cooking with open flames must be done outdoors.
    a. i.e., taco cart, bbq smokers, grills, etc.
3. Cooking oil must be discarded in proper containers or must be taken at the conclusion of the event.
4. Chaffing dishes and service utensils are not provided by the CITY.
    a. EXCEPTION: Gus Velasco Neighborhood Center Pio Pico Room may provide chaffing steam table.
5. Food may be warmed at onsite kitchen, but cannot be prepared or cooked in the kitchen.
6. All CITY facilities allow catering type vehicles (i.e., food trucks). RENTER must get approval from CITY to have such vehicles at least 30 days prior to reservation/event date, and is subject to additional fees and regulations.
7. RENTER is responsible that all food, containers, utensils, or similar type of items are removed from the facility at the end of the event.
8. For the Clarke Estate and Heritage Park, RENTER is responsible for the following additional requirements:
    a. Applicant agrees to hire a food caterer from the City's Preferred Catering List.
        i. If RENTER chooses to select a caterer that is not on the CITY's Preferred Catering List, renter must provide a copy of the invoice to the CITY, and pay a 10% catering fee to the CITY, prior to the event.
9. Alcohol and Beverage Consumption
    a. The signatory of this AGREEMENT must be the RENTER and at least eighteen (18) years of age if alcohol will not be served, or at least twenty-one (21) years of age if alcohol is served.
    b. If serving alcohol, applicant is required to have a licensed bartender at all times and serving guests. Anyone under the age of 21 is prohibited from standing behind the bar at any time. Self-serving is not allowed.
        i. Exception: Clarke Estate & Heritage Park: Applicant must use a licensed bartending service from the City's exclusive bar service list and subject to a 20% bartending fee to the CITY.
    c. RENTER will have to submit a copy of the Licensed Bartender Certification along with bartender's copy of valid Driver's License (with current mailing address) and the telephone number. A copy of the Alcohol Policy and Procedures will be provided to the Licensed Bartender.

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d. Applicant must ensure that the licensed bartender is in compliance with all state laws.
e. OUTSIDE ALCOHOL IS NOT ALLOWED. Guests may NOT consume alcohol in the parking lot, restroom, lobby or on any other CITY property. Guests are not permitted to bring alcohol. Violations may be subject to closure of event and loss of deposit/down payment. Alcohol is only allowed within the designated facility. Flasks or personal beverage containers containing alcohol are prohibited.
f. Alcohol is not permitted to be dropped off at facility and left unattended. Bartending services, and/or reservation holder, must be present to receive pre-purchased alcohol. Staff will not receive alcohol from applicant to hold until bartending service arrives.
g. The serving of alcohol MUST stop thirty (30) minutes before the end of the event. Staff will ensure that bar closes thirty (30) minutes prior to end of event.
h. Alcohol (i.e. champagne, wine, beer, etc.) MAY NOT be placed on tables as part of the decoration and/or for guests to self-serve. All alcohol beverages must be served to guests in disposable cups (beverage containers made of glass are not allowed, filled or empty).
i. For a Celebratory Toast, alcohol must be served at the bar, by the bartender, and must be served in plastic stemware.
j. Heritage Park & Clarke Estate:
    i. For ceremony and reception reservations, applicant understands that alcohol may not be served until completion of the ceremony. All alcohol must be served from a designated bar area. Alcohol is not permitted following a ceremony-only reservations.
k. Staff reserves the right to close the bar if deemed necessary (i.e. if applicant and/or guests are not in compliance). Violations may result in event closure and loss of deposit/down payment.
l. Serving alcohol to minors, and/or consumption of alcohol by minors (under age of 21), is strictly prohibited. Violations of this may result in closure of the event and denial of future facility use by CITY.
m. Serving alcohol to an intoxicated person is prohibited. Violations of this may result in closure of the event, and denial of future facility use by CITY.
n. The applicant agrees to comply with all State and Municipal Laws concerning the sale of and consumption of alcoholic beverages while using the facility. Failure to comply with this policy will result in event being terminated immediately and deposit/down payment will not be refunded.
o. Alcoholic beverages are not allowed in park settings (SFSMC §130.04).
p. If selling alcohol:
    i. An Alcohol Beverage Control (ABC) License is required.
    ii. The license can be obtained a maximum of two (2) weeks prior to the scheduled event and must be submitted to the City at least five (5) days prior to the scheduled event. If the license is not submitted on time, alcohol cannot be sold at the event.

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iii. Required license can be purchased at: Alcohol Beverage Control Office, 222 E. Huntington Drive, Suite 114, Monrovia, CA 91016, (626) 256 – 3241, www.abc.ca.gov.
iv. Applicant must obtain the license in person and must take the following documents:
    1. Letter of Permission from CITY (a Community Services Supervisor can provide this letter)
    2. A Cashier's Check or Money Order. (Method of payment is subject to change)
    3. For organizations wanting to sell alcohol – proof of non-profit status, IRS Exception Certificate, and Bylaws.

14. COVERED PICNIC AREAS

1. RENTER is responsible for obtaining CITY's approval to have vendors at their reservation.
2. The following vendors are not permitted on the park, which includes, but not limited to: dunk tanks, petting zoo, and pony rides. Game trucks and food trucks are permitted at all locations at designated areas and require an additional fee (see Fee Schedule for more details).
3. No form of amplified sound is permitted (i.e. P.A. systems, bands, DJ's, etc.).
4. Applicant will provide their own charcoal for the BBQ grills. Applicant can bring a propane-fueled grill.
5. Additional setup and/or breakdown time may be purchased at additional rates (see Fee Schedule for more details).
6. Up to three (3) EZ-Up canopies may be brought on to the park. Each EZ-Up may not exceed the size of 10' x 10' (S.F.S.M.C. §130.04.B.23-24).
7. RENTER is responsible for ensuring that free-standing décor, or EZ-Up canopies must be displayed, utilized, and/or weighted to prevent it from moving or falling.

15. INFLATABLE AMUSEMENTS (JUMPERS)

1. Inflatable amusements (i.e., moon bouncers, bounce houses, or jumpers), are allowed in CITY parks at the following locations and must meet the following criteria:
    a. Allowed at the following locations: Lakeview Park, Little Lake Park, Los Nietos Park, Santa Fe Springs Park.
    b. Conventional size jumpers only. Inflatables larger than 30' X 30' are NOT allowed. Jumpers with water and amusements with mechanical components (i.e. mechanical bull) are not permitted.
    c. RENTER is responsible for providing to the CITY a copy of inflatable amusement (jumper) vendor's liability insurance; Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include

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contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

d. RENTER is responsible for ensuring that they obtain an inflatable amusement (jumper) that is compliant with the American Society for Testing Materials (ASTM) Designation F2374-10.
e. The vendor or reservation holder must provide its own electricity (i.e. silent generator).
f. CITY and its employees are not responsible for any inflatable amusements (jumper) left on the premises before or after permitted hours.
g. CITY and its employees are not responsible for any damages caused to the inflatables.
h. CITY and its employees are not liable for any injuries to anyone participating in the use of the inflatable amusement (jumper) set-up on any CITY facility.
i. Staff must be present while inflatable amusement (jumper) is set-up at the park. RENTER may purchase additional time for set-up .
j. Only two (2) inflatable amusement (jumper) are allowed at each park at any time. Only one (1) jumper is allowed per reservation.
k. A fee is required for an inflatable amusement (jumper) permit if a picnic area is not rented (see CITY's fee schedule for specific fees).
l. All inflatable amusement (jumper) requirements are due to the CITY no less than two (2) weeks prior to the event date. This includes company information and insurance requirements.
m. The inflatable amusement (jumper) unit must be staked-down at all times while in use.
n. Park staff is not responsible for supervision of children in inflatable amusement (jumper). Supervision of children in the inflatable amusement (jumper) is required at all times.

16. MISCELLANEOUS

1. RENTER shall not admit a larger number of individuals than indicated on the approved Reservation Confirmation.
2. Gambling of any kind is not permitted at the FACILITY.
3. Smoking is not permitted inside or within 25' of the FACILITY.
    a. Smoking or possessing any lit cigar, cigarette, e-cigarette, vaping device, or pipe, unless CITY has designated a specific smoking area, is not allowed.
4. No animals are permitted at the FACILITY, except for service animals, as defined under the Americans with Disabilities Act, which are individually trained to do work or perform tasks for people with disabilities.
5. If RENTER violates any part of this AGREEMENT or reports false information to CITY, CITY may refuse RENTER further use of the FACILITY, and RENTER shall forfeit a portion, or all, of the rental fee and/or the deposit/down payment.
6. CITY may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.

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7. If any provision of this AGREEMENT is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
8. The facility is not to be used by applicant for commercial benefit or profit-making purposes. Solicitation of money (including admission charges, dues, donations or sales) is prohibited. An exception is made for community-based incorporated groups and nonprofits; however, verification of 501(c)(3) status, through their tax ID application, must be submitted, and approval must be granted by the City Manager.
9. CITY is not responsible for items that are lost, stolen, or damaged in or on the grounds of the facilities. Leaving personal items unattended, or bringing in personal belongings that are disruptive to the primary use of space are not allowed.

17. FORCE MAJEURE

1. In the event of a natural disaster, government or societal actions, infrastructure failures, or Act of God, CITY will not be responsible for any costs incurred by the RENTER, including, but not limited to, invitations, entertainment, food, beverages, decorations, giveaways, photographers, attractions, inflatables, or any other related expenses.

18. WITHHOLDING AND ADDITIONAL FEES

1. Deposit/down payment is due at the time application is submitted.
2. The applicant will be billed for any costs exceeding the deposit/down payment. If all requirements of the contract have been met, the deposit will be refunded via mail 4-6 weeks after event to the applicant. If paying by credit card, deposit will be refunded back to credit card within 7-10 business days after event evaluation/checklist has been approved.
3. Down payments are fees toward the reservation, and are not refundable. RENTER agrees to reimburse the City of Santa Fe Springs for any loss or damage to CITY property caused by party, guests, and/or contracted vendors.
4. The balance of fees are due 30 days prior to the scheduled event. If the fees are not paid as required, the reserved date will be cancelled.
5. Deposit/down payment will be held if cancellation takes place less than six (6) months of event. A $100.00 non-refundable fee will be charged for event cancellation between six (6) months to one (1) year of event date.
    a. EXCEPTION: If cancelling covered picnic areas at Lakeview Park, Little Lake Park, Los Nietos Park, and Santa Fe Springs Park more than thirty (30) days prior to event date, RENTER will be refunded 50% of deposit/down payment. If cancellation occurs under thirty (30) days of event date, RENTER will forfeit deposit/down payment and will be refunded any FACILITY fees.
6. All cancellations must be conducted in person with picture ID, or in writing via email from the email address on file; otherwise, RENTER's deposit/down payment will not be refunded.
7. Per CITY policy, CITY employees are not permitted to accept gratuities or gifts of any kind.

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8. If RENTER exceeds the time indicated on the Reservation Confirmation, deposit/down payment may be withheld and additional fees may be incurred.

19. FEE WAIVERS

1. The City of Santa Fe Springs recognizes and appreciates the value of partnering and collaborating with other agencies and organizations to provide services that benefit the community and its residents. In an effort to provide support to organizations, the City of Santa Fe Springs has established a policy for determining when fees may be waived.
2. Process
    a. Fees established by the City of Santa Fe Springs for the use of CITY parks and facilities may be waived by the Department Director (up to $500), or the City Manager, or designee, up to $4,999, if the RENTER submits a fee waiver application and meets the defined criteria within this policy.
        1. A Fee Waiver application must be submitted no later than 45 days prior to the date of the event.
        2. Approval of the fee waiver does not relieve the applicant/organization of the obligations to comply with all other permit requirements, including but not limited to submitting a facility use application, liability insurance, health permits, ABC License, deposit/down payment, etc.
3. Fees and costs that are NOT eligible to be waived:
    a. Staffing or labor
    b. Refuse costs
    c. Custodial/Janitorial costs
    d. Maintenance costs
    e. Other CITY charges
4. Eligibility
    a. Tier I Criteria: CITY recognizes the value that organizations/agencies play in providing benefits to the community and Santa Fe Springs residents. Fees may be waived for organizations/agencies if any of the following criteria are met:
        1. A non-profit organization or association must be headquartered in Santa Fe Springs (must have a physical address in Santa Fe Springs), verified through their current 501(c)(3) Tax Identification Number. Such organization shall be organized and exist in the City for a minimum of one (1) year prior to the event.
        2. The organization must have as their sole purpose to benefit the City or a particular CITY Department or service.
        3. Schools located within the City of Santa Fe Springs or related organizations such as private schools within the City.
        4. Government agencies where the fee waiver will provide essential public services that align with CITY's mission of serving the community.

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b. Tier II Criteria: Organizations/agencies that do not meet the criteria under Tier I may still qualify if they are able to meet **all** criteria in Tier II.
    1. The event or program is consistent with CITY or CITY Department's mission, values, and objectives.
    2. The program or event provides a valuable and definable benefit to the Santa Fe Springs community; including but not limited to youth programs and events.
    3. The proposed event or program will have no negative impact on the existing facility/park or cause the need for increased maintenance; and will not displace any existing CITY programs or reservations.
    4. There is no evidence of previous violations of any permits previously issued to applicant or organization.
c. The City Manager may waive fees for organizations that benefit the public, promote civic engagement, as well as support safety, health, and welfare, aligning with the CITY's mission.
d. Appeals: The applicant may submit a written appeal (letter or email) directly to the City Manager within ten (10) calendar days of the fee waiver denial.

20. CONTINUAL USE FEE WAIVERS

1. Organizations may utilize CITY parks and facilities for continual use if specific criteria are met. Organizations must meet eligibility requirements and the continual use of CITY parks and facilities may be issued a reduced fee of $30 per day (fees subject to change), per use. The application period is renewed every twelve (12) months in January. Continual use may be revoked at any time for violations of this Policy. Below is the criteria that organizations must meet:
    a. A non-profit organization or association must be headquartered in Santa Fe Springs, verified through their Tax Identification Number.
        1. Such organizations shall be organized and exist in the City for a minimum of one year (1) prior to the start date of the first event.
        2. Schools located within the City of Santa Fe Springs or related organizations such as private schools within the City.
        3. The organization must have as their sole purpose to benefit the City or a particular CITY department or service.
2. The maximum time allowed for per day use is two (2) hours, including set-up and clean-up times.
3. An organization that provides Department approved community services may get the daily use fee waived. Prior approval of the community services project must be obtained in order to qualify.
4. Approval of the fee waiver does not relieve the applicant/organization of the obligations to comply with all other permit requirements, including but not limited to submitting a facility use application, liability insurance, health permits, ABC License, deposit/down payment, etc.

21. AMENDMENT

1. This AGREEMENT represents the entire understanding of CITY and RENTER as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this AGREEMENT. The AGREEMENT may not be modified or altered except in writing and approved by CITY.

22. POLICY INTERPRETATION AND REVISION AUTHORITY

1. The City Manager, or designee, retains the authority to interpret this policy and to make changes, revisions, or exceptions, as deemed necessary, provided that such modifications serve a demonstrable community benefit for the residents of Santa Fe Springs.

23. PHOTOGRAPHY/VIDEO RELEASE

1. I hereby grant the City of Santa Fe Springs and its representatives' permission to use and/or publish photographic pictures or video in which I or, the individual(s) named herein or attending a reservation may be included for promotion or other City purposes. I hereby release, discharge, and agree to hold harmless the City of Santa Fe Springs and its representatives from any liability, including but not limited to, claims for libel or invasion of privacy. I, the undersigned, as the participant and the participant's parent or legal guardian if the participant is under 18 years old, fully understand that my participation in the City of Santa Fe Springs Recreation activity (hereinafter "event/class/program") exposes the participant to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that the participant is voluntarily participating in this event/class and agrees to assume any such risks.

24. ACKNOWLEDGEMENT

1. I HAVE CAREFULLY READ THIS FACILITY RESERVATION POLICY AND AGREE TO UPHOLD THE RULES AND REGULATIONS LISTED IN THE POLICY. I RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE, AND PHOTOGRAPHY/VIDEO RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL. I UNDERSTAND THAT THE CITY RESERVES THE RIGHT TO CHANGE, OR CANCEL ANY RESERVATION, AT ANY TIME RESULTING FROM CITY ACTIVITY AND/OR MAINTENANCE.

25. ACKNOWLEDGEMENT SUBMITTAL PAGE

I HAVE CAREFULLY READ THIS FACILITY RESERVATION POLICY AND AGREE TO UPHOLD THE RULES AND REGULATIONS LISTED IN THE POLICY. I RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE, AND PHOTOGRAPHY/VIDEO RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL. I UNDERSTAND THAT THE CITY RESERVES THE RIGHT TO CHANGE, OR CANCEL ANY RESERVATION, AT ANY TIME RESULTING FROM CITY ACTIVITY AND/OR MAINTENANCE.

Signature: _____ Date:_____

Print Name: _____

Organization: _____

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