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www.dhs.lacounty.gov

To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.



www.dhs.lacounty.gov

November 09, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF SIX LANDSCAPE MAINTENANCE SERVICES AGREEMENTS (ALL DISTRICTS) (3 VOTES)

SUBJECT

Approval of successor Proposition A agreements with Parkwood Landscape Inc. and Stay Green Landscape Inc., for the continued provision of landscape maintenance services at Department of Health Services facilities.

IT IS RECOMMENDED THAT THE BOARD:

1. Make a finding pursuant to Los Angeles County Code Section 2.121.420 that landscape maintenance services, as described herein, can be performed more economically by independent contractors.
2. Instruct the Chair to execute four Proposition A (Prop A) Agreements with Parkwood Landscape Inc., effective upon Board approval for the period January 1, 2017 through December 31, 2019 with option to extend the Agreements' term for up to four additional one-year periods each, for the provision of landscape maintenance services at the Department of Health Services' (DHS) Facilities identified on Attachment A, at a total maximum obligation of \$3,791,125 for all four Agreements.
3. Instruct the Chair to execute two Prop A Agreements with Stay Green Inc., effective upon Board approval for the period January 1, 2017 through December 31, 2019 with option to extend the Agreements' term for up to four

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 November 15, 2016

LORI GLASGOW
EXECUTIVE OFFICER

additional one-year periods each, for the provision of landscape maintenance services at the DHS Facilities identified on Attachment A, at a total maximum obligation of \$1,546,254 for both Agreements.

4. Delegate authority to the Director of Health Services or his designee (Director), to execute future amendments to the Agreements in Recommendations 2 and 3 to: (i) add, delete, and/or change certain terms and conditions as required under federal or State law or regulation, County ordinance, and policies from the Board and Chief Executive Office (CEO); (ii) revise contract language to improve or update technical or administrative operations within the Agreements' scope of services; (iii) adjust the Agreements' service levels, provided that such adjustments are based on the needs of DHS, and adjust the maximum obligation in the Agreements accordingly, whereby the total increases do not exceed 10 percent of the County's maximum obligation; and (iv) include future Cost of Living Adjustments (COLAs) consistent with Board policy and Agreement provisions; with all actions subject to review and approval by County Counsel, and for all actions taken pursuant to (iii) and (iv) with notice to the Board and the CEO.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Background:

DHS operates a network of hospitals, health centers and clinics, with locations throughout a geographic area covering more than 4,000 square miles. Most of the DHS facilities require landscape maintenance services on an on-going basis and are overseen directly by DHS staff. Services generally include lawn care, weed control, plant and flowerbed care, tree trimming, irrigation system maintenance and control, and other related services that are performed seasonally or on an as-needed/as-requested basis.

As a means to provide cost-effective landscape maintenance services, DHS began contracting out for these services on behalf of the facilities identified on Attachment A under the provisions of County Code 2.121.250 et seq., "Contracting with Private Businesses" (Prop A) in July 1986. Given the size of the County, the DHS facilities were divided into geographic regions and agreements were awarded accordingly. This model has worked well for DHS throughout the years and as a result the facilities are grouped similarly in the recommended agreements.

While landscape maintenance services appear on the surface to be a straightforward service, environmental concerns had to be considered in developing the Prop A compliant Request for Proposals (RFP) that resulted in these Agreements.

DHS incorporated terms and conditions that require the Contractors to comply with all applicable water use regulations and directives, and to make recommendations for the promotion of water conservation initiatives within 60 days of the service start date. The Agreements also require the Contractors to comply with all Federal, State and local laws in relation to work involving the use of chemicals, and that such work will be accomplished by a licensed qualified applicator. At the onset of the Agreements, Contractors are to submit a listing of proposed chemicals to be used, including commercial name, application rate and type of usage; and they cannot begin using such chemicals until the DHS facility provides written approval. In addition, although the Department of Agricultural Commissioner Weights and Measures (ACWM) Integrated Pest Management Program (IPMP) was introduced after the RFP process was completed, DHS has incorporated IPMP recommended language into the Agreement. This language requires the Contractors, in addition to required

monthly pesticide use reporting required by State law, to submit an annual summary of the pesticides used outdoors. DHS will in turn share this information with ACWM.

Approval of the above recommendations will enable DHS to continue providing landscape maintenance services under Prop A agreements that will succeed six existing agreements that are slated to expire on December 31, 2016.

Recommendations:

Approval of the first recommendation is necessary to comply with Los Angeles County Code Section 2.121.420. DHS has determined that the Agreements are cost effective for the initial service period, January 1, 2017 through December 31, 2019. Attachment B provides a summary of the cost analysis DHS staff completed for each service Region. It should be noted that the actual Cost Analyses were prepared in accordance with Auditor-Controller guidelines and methodologies for Calendar Year (CY) 2019, the third year of the initial three-year service period. DHS took this approach because CY 2019 is the most costly of the initial three-year service period in the Agreements. DHS will complete a new cost analysis no less than 90 days in advance of each renewal year thereafter, commencing with the first automatic renewal period, in the event it is determined that the Living Wage rate will increase and/or a COLA is requested. If one or more of the Agreements is no longer cost-effective, DHS will take appropriate action in accordance with the revised Living Wage Ordinance, approved by the Board on December 1, 2015, and corresponding implementation guidelines.

Approval of recommendations two and three will allow the Chair to: (i) execute four agreements with Parkwood Landscape Inc. (Exhibits I-IV), and two agreements with Stay Green Inc. (Exhibits V-VI), to provide landscape maintenance services as described above for a base period of three-years. These agreements include options to extend the Agreements' terms for up to four (4) additional one-year periods for a maximum total service period (7) years, which would allow these agreements to continue through December 31, 2024, provided the Agreements continue to be cost-effective.

Approval of the fourth recommendation will permit the Director to execute certain future amendments to ensure compliance with applicable law, regulation, and policies, improve technical and administrative operations and scope of work adjustments including service levels based on DHS' needs, include COLAs as applicable, and adjust the maximum obligation accordingly within specified limitations.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness/Fiscal Sustainability of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The County's total maximum obligation is \$5,337,379 for the service period January 1, 2017 through December 31, 2019 for the provision of landscape maintenance services at the Department of Health Services' (DHS) Facilities identified on Attachment A.

Funding is included in the DHS Fiscal Year 2016-17 Final Budget, and will be requested in future fiscal years as continuing appropriation as needed.

The Agreements under the Prop A exception to the civil service requirement to use County employees will save the County approximately \$263,520 for the CY 2019, for a savings of 14.94 percent.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreements provide for landscape maintenance services at the DHS hospitals and clinics as listed on Attachment A.

All Board of Supervisors' required provisions are included in the Agreements, including the updated Living Wage Ordinance (LWO) program. The LWO requires Contractors to pay employees an hourly rate of no less than \$14.25, effective January 1, 2017, and provides for future increases. Furthermore, the Agreements include terms and conditions that support the County's IPMP and efforts to conserve water. All of the Agreements provide for an estimated one month implementation/transition period, at no cost to the County, with services slated to commence on January 1, 2017.

It has been determined that the provision of services by the Contractors under the recommended Agreements are subject to Prop A guidelines which include the Living Wage Ordinance set forth in Los Angeles County Code Chapter 2.201. Contractors are in compliance with the Living Wage Program requirements. Furthermore, the Contractors agree to comply with all federal and state laws and regulations, as required by County Code 2.121.380(A)(6). The Agreements may be terminated for convenience by the County upon ten (10) days prior written notice.

County Counsel has approved Exhibits I, II, III, IV, V and VI as to form.

CONTRACTING PROCESS

On September 29, 2015, DHS released a Request for Proposals (RFP) to identify the most qualified proposers to provide landscape maintenance services for the six regions service areas. Individual proposals were requested for each of the six regions'. The RFP was posted on the County's website, DHS' websites and an advertisement was placed in a local newspaper. DHS also provided notice of the RFP availability by email to vendors on DHS' internal mailing lists. In addition, DHS considered the use of low-cost County resource options per Board Policy 5.030, Low Cost Labor Resource Program, and contacted all related agencies to inform them of this contracting opportunity.

By the proposal submission deadline of November 9, 2015, DHS received 28 proposals from six vendors; five for Region A, five for Region B, five for Region C, four for Region D, five for Region E, and four for Region F. The proposals were evaluated using a two-phase selection process. Phase I was the Pass/Fail Evaluation of minimum mandatory requirements and instructions stated in the RFP. Two proposers, did not pass Phase I of the evaluation process. Phase II was an evaluation conducted by an Evaluation Committee comprised of DHS subject matter experts from each Region familiar with landscape maintenance services. The Evaluation Committee used the informed averaging process to evaluate the proposals. At the conclusion of Phase II, Parkwood Landscape Inc., was the top ranked for Regions A, B, C, and F, and Stay Green Inc., was the top ranked Proposer for Regions D and E. DHS has obtained Letters of Intent from the recommended proposers. Therefore, Parkwood Landscape Inc. and Stay Green Inc. are being recommended for Agreements. Debriefings were offered to all non-selected proposers and Mariposa Landscape Inc.

requested and received a debriefing. There were no protests as a result of this solicitation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Prop A requires that departments assess any potential impact of the recommended Agreement. There is no risk exposure to the County. The award of these Agreements will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. The Agreements will not result in reduced services, and there is no employee impact as a result of these Agreements since services are currently being provided under a contract. In addition, DHS has determined that it has alternative resources available in the event of default. The award of the contract will not result in the unauthorized disclosure of confidential information.

Approval of the recommendations will ensure the continued and uninterrupted provision of landscape maintenance services at the DHS facilities listed in Attachment A.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is written in a cursive, somewhat stylized font.

Mitchell H. Katz, M.D.

Director

MHK:ev

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

**MAXIMUM AGREEMENT OBLIGATION FOR PROPOSITION A LANDSCAPE MAINTENANCE SERVICES
BY REGION FOR BASE THREE YEAR SERVICE PERIOD**

REGION A	
HARBOR-UCLA MC - LONG BEACH CHC - WILMINGTON CHC	PARKWOOD LANDSCAPE INC
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$412,967.00
January 1, 2018 - December 31, 2018	\$428,056.00
January 1, 2019 - December 31, 2019	\$444,121.00
MAXIMUM AGREEMENT OBLIGATION	\$1,285,144.00

REGION B	
LAC+USC MC - EL MONTE CHC - LAPUENTE CHC - H. CLAUDE HUDSON CHC	PARKWOOD LANDSCAPE INC.
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$428,585.00
January 1, 2018 - December 31, 2018	\$446,843.00
January 1, 2019 - December 31, 2019	\$465,970.00
MAXIMUM AGREEMENT OBLIGATION	\$1,341,398.00

REGION C	
MARTIN LUTHER KING JR OC - HUBERT HUMPHREY CHC	PARKWOOD LANDSCAPE INC
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$288,406.00
January 1, 2018 - December 31, 2018	\$299,646.00
January 1, 2019 - December 31, 2019	\$311,571.00
MAXIMUM AGREEMENT OBLIGATION	\$899,623.00

REGION D	
OLIVE VIEW MC - SAN FERNANDO CH	STAY GREEN INC
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$194,277.00
January 1, 2018 - December 31, 2018	\$209,931.00
January 1, 2019 - December 31, 2019	\$221,967.00
MAXIMUM AGREEMENT OBLIGATION	\$626,175.00

REGION E	
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER	STAY GREEN INC
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$288,569.00
January 1, 2018 - December 31, 2018	\$306,481.00
January 1, 2019 - December 31, 2019	\$325,029.00
MAXIMUM AGREEMENT OBLIGATION	\$920,079.00

REGION F	
HSA HEADQUARTERS - HSA COMMERCE - CENTRAL CENTER PH	PARKWOOD LANDSCAPE INC
BASE PERIOD	ANNUAL MAXIMUM OBLIGATION
January 1, 2017 - December 31, 2017	\$85,990.00
January 1, 2018 - December 31, 2018	\$88,384.00
January 1, 2019 - December 31, 2019	\$90,586.00
MAXIMUM AGREEMENT OBLIGATION	\$264,960.00

MAXIMUM OBLIGATION TO PARKWOOD LANDSCAPE INC	\$3,791,125.00
MAXIMUM OBLIGATION TO STAY GREEN INC	\$1,546,254.00
GRAND TOTAL	\$5,337,379.00

**REGION A: HARBOR -UCLA MC - LONG BEACH CHC - WILMINGTON HC
COST COMPARISON FOR PROPOSITION A - LANDSCAPE MAINTENANCE SERVICES
FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$206,788.12	Salaries	\$261,695.94
Employee Benefits	\$3,552.00	Employee Benefits	\$104,102.65
Supplies and Services	\$69,180.00	Supplies and Services	\$69,180.00
Payroll Taxes	\$59,451.60		
Total Direct Costs	\$338,971.72	Total Direct Costs	\$434,978.59
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$44,592.00	Total Indirect Costs	\$0.00
Total Contractor Costs	\$383,563.72	Total County Costs	\$434,978.59
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING			\$51,414.87
SAVINGS PERCENTAGE			11.82%

**REGION B: LAC+USC MC - EL MONTE CHC - LA PUENTE CHC - H.CLAUDE HUDSON CHC
 COST COMPARISON FOR PROPOSITION A - LANDSCAPE MAINTENANCE SERVICES
 FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$240,542.69	Salaries	\$289,255.88
Employee Benefits	\$4,176.00	Employee Benefits	\$122,065.98
Supplies and Services	\$25,164.00	Supplies and Services	\$25,164.00
Payroll Taxes	\$69,156.00		
Total Direct Costs	\$339,038.69	Total Direct Costs	\$436,485.86
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$40,800.00	Total Indirect Costs	\$0.00
Total Contractor Costs	\$379,838.69	Total County Costs	\$436,485.86
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING		\$56,647.17	
SAVINGS PERCENTAGE		12.98%	

**REGION C : MARTIN LUTHER KING JR. OUTPATIENT CENTER -HUBERT HUMPHREY CHC
COST COMPARISON FOR PROPOSITION A LANDSCAPE MAINTENANCE SERVICES
FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$140,190.99	Salaries	\$189,041.54
Employee Benefits	\$3,060.00	Employee Benefits	\$75,200.52
Supplies and Services	\$29,400.00	Supplies and Services	\$29,400.00
Payroll Taxes	\$40,304.88		
Total Direct Costs	\$212,955.87	Total Direct Costs	\$293,642.06
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$32,832.00	Total Indirect Costs	\$0.00
Total Contractor Costs	\$245,787.87	Total County Costs	\$293,642.06
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING			\$47,854.19
SAVINGS PERCENTAGE			16.30%

**REGION D: OLIVE VIEW MC - SAN FERNANDO HC
COST COMPARISON FOR PROPOSITION A LANDSCAPE MAINTENANCE SERVICES
FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$69,229.88	Salaries	\$104,624.32
Employee Benefits	\$1,071.00	Employee Benefits	\$43,565.57
Supplies and Services	\$28,227.12	Supplies and Services	\$28,227.12
Payroll Taxes	\$21,772.80		
Total Direct Costs	\$120,300.80	Total Direct Costs	\$176,417.01
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$27,161.88	Total Indirect Costs	\$0.00
Total Contractor Costs	\$147,462.68	Total County Costs	\$176,417.01
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING			\$28,954.33
SAVINGS PERCENTAGE			16.41%

**REGION E: RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
COST COMPARISON FOR PROPOSITION A LANDSCAPE MAINTENANCE SERVICES
FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$139,499.57	Salaries	\$187,727.02
Employee Benefits	\$4,323.84	Employee Benefits	\$82,937.80
Supplies and Services	\$34,428.72	Supplies and Services	\$34,428.72
Payroll Taxes	\$43,872.60		
Total Direct Costs	\$222,124.73	Total Direct Costs	\$305,093.54
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$38,036.16	Total Indirect Costs	\$0.00
Total Contractor Costs	\$260,160.89	Total County Costs	\$305,093.54
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING			\$44,932.65
SAVINGS PERCENTAGE			14.73%

**REGION F: HSAHEADQUARTERS - HSACOMMERCE -CENTRAL CENTER PH
 COST COMPARISON FOR PROPOSITION A LANDSCAPE MAINTENANCE SERVICES
 FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

CONTRACTOR		COUNTY	
DIRECT COSTS		DIRECT COSTS	
Salaries	\$29,409.02	Salaries	\$54,529.05
Employee Benefits	\$804.00	Employee Benefits	\$28,104.27
Supplies and Services	\$34,176.00	Supplies and Services	\$34,176.00
Payroll Taxes	\$8,455.08		
Total Direct Costs	\$72,844.10	Total Direct Costs	\$116,809.32
INDIRECT COSTS		INDIRECT COSTS	
Total Indirect Costs	\$10,248.00	Total Indirect Costs	\$0.00
Total Contractor Costs	\$83,092.10	Total County Costs	\$116,809.32
ANNUAL ESTIMATED SAVINGS FROM CONTRACTING			\$33,717.22
SAVINGS PERCENTAGE			28.87%

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PARKWOOD LANDSCAPE MAINTENANCE, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
PARKWOOD LANDSCAPE MAINTENANCE, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Parkwood Landscape Maintenance, Inc., hereinafter referred to as Contractor. Parkwood Landscape Maintenance, Inc., is located at 16443 Hart Street, Van Nuys, CA 91406.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), Harbor-UCLA MC, 1000 W. Carson Torrance, CA 90509, Long Beach CHC, 1333 Chestnut Ave. Long Beach, CA 90813, Wilmington HC, 1325 Broad Avenue Long Wilmington, CA 90744 ; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region A
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Harbor-UCLA MC
 - B.3 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Long Beach CHC
 - B.4 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Wilmington HC
- 1.3 EXHIBIT C - Facility Specification Sheet
 - C.1– Harbor-UCLA MC
 - C.2– Long Beach CHC
 - C.3– Wilmington HC
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
 - E.1 – Harbor-UCLA MC
 - E.2 – Long Beach CHC
 - E.3 – Wilmington HC
- 1.6 EXHIBIT F - Contractor's Administration
 - F.1 – Harbor-UCLA MC
 - F.2 – Long Beach CHC
 - F.3 – Wilmington HC

- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J - Living Wage Program
- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A -Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.

- 2.9 Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.
- 2.11 Facility's Project Monitor:** Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.12 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

- 4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.
- 4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.

- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS point of contact at the address herein provided in Exhibit E - County's Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1, B.2, B.3, B.4, Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor's performance of this Agreement shall not exceed One Million, Two Hundred Eighty-five Thousand, One Hundred Forty-four Dollars (\$1,285,144.00) for the period January 1, 2017 through December 31, 2019, County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2, B.3, B.4, Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Agreement

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1, B.2, B.3, B.4, Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E.1, E.2 and E.3 – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility's Project Director

Responsibilities of the Facility's Project Director include:

- ensuring that the objectives of this Agreement are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility's Project Manager

6.2.1 The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F.1, F.2 and F.3. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).

7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.

7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and

pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.

- 7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.
- 7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

- 7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or

subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties

under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities,

losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The

Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

- 8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental

disability, medical condition, marital status, or political affiliation.

- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor

shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

- 8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of

the scheduled date for a debarment hearing before the Contractor Hearing Board.

2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the

debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

- 8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is

restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.

8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department

Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

- 8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.
- 8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile

transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorized representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events

are referred to in this Sub-paragraph as "force majeure events").

8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

8.26.2 Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have

inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

- 8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the

County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.

8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.

- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the

County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the

Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal

workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

▪ Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

- 8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.
- 8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if

disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete

employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar

liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

- 8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the

Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor

in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this

Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's

Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or

- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the

provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.

8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.

8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or

not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Sub-paragraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information

regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling

agencies maintained by the Contractor for the purpose of securing business.

- 8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:
2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is

an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.
5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount

for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the

County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly

certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
 - c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
 - c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202,

Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor’s employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

Parkwood Landscape Maintenance, Inc.

By *Dan Melito*
Name

President

Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES

By *Hilda F. Solis*
Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

By *Carla Little*
APPROVED AS TO FORM: ^{Deputy}
MARY C. WICKHAM
County Counsel



LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*
Deputy

By *James A. Johnson*
James A. Johnson
Deputy County Counsel

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EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region A
- A.3 – Contractor Discrepancy Report
- A.4 – Performance Requirements Summary (PRS) Chart

Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.1, C.2 or C.3.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeded).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.).

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule – Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2, B.3 or B.4.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3 for each facility.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.

- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C.1, C.2 or C.3 for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.1, C.2 or C.3.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.
- 4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.
- 4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

- 4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.
- 4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.
- 4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning,

raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.

- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.
- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.

- 5.2 Prior to performing any **Unscheduled/Other Work**, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No **Unscheduled/Other Work** shall commence without prior written authorization by the Facility's Project Manager.
- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All **Unscheduled/Other Work** shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform **unscheduled work** itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project

Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.

7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.

7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.

7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.

7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.

- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
- a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).
 - c. County will responsible for the installation of any new wiring.
 - d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
 - e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
 - f. County will maintain all main, main branch supply piping up to any in line valve.
 - g. County will maintain any sump pump or water supply pump and its controller.
 - h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project

Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.

13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Back Flow (RP)



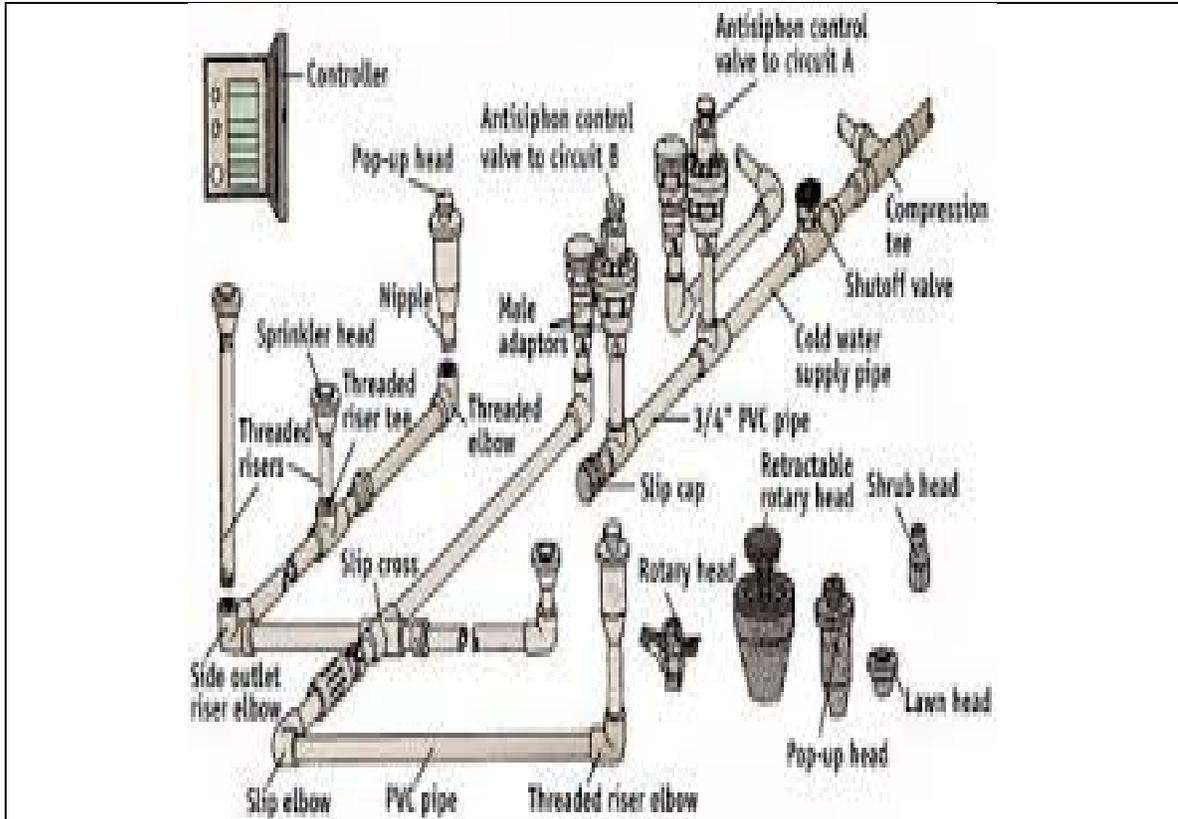
Backflow (RP)



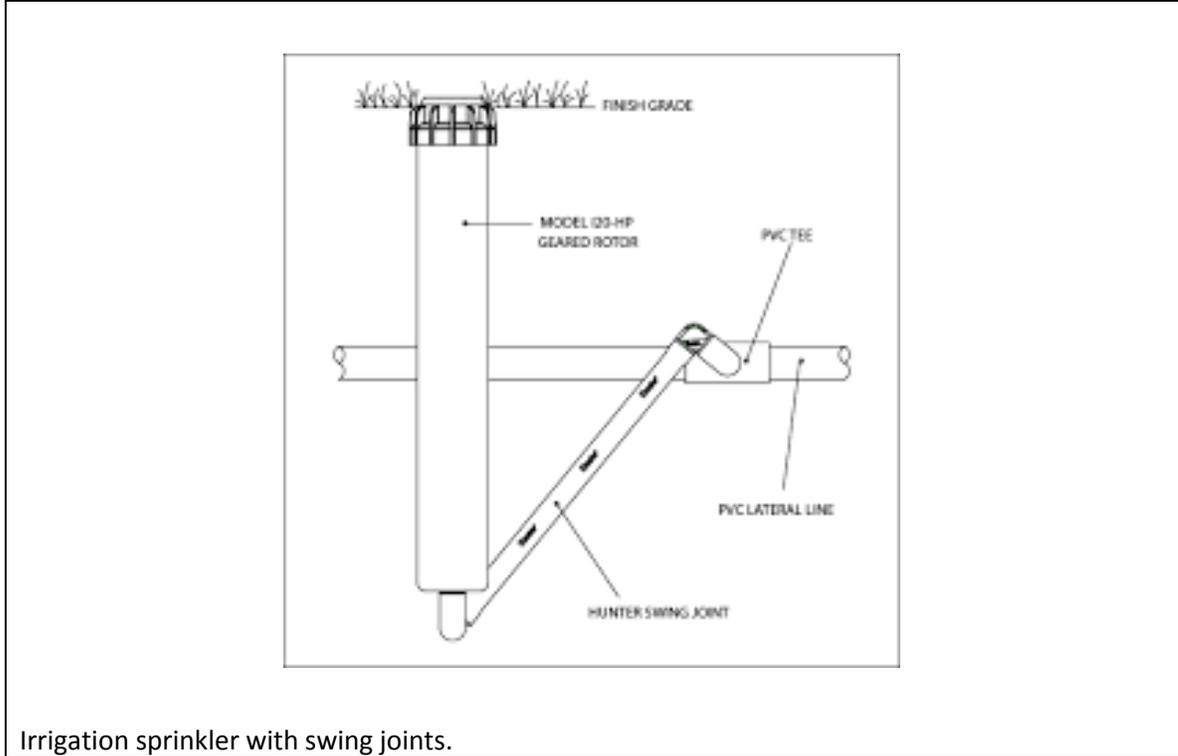
Back Flow (Pressure Vacuum Breaker)



In Line control valves with solenoids



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION A

Facility	Address	Telephone #
Harbor-UCLA MC	1000 W. Carson Torrance, CA 90509	(310) 222-2911
Long Beach CHC	1333 Chestnut Ave Long Beach, CA 90813	(562) 599-2153
Wilmington HC	1325 Broad Avenue Long Wilmington, CA 90744	(310) 518-8800

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor’s expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE**

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
Harbor-UCLA MC 1000 W. Carson Torrance, CA 90509	\$26,552.37	\$27,509.25	\$28,530.75
Long Beach CHC 1333 Chestnut Avenue Long Beach, CA 90813	\$2,198.32	\$2,277.54	\$2,362.11
Wilmington HC 1325 Broad Avenue Wilmington, CA 90744	\$996.53	\$1,032.45	\$1,070.78
MONTHLY TOTAL PRICE FOR REGION A	\$29,747.22	\$30,819.24	\$31,963.64

Contractor shall provide landscape services as specified in Statement of Work, Exhibit A and Facility Specification, Exhibit C.1, C.2, C.3, at the price(s) described herein. The monthly price shall be all inclusive and includes, but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment, supplies, and dumping fees.

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Harbor-UCLA MC
Address	1000 W. Carson Torrance, CA 90509
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Once a year	\$2,649.00	\$2,781.00	\$2,920.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$302.00	\$317.00	\$333.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$4,586.00	\$4,815.00	\$5,055.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$16,726.00	\$17,562.00	\$18,440.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$10,250.00	\$10,762.00	\$11,300.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$4,463.00	\$4,686.00	\$4,920.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$10,033.00	\$10,033.00	\$10,033.00
PERIOD TOTAL		\$49,009.00	\$50,956.00	\$53,001.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Long Beach CHC
Address	1333 Chestnut Ave Long Beach, CA 90813
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$593.00	\$623.00	\$654.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$91.00	\$96.00	\$100.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$224.00	\$235.00	\$246.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$1,270.00	\$1,334.00	\$1,401.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$992.00	\$1,042.00	\$1,093.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$201.00	\$211.00	\$222.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$991.00	\$991.00	\$990.00
PERIOD TOTAL		\$4,362.00	\$4,532.00	\$4,706.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Wilmington HC
Address	1325 Broad Avenue Wilmington, CA 90744
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$358.00	\$376.00	\$395.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$91.00	\$96.00	\$101.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$98.00	\$103.00	\$108.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$842.00	\$884.00	\$928.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$595.00	\$625.00	\$656.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$179.00	\$188.00	\$197.00
Tree Maintenance Tree Pruning (SOW 4.7)	Once every three years	\$466.00	\$466.00	\$465.00
PERIOD TOTAL		\$2,629.00	\$2,738.00	\$2,850.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - A

Service Effective Date: January 1, 2017

Facility	Harbor UCLA Medical Center				
Address	1000 W. Carson St. Torrance, CA 90502				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and # Palm (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
250 Trees 40 Palms	Y	Y	78	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Weekly, as needed	
3.2.8	Litter Control			Twice daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control (including Parking Lot V-south)			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. Weed control as needed on Parking Lot V (south corner). SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice per year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice per year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - A

Service Effective Date: January 1, 2017

Facility	Long Beach Health Clinic				
Address	1333 Chestnut Avenue, Long Beach, CA 90813				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and of Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
24 Trees and 12 Palms	Y	Y	16	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - A

Service Effective Date: January 1, 2017

Facility	Wilmington Family Health Clinic				
Address	1325 Broad Avenue, Wilmington, CA 90744				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
10 Trees and 2 Palms	Y	Y	3	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F.	
3.2.9	Raking			Each service interval	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior Plans, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic – Unscheduled/Other Work			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATIONParkwood Landscape Maintenance, Inc.

Contractor Name

16443 Hart Street, Van Nuys CA 91406

Address

95-4199872

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|---|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

David L. Melito, President

Authorized Official's Printed Name and Title



Authorized Official's Signature

10/13/2016

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

HARBOR-UCLA MEDICAL CENTER

FACILITY'S PROJECT DIRECTOR:

Name: Khalil Abdul-Aziz

Title: MGR III, FACILITIES OPNS & CRAFTS

Address: 1000 West Carson Street Torrance, CA 90509

Telephone: (310) 222-3301 Facsimile:

E-Mail Address: kabdul@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: David Chambers

Title: MANAGER I, FACILITIES OPERATIONS AND CRAFTS

Address: 1000 West Carson Street Torrance, CA 90509

Telephone: (310) 222-3301 Facsimile:

E-Mail Address: dachambers@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: David Chambers

Title: MANAGER I, FACILITIES OPERATIONS AND CRAFTS

Address: 1000 West Carson Street Torrance, CA 90509

Telephone: (310) 222-3301 Facsimile:

E-Mail Address: dachambers@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

LONG BEACH COMPREHENSIVE HEALTH CENTER

FACILITY'S PROJECT DIRECTOR:

Name: _____ Khalil Abdul-Aziz _____

Title: _____ MGR III, FACILITIES OPNS & CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ kabdul@dhs.lacounty.gov _____

FACILITY'S PROJECT MANAGER:

Name: _____ David Chambers _____

Title: _____ MANAGER I, FACILITIES OPERATIONS AND CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ dachambers@dhs.lacounty.gov _____

FACILITY'S PROJECT MONITOR:

Name: _____ David Chambers _____

Title: _____ MANAGER I, FACILITIES OPERATIONS AND CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ dachambers@dhs.lacounty.gov _____

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

WILMINGTON HEALTH CENTER

FACILITY'S PROJECT DIRECTOR:

Name: _____ Khalil Abdul-Aziz _____

Title: _____ MGR III, FACILITIES OPNS & CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ kabdul@dhs.lacounty.gov _____

FACILITY'S PROJECT MANAGER:

Name: _____ David Chambers _____

Title: _____ MANAGER I, FACILITIES OPERATIONS AND CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ dachambers@dhs.lacounty.gov _____

FACILITY'S PROJECT MONITOR:

Name: _____ David Chambers _____

Title: _____ MANAGER I, FACILITIES OPERATIONS AND CRAFTS _____

Address: _____ 1000 West Carson Street Torrance, CA 90509 _____

Telephone: _____ (310) 222-3301 _____ Facsimile: _____

E-Mail Address: _____ dachambers@dhs.lacounty.gov _____

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** HARBOR-UCLA MEDICAL CENTER

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: (805) 797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

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Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street

Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile:

E-Mail Address: mmartinez@parkwoodlandscape.com

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Name: David L. Melito

Title: President

Address: 16443 Hart Street

Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name:

Title:

Address:

Telephone:

Facsimile:

E-Mail Address:

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Name: David L. Melito

Title: President

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Van Nuys, CA 91406

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Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

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Telephone: 805-797-5744
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Name:
Title:
Address:
Telephone:
Facsimile:
E-Mail Address:

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Name: David L. Melito
Title: President
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Telephone: 818-988-9677
Facsimile: 818-988-4934
E-Mail Address: dmelito@parkwoodlandscape.com

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* **Editor's note:** Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or

2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999; Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM PAYROLL STATEMENT OF COMPLIANCE

I, _____, _____
 (Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____ ;
 (Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
 (Calendar day of Month) (Mo

ending the _____ day of _____ all persons employed on said work site
 (Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
 (Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PARKWOOD LANDSCAPE MAINTENANCE, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
PARKWOOD LANDSCAPE MAINTENANCE, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Parkwood Landscape Maintenance, Inc., hereinafter referred to as Contractor. Parkwood Landscape Maintenance, Inc., is located at 16443 Hart Street, Van Nuys, CA 91406.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), LAC+USC MC, 2051 Marengo Street, Los Angeles, CA 90033, El Monte CHC, 10953 Ramona Blvd., El Monte, CA 91731, La Puente HC, 15930 Central Avenue, La Puente CA 91731, and H. Claude Hudson CHC, 2829 South Grand Avenue, Los Angeles, CA 90007; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region B
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – LAC+USC MC
 - B.3 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – El Monte CHC
 - B.4 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – La Puente HC
 - B.5 Pricing Schedule – Seasonal/Periodic- Unscheduled/Other
Work Landscape Maintenance Services – H. Claude Hudson
CHC
- 1.3 EXHIBIT C - Facility Specification Sheet
 - C.1– LAC+USC MC
 - C.2– El Monte CHC
 - C.3– La Puente HC
 - C.4 – H. Claude Hudson CHC
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
 - E.1 – LAC+USC MC
 - E.2 – El Monte CHC
 - E.3 – La Puente HC

- E.4 – H. Claude Hudson CHC
- 1.6 EXHIBIT F - Contractor's Administration
 - F.1 – LAC+USC MC
 - F.2 – El Monte CHC
 - F.3 – La Puente HC
 - F.4 – H. Claude Hudson CHC
- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J - Living Wage Program
- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A -Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.

- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.
- 2.9 **Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 **Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.
- 2.11 **Facility's Project Monitor:** Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.12 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

- 4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.

- 4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS point of contact at the address herein provided in Exhibit E.1, E.2, E.3 and E.4 - County's Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1, B.2, B.3, B.4 and B.5 Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor's performance of this Agreement shall not exceed One Million, Three Hundred Forty-one Thousand, Three Hundred Ninety-eight Dollars (\$1,341,398.00) for the period January 1, 2017 through December 31, 2019, County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2, B.3, B.4 and B.5 Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E.1, E.2, E.3 and E.4 - County's Administration.

**5.4 No Payment for Services Provided Following Expiration/
Termination of Agreement**

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1, B.2, B.3, B.4 and B.5 Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E.1, E.2, E.3 and E.4 – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this

Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E.1, E.2, E.3 and E.4 - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility's Project Director

Responsibilities of the Facility's Project Director include:

- ensuring that the objectives of this Agreement are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility's Project Manager

6.2.1 The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

- 7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.
- 7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

- 7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F.1, F.2, F.3 and F.4. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).
- 7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

- 7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.
- 7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.
- 7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the

employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

- 7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.
- 7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.
- 7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

- 7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and

all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any

alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities,

losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The

Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

- 8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental

disability, medical condition, marital status, or political affiliation.

- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor

shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

- 8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of

the scheduled date for a debarment hearing before the Contractor Hearing Board.

2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the

debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

- 8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is

restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

- 8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.
- 8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

- 8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.
- 8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department

Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

- 8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.
- 8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile

transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorized representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events

are referred to in this Sub-paragraph as "force majeure events").

8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

8.26.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have

inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

- 8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the

County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.

8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.

- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the

County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the

Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal

workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

▪ Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

- 8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.
- 8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if

disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete

employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar

liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

- 8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the

Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor

in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this

Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

- 8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.
- 8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

- 8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.
- 8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Sub-paragraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated

for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

- 8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- 8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:
2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If

the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any

violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of

the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
 - c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall

demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor’s employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining

agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

Parkwood Landscape Maintenance

By *Dan Merto*
Name

President

Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES

By *Helda J. Solis*
Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*
Deputy

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*
Deputy

By *James A. Johnson*
James A. Johnson
Deputy County Counsel

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EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region B
- A.3 – Contractor Discrepancy Report
- A.4 – Performance Requirements Summary (PRS) Chart

Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.1, C.2, C.3 or C.4.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeded).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 C.3 or C.4.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.).

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule – Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2, B.3, B.4 or B.5.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4 for each facility.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas,

driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).

- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.
- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C.1, C.2, C.3 or C.4 for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.1, C.2, C.3 or C.4.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.
- 4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.
- 4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

- 4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.
- 4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.
- 4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning,

raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.

- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.
- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2, C.3 or C.4.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.

- 5.2 Prior to performing any **Unscheduled/Other Work**, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No **Unscheduled/Other Work** shall commence without prior written authorization by the Facility's Project Manager.
- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All **Unscheduled/Other Work** shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform **unscheduled work** itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project

Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.

7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.

7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.

7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.

7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.

- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
- a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).
 - c. County will responsible for the installation of any new wiring.
 - d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
 - e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
 - f. County will maintain all main, main branch supply piping up to any in line valve.
 - g. County will maintain any sump pump or water supply pump and its controller.
 - h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project

Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

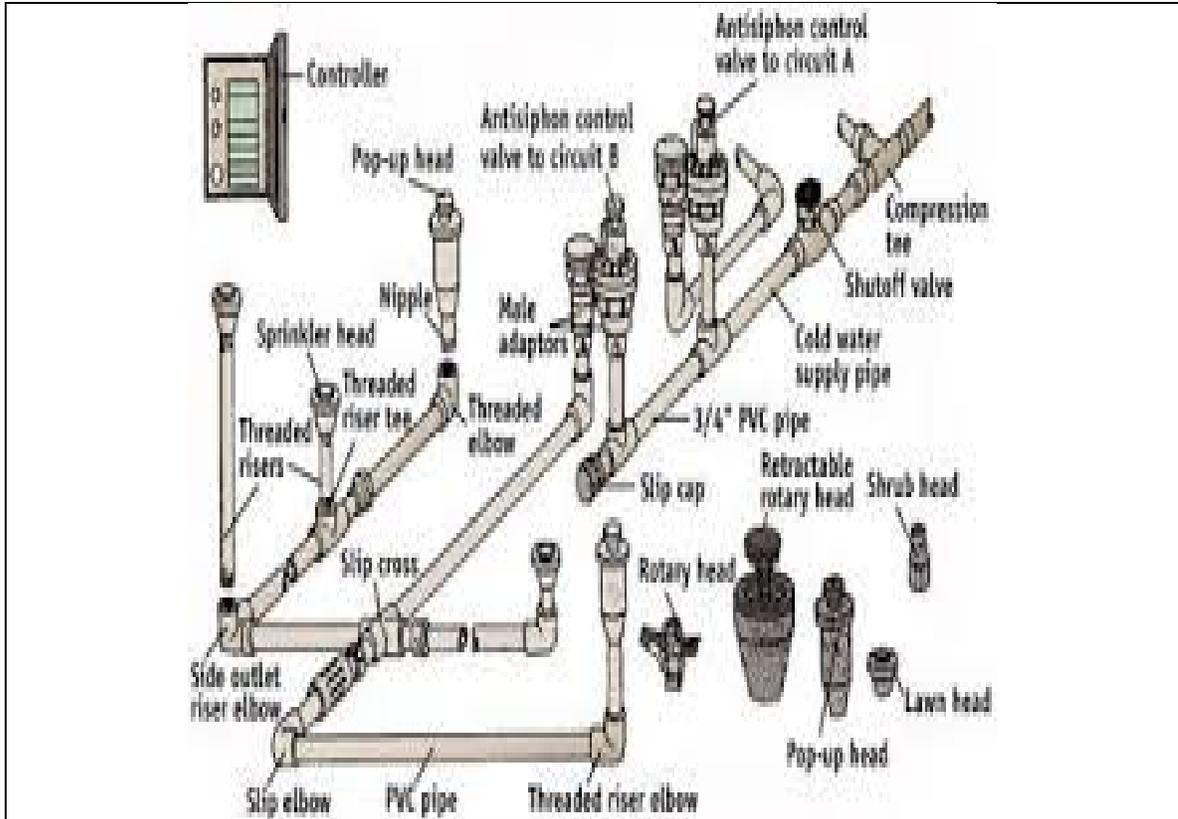
12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

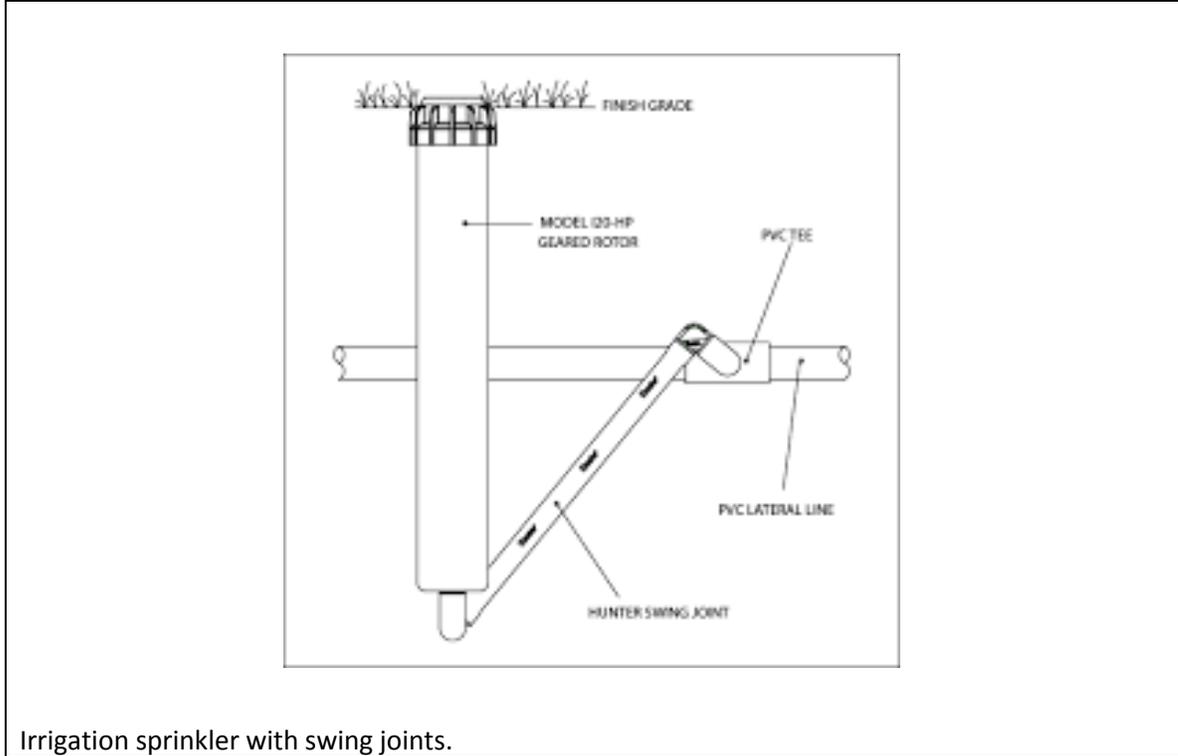
13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.

13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION B

Facility	Address	Telephone #
LAC+USC MC	2051 Marengo Street Los Angeles, CA 90033	(323) 226-2622
El Monte CHC	10953 Ramona Blvd. El Monte, CA 91731	(626) 579-8463
La Puente HC	15930 Central Avenue La Puente, CA 91744	(626) 968-3711
H. Claude Hudson CHC	2829 South Grand Avenue Los Angeles, CA 90007	(213) 744-3945

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE**

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
LAC+USC MC 2051 Marengo Street Los Angeles, CA 90033	\$23,602.93	\$24,612.07	\$25,689.76
El Monte CHC 10953 Ramona Blvd. El Monte, CA 91731	\$2,786.06	\$2,905.17	\$3,032.38
La Puente HC 15930 Central Ave. La Puente, CA 91744	\$1,433.74	\$1,495.04	\$1,560.51
H. Claude Hudson CHC 2829 South Grand Ave. Los Angeles, CA 90007	\$1,259.25	\$1,313.09	\$1,370.58
MONTHLY TOTAL PRICE FOR REGION B	\$29,081.98	\$30,325.37	\$31,653.23

Contractor shall provide all landscape services under the frequencies specified in Statement of Work (SOW) at the price described herein, unless instructed otherwise on the Facility Specification Sheets in SOW, Exhibit C. The monthly price shall be all inclusive and includes but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment and supplies, dumping fees.

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	LAC+USC MC
Address	2051 Marengo St. Los Angeles, CA 90033
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice a year	\$1,935.00	\$2,032.00	\$2,134.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$881.00	\$925.00	\$971.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$3,628.00	\$3,811.00	\$4,001.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$18,543.00	\$19,470.00	\$20,444.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$7,252.00	\$7,614.00	\$7,995.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$3,581.00	\$3,760.00	\$3,948.00
Tree Maintenance Tree Pruning (SOW 4.7)	Once a year	\$14,484.00	\$14,484.00	\$14,483.00
PERIOD TOTAL		\$50,304.00	\$52,096.00	\$53,976.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	El Monte CHC
Address	10953 Ramona Blvd. El Monte, CA 91731
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/30/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$845.00	\$887.00	\$931.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$291.00	\$305.00	\$321.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$267.00	\$280.00	\$294.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$4,477.00	\$5,016.00	\$5,267.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$2,114.00	\$2,219.00	\$2,330.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$841.00	\$883.00	\$927.00
Tree Maintenance & Pruning (SOW, 4.7)	Once a year	\$3,239.00	\$3,239.00	\$3,238.00
PERIOD TOTAL				
		\$12,074.00	\$12,829.00	\$13,308.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	La Puente HC
Address	15930 Central Ave. La Puente, CA 91744
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$593.00	\$623.00	\$654.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$345.00	\$362.00	\$381.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$303.00	\$318.00	\$334.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$2,998.00	\$3,148.00	\$3,304.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$1,205.00	\$1,265.00	\$1,329.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$703.00	\$738.00	\$775.00
Tree Maintenance & Pruning (SOW 4.7)	Once a year	\$993.00	\$993.00	\$993.00
PERIOD TOTAL		\$7,140.00	\$7,447.00	\$7,770.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	H. Claude Hudson CHC
Address	2829 South Grand Avenue Los Angeles, CA 90007
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice a year	\$833.00	\$874.00	\$918.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$351.00	\$369.00	\$387.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$303.00	\$318.00	\$334.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$5,007.00	\$5,257.00	\$5,520.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$2,392.00	\$2,511.00	\$2,637.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$824.00	\$865.00	\$909.00
Tree Maintenance & Pruning (SOW 4.7)	Once a year	\$373.00	\$373.00	\$372.00
PERIOD TOTAL		\$10,083.00	\$10,567.00	\$11,077.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - B

Service Effective Date: January 1, 2017

Facility	LAC+USC Medical Center				
Address	1200 N. State Street, Los Angeles, CA 90033				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
1283 Trees 99 Palms	Y	Y	291	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plans, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/ Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - B

Service Effective Date: January 1, 2017

Facility	EI Monte Comprehensive Health Center				
Address	10953 Ramona Blvd., El Monte, CA 91731				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
170 Trees 0 Palms	Y	Y	38	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - B

Service Effective Date: January 1, 2017

Facility	La Puente HC				
Address	15930 Central Avenue, La Puente, CA 91744				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
	36 Trees 0 Palms	Y	Y	12	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - B

Service Effective Date: January 1, 2017

Facility	H. Claude Hudson CHC				
Address	2829 S. Grand Avenue, Los Angeles CA 90007				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
12 Trees 0 Palms	Y	Y	0	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F	
3.2.9	Raking			Each service interval	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Full Landscape services are required at the Latrice Clark, 2916 South Hope Street, Los Angeles CA 90007. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATIONParkwood Landscape Maintenance, Inc.

Contractor Name

16443 Hart Street, Van Nuys CA 91406

Address

95-4199872

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|---|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

David L. Melito, President

Authorized Official's Printed Name and Title



Authorized Official's Signature

10/13/2016

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. TBD

LAC+USC MEDICAL CENTER

FACILITY'S PROJECT DIRECTOR:

Name: Dan Castillo
 Title: Chief Executive Officer
 Address: 1200 N. State St.
Los Angeles, CA 90033
 Telephone: (323) 409-2800 Facsimile: (323) 409-8030
 E-Mail Address: dcastillo3@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Gustavo Pizarro
 Title: Facilities Management Administrator
 Address: 1200 N. State St.
Los Angeles, CA 90033
 Telephone: (323) 226-6873 Facsimile: (323) 226-5905
 E-Mail Address: gpizarro@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Ricardo Rodriguez
 Title: Facilities Management Asst. Manager
 Address: 1200 N. State St.
Los Angeles, CA 90033
 Telephone: (323) 226-2420 Facsimile: (323) 226-5905
 E-Mail Address: rrodriguez@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. TBD

EL MONTE CHC

FACILITY'S PROJECT DIRECTOR:

Name: Ernest Espinoza
 Title: Chief Executive Officer
 Address: 10953 Ramona Blvd.
El Monte, CA 91731
 Telephone: (626) 434-2800 Facsimile: (626) 279-2533
 E-Mail Address: eespinoza@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Georgina Infante
 Title: Contract Liaison
 Address: 10953 Ramona Blvd
El Monte, CA 91731
 Telephone: (626) 434-2802 Facsimile: (626) 279-2533
 E-Mail Address: ginfante@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Israel Castellanos
 Title: Staff Assistant I
 Address: 10953 Ramona Blvd.
El Monte, CA 91731
 Telephone: (626) 434-2820 Facsimile: (626) 279-2533
 E-Mail Address: icastellanos@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. TBD

LA PUENTE HC

FACILITY'S PROJECT DIRECTOR:

Name: Ernest Espinoza
 Title: Chief Executive Officer
 Address: 10953 Ramona Blvd.
El Monte, CA 91731
 Telephone: (626) 434-2800 Facsimile: (626) 279-2533
 E-Mail Address: eespinoza@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Georgina Infante
 Title: Contract Liaison
 Address: 10953 Ramona Blvd.
El Monte, CA 91731
 Telephone: (626) 434-2802 Facsimile: (626) 279-2533
 E-Mail Address: ginfante@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Israel Castellanos
 Title: Staff Assistant I
 Address: 10953 Ramona Blvd.
El Monte, CA 91731
 Telephone: (626) 434-2820 Facsimile: (626) 279-2533
 E-Mail Address: icastellanos@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

H. CLAUDE HUDSON CHC**FACILITY'S PROJECT DIRECTOR:**

Name: Michael Mills
Title: Director
Address: 2829 So. Grand Avenue
Los Angeles, CA
Telephone: 213-744-3676 Facsimile: (213) 746-1498
E-Mail Address: mmills@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Jerri Flowers
Title: Assistant Administrator
Address: 2829 So. Grand Avenue
Los Angeles, CA
Telephone: 213-744-3599 Facsimile: (213) 746-1498
E-Mail Address: jflowers@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: William Brown
Title: Administration
Address: 2829 So. Grand Avenue
Los Angeles, CA
Telephone: 213-699-7011 Facsimile: (213) 746-1498
E-Mail Address: wibrown@dhs.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** LAC+USC MC

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** EL MONTE CHC

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

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E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ LOCATION: LA PUENTE HC

CONTRACTOR'S PROJECT MANAGER:

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Þæ ʌ ʌÁ · Manuel Martinez ······ Á _____ Á

Vai ʌ ʌÁ · Project Manager ······ Á _____ Á

Qaá! ʌ•• ʌÁ 6443 Hart Street _____ Á

Á Van Nuys, CA 91406 _____ Á

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ÒÈ ʌ ʌ Á Qaá! ʌ•• ʌÁ mmartinez@parkwoodlandscape.com ······ Á _____ Á

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

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Þæ ʌ ʌÁ · David L. Melito ······ Á _____ Á

Vai ʌ ʌÁ · President ······ Á _____ Á

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Notices to Contractor shall be sent to the following:

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CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** H. CLAUDE HUDSON CHC

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

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Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

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Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME Parkwood Landscape Maintenance, Inc. Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 10 / 13 / 2016
PRINTED NAME: David L. Melito
POSITION: President

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.

F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8 - Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:

1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;

2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;

3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;

4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;

5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

Title 2 ADMINISTRATION
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2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
 (Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____ ;
 (Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
 (Calendar day of Month) (Mo

ending the _____ day of _____ all persons employed on said work site
 (Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
 (Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

DEPARTMENT OF HEALTH SERVICES



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AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PARKWOOD LANDSCAPE MAINTENANCE, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
PARKWOOD LANDSCAPE MAINTENANCE, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Parkwood Landscape Maintenance, Inc., hereinafter referred to as Contractor. Parkwood Landscape Maintenance, Inc., is located at 16443 Hart Street, Van Nuys, CA 91406.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), Martin Luther King Jr. OC, 1670 East 120th Street, Los Angeles, CA 90059 and Hubert Humphrey CHC, 5850 South Main Street, Los Angeles, CA 90003; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region C
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Martin Luther King Jr. OC
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Work Landscape Maintenance Services – Hubert Humphrey CHC
- 1.3 EXHIBIT C - Facility Specification Sheet
 - C.1– Martin Luther King Jr. OC
 - C.2– Hubert Humphrey CHC
- 1.4 EXHIBIT D - Contractor’s EEO Certification
- 1.5 EXHIBIT E - County’s Administration
 - E.1 – Martin Luther King Jr. OC
 - E.2 – Hubert Humphrey CHC
- 1.6 EXHIBIT F - Contractor’s Administration
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 - F.2 – Hubert Humphrey CHC
- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law

- 1.10 EXHIBIT J - Living Wage Program
- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A - Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.
- 2.9 **Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 **Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.

2.11 Facility's Project Monitor: Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.12 Fiscal Year: The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.

4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.

4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.

- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS point of contact at the address herein provided in Exhibit E.1 and E.2 - County's Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1, B.2 and B.3 – Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor's performance of this Agreement shall not exceed Eight Hundred Ninety-nine Thousand, Six Hundred Twenty-three Dollars (\$899,623.00) for the period January 1, 2017 through December 31, 2019. County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2 and B.3 –Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E.1 and E.2 - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Agreement

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any

such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1, B.2, B.3 – Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E.1 and E.2 – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager

prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E.1 and E.2 - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility's Project Director

Responsibilities of the Facility's Project Director include:

- ensuring that the objectives of this Agreement are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility's Project Manager

6.2.1 The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F.1 and F.2 - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F.1 and F.2. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).

7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.

7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.

7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County

Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.

7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.

7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by

the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain

terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the

preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.

- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding

sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age,

physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the

Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.
3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The

County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor

is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of

Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

- 8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.
- 8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

- 8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.
- 8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the

Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorized representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").

8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term

“subcontractor” and “subcontractors” mean subcontractors at any tier.

- 8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

- 8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.
- 8.26.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.
- 8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents,

from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (“County Indemnitees”) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed

by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided

additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related

claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County’s determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$4 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

- **Property Coverage**

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of

the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if

disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete

employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar

liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

- 8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the

Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor

in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this

Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

- 8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.
- 8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

- 8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.
- 8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Sub-paragraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated

for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

- 8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- 8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:
2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If

the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any

violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of

the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
 - c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall

demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor’s employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining

agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

Parkwood Landscape Maintenance

By *Dil Minto*
Name

President
Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES

By *Hilda F. Solis*
Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little* Deputy

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By *Carla Little*
Deputy

By *James A. Johnson*
James A. Johnson
Deputy County Counsel

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EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region C
- A.3 – Contractor Discrepancy Report
- A.4 – Performance Requirements Summary (PRS) Chart

Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.1 or C.2.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeded).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.).

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule – Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2, B.3 or B.4.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2 for each facility.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.

- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C.1 or C.2 for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.1 or C.2.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.
- 4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.
- 4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

- 4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.
- 4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.
- 4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning,

raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.

- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.
- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.

- 5.2 Prior to performing any **Unscheduled/Other Work**, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No **Unscheduled/Other Work** shall commence without prior written authorization by the Facility's Project Manager.
- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All **Unscheduled/Other Work** shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform **unscheduled work** itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project

Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.

7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.

7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.

7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.

7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.

- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
- a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).
 - c. County will responsible for the installation of any new wiring.
 - d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
 - e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
 - f. County will maintain all main, main branch supply piping up to any in line valve.
 - g. County will maintain any sump pump or water supply pump and its controller.
 - h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project

Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

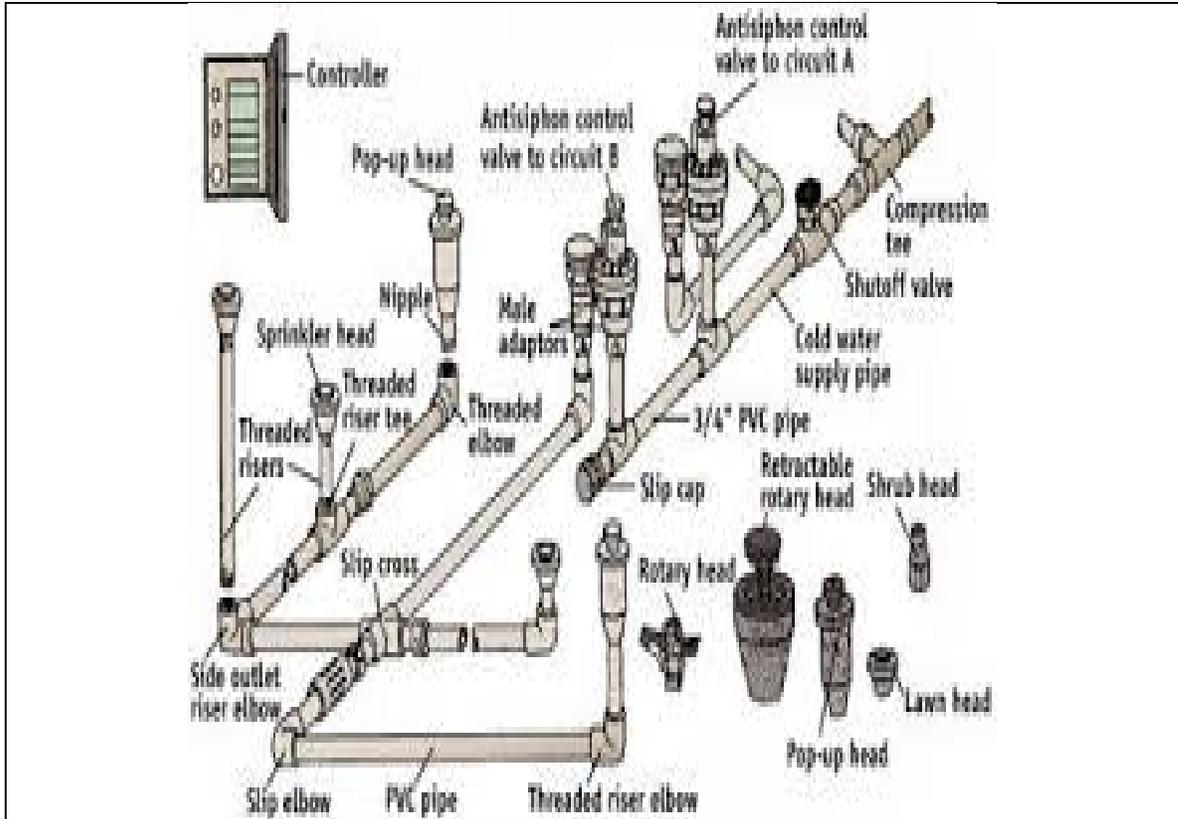
12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

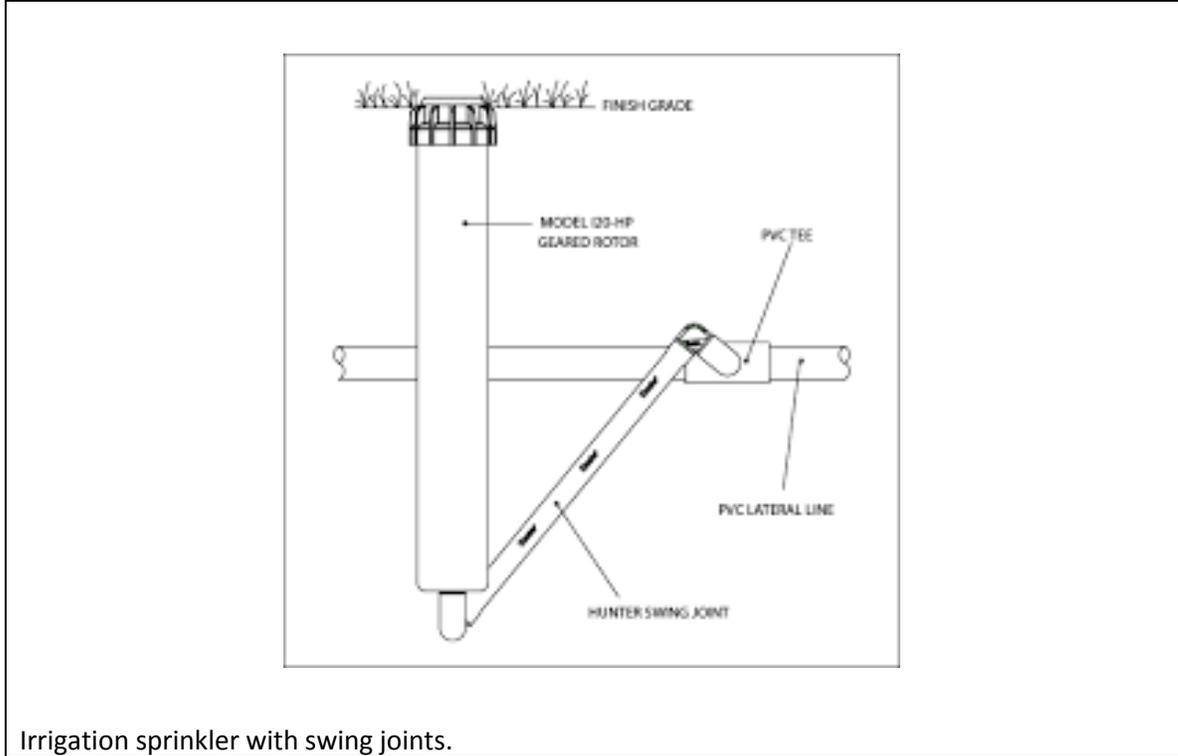
13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.

13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION C

Facility	Address	Telephone #
Martin Luther King Jr. OC	1670 East 120th Street Los Angeles, CA 90059	(424) 338-1000
Hubert Humphrey CHC	5850 South Main Street Los Angeles, CA 90003	(323) 846-4312

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
Martin Luther King Jr. OC 1670 East 120th Street Los Angeles, CA 90059	\$16,329.38	\$16,968.07	\$17,647.57
Hubert H. Humphrey CHC 5850 South Main Street Los Angeles, CA 90003	\$2,623.01	\$2,725.60	\$2,834.75
MONTHLY TOTAL PRICE FOR REGION C	\$18,952.39	\$19,693.67	\$20,482.32

Contractor shall provide all landscape services under the frequencies specified in Statement of Work (SOW) at the price described herein, unless instructed otherwise on the Facility Specification Sheets in SOW, Exhibit C. The monthly price shall be all inclusive and includes but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment and supplies, dumping fees.

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Martin Luther King Jr. OC
Address	1670 East 120th Street Los Angeles, CA 90059
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Once a year	\$1,555.00	\$1,633.00	\$1,714.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$593.00	\$623.00	\$654.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$1,456.00	\$1,529.00	\$1,606.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$21,338.00	\$22,404.00	\$23,525.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$9,666.00	\$10,150.00	\$10,657.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$3,785.00	\$3,975.00	\$4,173.00
Tree Maintenance Tree Pruning (SOW 4.7)	Once every three years	\$13,208.00	\$13,208.00	\$13,208.00
PERIOD TOTAL		\$51,601.00	\$53,522.00	\$55,537.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Hubert H. Humphrey CHC
Address	5850 S. Main Street Los Angeles, CA 90003
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$472.00	\$496.00	\$521.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$273.00	\$286.00	\$301.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$388.00	\$407.00	\$428.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$4,210.00	\$4,420.00	\$4,641.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$2,160.00	\$2,268.00	\$2,381.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$992.00	\$1,042.00	\$1,094.00
Tree Maintenance Tree Pruning (SOW 4.7)	Once every three years	\$881.00	\$881.00	\$880.00
PERIOD TOTAL		\$9,376.00	\$9,800.00	\$10,246.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - C

Service Date: January 1, 2017

Facility	MLK Jr Outpatient Center				
Address	1670 East 120 th Street, Los Angeles, Calif. 90059				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 2:30 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
480 Trees 53 Palms	Y	Y	91	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F	
3.2.9	Raking			Each service interval	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Full services at the OASIS Building, at the Genesis Child Care Building, and Planter in front of Augustus F. Hawkins Building, and interior plants, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
 LANDSCAPE MAINTENANCE SERVICES

FACILITY SPECIFICATION SHEET REGION - C

Service Effective Date: January 1, 2017

Facility	Hubert H. Humphrey CHC				
Address	5850 S. Main Street, Los Angeles, Ca. 90003				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 10:30 a.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
32 Trees 0 Palms	Y	Y	33	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic Services			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATION

Parkwood Landscape Maintenance, Inc.

Contractor Name

16443 Hart Street, Van Nuys CA 91406

Address

95-4199872

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|---|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

David L. Melito, President

Authorized Official's Printed Name and Title



Authorized Official's Signature

10/13/2016

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

MARTIN LUTHER KING JR. OC

FACILITY'S PROJECT DIRECTOR:

Name: Cynthia Oliver

Title: Chief Executive Officer

Address: 1670 E. 120th Street

Los Angeles, CA. 90059

Telephone: 424-338-1001 Facsimile: 310-223-1089

E-Mail Address: coliver@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Collins Nwadiogbu

Title: Associate Administrator

Address: 1670 E. 120th Street

Los Angeles, CA. 90059

Telephone: 424-338-1005 Facsimile: 310-223-1089

E-Mail Address: cnwadiogbu@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Sharrell Whitehead

Title: Administrative Assistant

Address: 1670 E. 120th Street

Los Angeles, CA 90059

Telephone: 424-338-2194 Facsimile: 424-338-1039

E-Mail Address: swhitehead@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

HUBERT HUMPHREY CHC

FACILITY'S PROJECT DIRECTOR:

Name: Raymond Perry, M.D.

Title: Facility Director

Address: 5850 S. Main Street

Los Angeles, CA 90003

Telephone: 323 897-6000 Facsimile: 323 234-2798

E-Mail Address: jperry@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Marvin A. Nevens

Title: Health Care Financial Analyst

Address: 5850 S. Main Street

Los Angeles, CA 90003

Telephone: 323 897-6364 Facsimile: 323 234-2798

E-Mail Address: mnevens@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Latasha Smith

Title: Patient Resource Worker

Address: 5850 S. Main Street

Los Angeles, CA 90003

Telephone: 323 897-6363 Facsimile: 323 846-4201

E-Mail Address: lssmith@dhs.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** MARTIN LUTHER KING JR. OC

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** Hubert Humphrey CHC

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME Parkwood Landscape Maintenance, Inc. Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

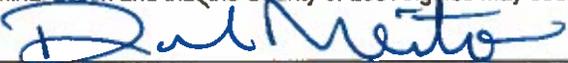
Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 10 / 13 / 2016

PRINTED NAME: David L. Melito

POSITION: President

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



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Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.

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E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.

F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8 - Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:

1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
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2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

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2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

Title 2 ADMINISTRATION
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2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
 (Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____ ;
 (Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
 (Calendar day of Month) (Mo

ending the _____ day of _____ all persons employed on said work site
 (Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
 (Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

STAY GREEN, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
STAY GREEN, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Stay Green, Inc., hereinafter referred to as Contractor. Stay Green, Inc., is located at 26415 Summit Circle, Santa Clarita, CA 91350.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), Olive View-UCLA MC, 14445 Olive View Drive, Sylmar, CA 91342 and San Fernando HC, 1212 Pico St., San Fernando, CA 91340; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region D
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Olive View-UCLA
MC
 - B.3 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – San Fernando HC
- 1.3 EXHIBIT C - Facility Specification Sheet
 - C.1 – Olive View-UCLA MC
 - C.2 – San Fernando HC
- 1.4 EXHIBIT D - Contractor’s EEO Certification
- 1.5 EXHIBIT E - County’s Administration
 - E.1 – Olive View-UCLA MC
 - E.2 – San Fernando HC
- 1.6 EXHIBIT F - Contractor’s Administration
 - F.1 – Olive View-UCLA MC
 - F.2 – San Fernando HC
- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J - Living Wage Program

- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A -Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.
- 2.9 **Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 **Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.
- 2.11 **Facility's Project Monitor:** Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections

of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

- 2.12 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

- 4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.
- 4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall

send written notification to the DHS point of contact at the address herein provided in Exhibit E - County's Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1, B.2, and B.3, Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor's performance of this Agreement shall not exceed Six Hundred Twenty-six Thousand, One Hundred Seventy-five Dollars (\$626,175.00) for the period January 1, 2017 through December 31, 2019, County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2 and B.3, Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E - County's Administration.
- 5.4 No Payment for Services Provided Following Expiration/ Termination of Agreement**

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this

Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1, B.2, and B.3, Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E.1 and E.2 – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written

approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility's Project Director

Responsibilities of the Facility's Project Director include:

- ensuring that the objectives of this Agreement are met; and

- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility's Project Manager

6.2.1 The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).

7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.

7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.

7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.

- 7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

- 7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any

settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement

shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

- 8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation,

partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.

- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in

its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.

- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of

regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.
3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that

the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who

are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by

the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall

have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.

8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification

and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and

make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorize representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

- 8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").
- 8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
- 8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise

mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

8.26.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is

acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County’s determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property

damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

▪ Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be

required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual

damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

- 8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:
- The Contractor shall develop all publicity material in a professional manner; and
 - During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of

the Director or his/her designee. The County shall not unreasonably withhold written consent.

8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement.

8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of

the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.

8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative

to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

- 8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:
- A description of the work to be performed by the subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by the County.
- 8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.
- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute

default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the

Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or

negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.

8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to

the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.

8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Subparagraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable

hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:

2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the

Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and

remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

CONTRACTOR:

Stay Green Inc.

By *Ricardo Arguelo*

Name

Executive Chairman, Founder

Title

COUNTY OF LOS ANGELES

By *Hilda F. Solis*

Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*

APPROVED AS TO FORM: ^{Deputy}
MARY C. WICKHAM
County Counsel



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*
Deputy

By *James A. Johnson*

James A. Johnson
Deputy County Counsel

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EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region D
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Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.1 or C.2.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeded).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.)

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule - Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2 or B.3.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2 for each facility.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.

- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C.1 or C.2 for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.1 or C.2.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.
- 4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.
- 4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

- 4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.
- 4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.
- 4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning,

raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.

- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.
- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.1 or C.2.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.

- 5.2 Prior to performing any **Unscheduled/Other Work**, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No **Unscheduled/Other Work** shall commence without prior written authorization by the Facility's Project Manager.
- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All **Unscheduled/Other Work** shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform **unscheduled work** itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project

Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.

7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.

7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.

7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.

7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.

- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
- a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).
 - c. County will responsible for the installation of any new wiring.
 - d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
 - e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
 - f. County will maintain all main, main branch supply piping up to any in line valve.
 - g. County will maintain any sump pump or water supply pump and its controller.
 - h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

- 12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.
- 12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project

Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.

13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Back Flow (RP)



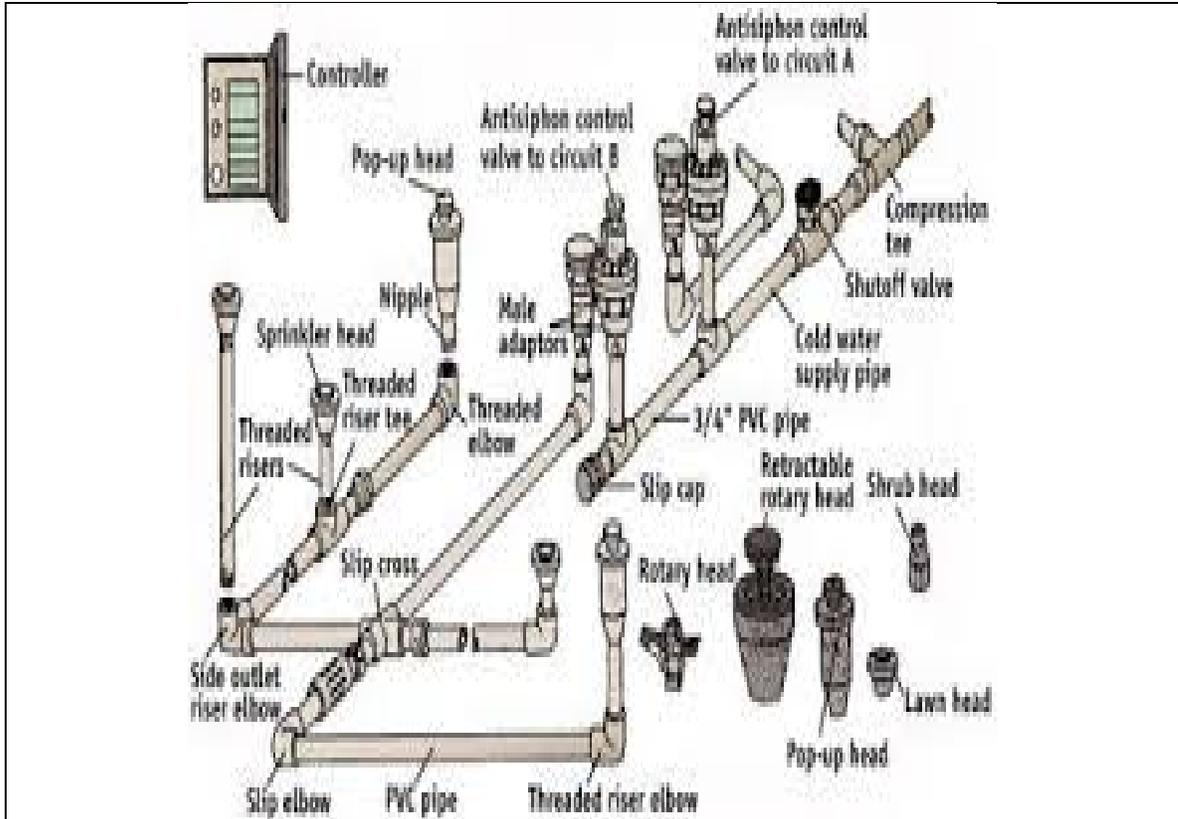
Backflow (RP)



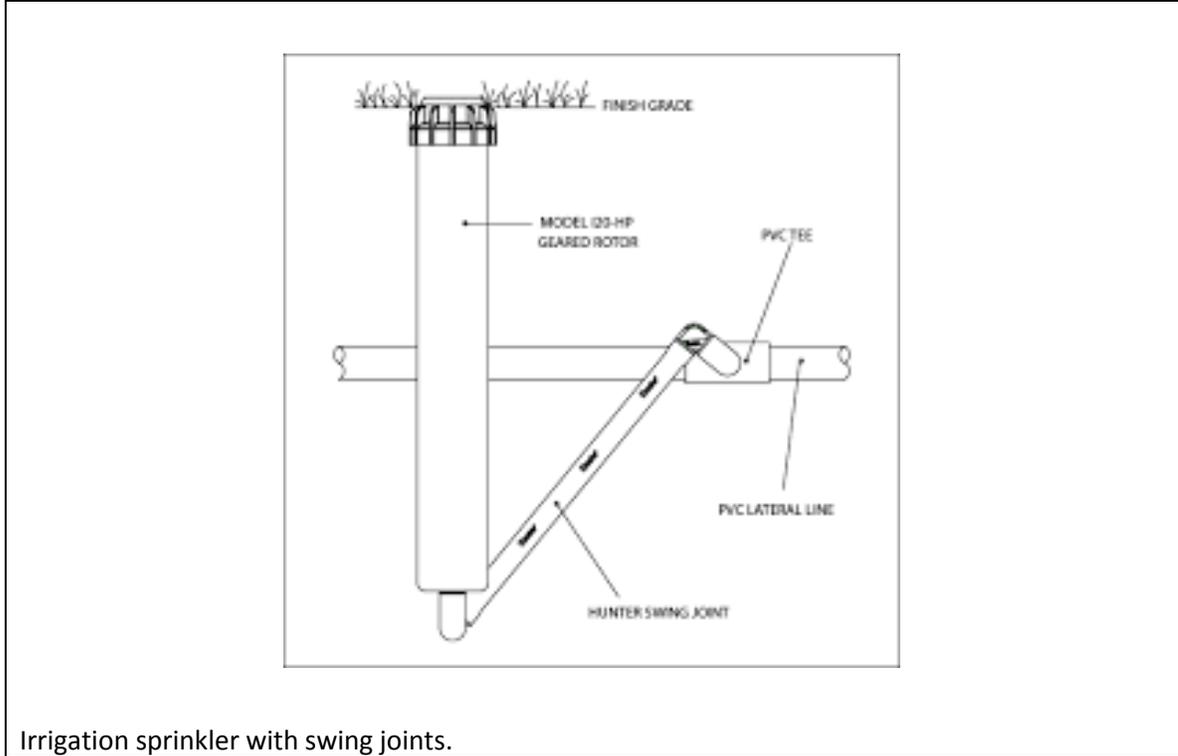
Back Flow (Pressure Vacuum Breaker)



In Line control valves with solenoids



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION D

Facility	Address	Telephone #
Olive View-UCLA MC	14445 Olive View Drive Sylmar, CA 91342	(818) 364-3325
San Fernando HC	1212 Pico St., San Fernando, CA 91340	(818) 837-69559

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

CONTRACTOR: Stay Green, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
Olive View-UCLA MC 14445 Olive View Drive Sylmar, CA 91342	\$10,841.38	\$11,170.21	\$11,385.20
San Fernando HC 1212 Pico Street San Fernando, CA 91340	\$746.57	\$821.23	\$903.35
MONTHLY TOTAL PRICE FOR REGION D	\$11,587.95	\$11,991.44	\$12,288.55

Contractor shall provide all landscape services under the frequencies specified in Statement of Work (SOW) at the price described herein, unless instructed otherwise on the Facility Specification Sheets in SOW, Exhibit C. The monthly price shall be all inclusive and includes but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment and supplies, dumping fees.

CONTRACTOR: Stay Green, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Olive View-UCLA MC
Address	14445 Olive View Dr. Sylmar, CA 91342
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice a year	\$6,600.00	\$7,920.00	\$9,504.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$1,800.00	\$2,160.00	\$2,592.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$5,760.00	\$6,912.00	\$8,294.40
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$6,000.00	\$7,200.00	\$8,640.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$6,000.00	\$7,200.00	\$8,640.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$1,800.00	\$2,160.00	\$2,592.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$25,553.33	\$30,666.67	\$32,366.67
PERIOD TOTAL		\$53,513.33	\$64,218.67	\$72,629.07

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$75.00	\$75.00	\$75.00
Irrigation Specialist	\$55.00	\$60.00	\$65.00
Landscape Maintenance Laborer	\$33.75	\$35.50	\$37.25

CONTRACTOR: Stay Green, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	San Fernando HC
Address	1212 Pico Street San Fernando, CA 91340
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	None	-	-	-
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$775.00	\$775.00	\$775.00
Fertilization (SOW, Paragraph 4.3)	As needed	\$400.00	\$400.00	\$400.00
Turf-Renovation (SOW, Paragraph 4.4)	None	-	-	-
Vertical Mowing (SOW, Paragraph 4.5)	None	-	-	-
Turf Reseeding (SOW, Paragraph 4.6)	None	-	-	-
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$533.33	\$640.00	\$700.00
PERIOD TOTAL		\$1,708.33	\$1,815.00	\$1,875.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$75.00	\$75.00	\$75.00
Irrigation Specialist	\$55.00	\$60.00	\$65.00
Landscape Maintenance Laborer	\$33.75	\$35.50	\$37.25

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - D

Service Effective Date: January 1, 2017

Facility	Olive View-UCLA MC				
Address	14445 Olive View Drive, Sylmar, CA 91342				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
430 Trees 8 Palms	Y	Y	0	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Twice daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. Blowing is preferred by Facility, All grass clipping shall be mulched back into lawns on the same day the area is mowed, the facility will be responsible for the repair or replacement of the leaking main irrigation lines. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer					
Reference	Seasonal/Periodic Services			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - D

Service Effective Date: January 1, 2017

Facility	San Fernando HC				
Address	1212 Pico Street, San Fernando, CA 91340				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
9 Trees 0 Palms	Y	Y	7	N	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			None	
3.1.3	Edging			None	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			None	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each service interval	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. Blowing is preferred by Facility, all grass clipping shall be mulched back into lawns on the same day the area is mowed, the facility will be responsible for the repair or replacement of the leaking main irrigation lines. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer. Interior plants, as needed.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			None	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			As needed	
4.4	Turf Renovation			None	
4.5	Vertical Mowing			None	
4.6	Turf Reseeding/Restoration of Bare Areas			None	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATION

Stay Green Inc.
 Contractor Name
26415 Summit Circle, Santa Clarita, CA 91350
 Address
93-0663081
 Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment. Yes No
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force. Yes No
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups. Yes No
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. Yes No

Richard Angelo (Executive Chairman) (Founder)
 Authorized Official's Printed Name and Title
Richard Angelo
 Authorized Official's Signature
10-20-16
 Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

OLIVE VIEW MEDICAL CENTER

FACILITY'S PROJECT DIRECTOR:

Name: Bob Ross

Title: Manager II, Facilities Operations and Crafts

Address: 14445 Olive View Drive
Sylmar, CA 91342

Telephone: (818) 364-3325 Facsimile: (818) 364-3340

E-Mail Address: bross@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Frank Colbert

Title: Manager II, Facilities Operations and Crafts

Address: 14445 Olive View Drive
Sylmar, CA 91342

Telephone: (818) 364-3405 Facsimile: (818) 364-3988

E-Mail Address: fcobert@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Frank Colbert

Title: Manager II, Facilities Operations and Crafts

Address: 14445 Olive View Drive
Sylmar, CA 91342

Telephone: (818) 364-3405 Facsimile: (818) 364-3988

E-Mail Address: fcobert@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

SAN FERNANDO HEALTH CENTER

FACILITY'S PROJECT DIRECTOR:

Name: _____ N/A _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

FACILITY'S PROJECT MANAGER:

Name: _____ N/A _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

FACILITY'S PROJECT MONITOR:

Name: Carmen Cordero _____

Address: 1212 Pico St _____

San Fernando, CA 91340 _____

Telephone: 818 627-4755 Facsimile: 818 838-7048 _____

E-Mail Address: ccordero@dhs.lacounty.gov _____

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME: STAY GREEN, INC.****AGREEMENT NO: _____ LOCATION: OLIVE VIEW-UCLA MEDICAL CENTER****CONTRACTOR'S PROJECT MANAGER:**

Name: Francisco Luna
 Title: Account Manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-9602
 Facsimile: 661-705-2089
 E-Mail Address: FLuna@staygreen.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Steve Seely
 Title: Operational Manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-9536
 Facsimile: 661-705-2089
 E-Mail Address: SSeely@staygreen.com

Name: Chris Angelo
 Title: President/CEO
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-5481
 Facsimile: 661-705-2089
 E-Mail Address: CAngelo@staygreen.com

Notices to Contractor shall be sent to the following:

Name: Sonia Alonso
 Title: Client Service Coordinator
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-291-2825
 Facsimile: 661-705-2089
 E-Mail Address: SAlonso@staygreen.com

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME: STAY GREEN, INC.****AGREEMENT NO: _____ LOCATION: SAN FERNANDO HEALTH CENTER****CONTRACTOR'S PROJECT MANAGER:**

Name: Francisco Luna
 Title: Account Manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-9602
 Facsimile: 661-705-2089
 E-Mail Address: FLuna@staygreen.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Steve Seely
 Title: Operations Manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-9536
 Facsimile: 661-705-2089
 E-Mail Address: Sseely@staygreen.com

Name: Chris Angelo
 Title: President/CEO
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-5481
 Facsimile: 661-705-2089
 E-Mail Address: CHAngelo@staygreen.com

Notices to Contractor shall be sent to the following:

Name: Sonia Alonso
 Title: Client Service Coordinator
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-291-2827
 Facsimile: 661-705-2089
 E-Mail Address: SAlonso@staygreen.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME Stay Green Inc. Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: Richard Angelo DATE: 10/20/16

PRINTED NAME: Richard Angelo

POSITION: Executive Chairman, Founder

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.

F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8 - Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:

1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, Richard Angelo Executive Chairman, Founder
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
Stay Green Inc. on the _____;
(Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Mo
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357, 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title <u>Richard Angelo</u> <u>Executive Chairman</u> <u>Founder</u>	Owner or Company Representative Signature: <u>Richard Angelo</u>
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THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

STAY GREEN, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
STAY GREEN, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Stay Green, Inc., hereinafter referred to as Contractor. Stay Green, Inc., is located at 26415 Summit Circle, Santa Clarita, CA 91350.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), Rancho Los Amigos NRC, 7601 East Imperial Highway, Downey, CA 90242; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

78555

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region E
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – Rancho Los Amigos NRC
- 1.3 EXHIBIT C - Facility Specification Sheet
 - C – Rancho Los Amigos NRC
- 1.4 EXHIBIT D - Contractor’s EEO Certification
- 1.5 EXHIBIT E - County’s Administration
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 - F – Rancho Los Amigos NRC
- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J - Living Wage Program
- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A -Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.
- 2.9 **Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 **Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.
- 2.11 **Facility's Project Monitor:** Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.12 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

- 4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.
- 4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS point of contact at the address herein provided in Exhibit E - County's Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1 and B.2, Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor's performance of this Agreement shall not exceed Eight Hundred Twenty-two Thousand, Six Hundred Seventy-two Dollars (\$822,672.00) for the period January 1, 2017 through December 31, 2019, County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2, Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E - County's Administration.
- 5.4 No Payment for Services Provided Following Expiration/Termination of Agreement**

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1 and B.2, Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

- 5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility's Project Director

Responsibilities of the Facility's Project Director include:

- ensuring that the objectives of this Agreement are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility's Project Manager

6.2.1 The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).

7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.

7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.

7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.

- 7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

- 7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any

settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement

shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

- 8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation,

partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.

- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in

its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.

- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of

regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.
3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that

the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who

are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by

the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall

have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.

8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification

and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and

make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorize representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

- 8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").
- 8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
- 8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise

mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

8.26.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is

acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County’s determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property

damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

▪ Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be

required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual

damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

- 8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:
- The Contractor shall develop all publicity material in a professional manner; and
 - During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of

the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of

the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.

8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative

to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

- 8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:
- A description of the work to be performed by the subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by the County.
- 8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.
- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute

default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the

Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or

negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.

8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to

the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.

8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Subparagraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable

hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:

2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the

Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and

remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.
3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

Stay Green Inc.

By

Hilda Angeles

Name

Executive Chairman, Founder

Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES

By

Hilda J. Solis

Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By Carla Little
Deputy

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By Carla Little
Deputy

By James A. Johnson

James A. Johnson
Deputy County Counsel

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EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region E
- A.3 – Contractor Discrepancy Report
- A.4 – Performance Requirements Summary (PRS) Chart

Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeded).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.)

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule - Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.

- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.

4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.

4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.

4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.

4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning, raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to

the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.

- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.
- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.

- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.
- 5.2 Prior to performing any Unscheduled/Other Work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No Unscheduled/Other Work shall commence without prior written authorization by the Facility's Project Manager.

- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All Unscheduled/Other Work shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.
- 7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

- 7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.
- 7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.
- 7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.
- 7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.
- 7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

- 7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.
- 7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem,

and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.
- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
 - a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).

- c. County will responsible for the installation of any new wiring.
- d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
- e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
- f. County will maintain all main, main branch supply piping up to any in line valve.
- g. County will maintain any sump pump or water supply pump and its controller.
- h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

- 13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.
- 13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Back Flow (RP)



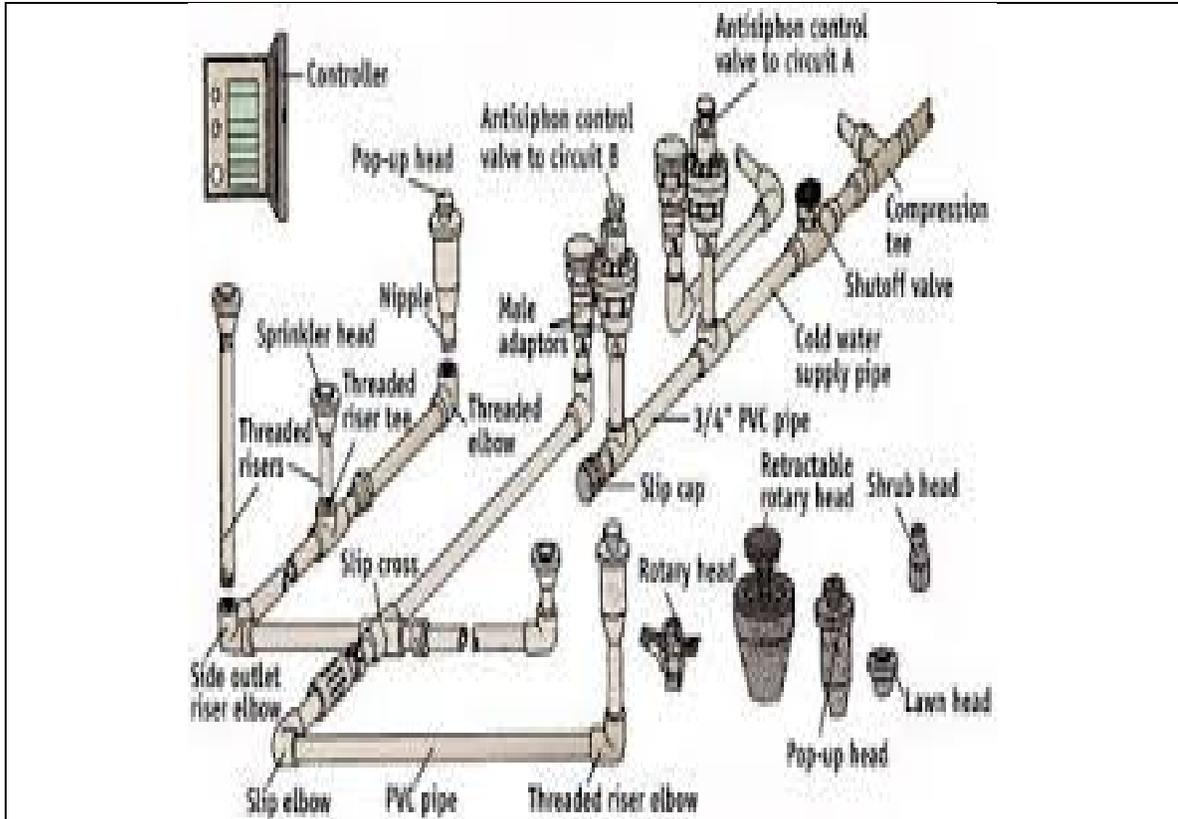
Backflow (RP)



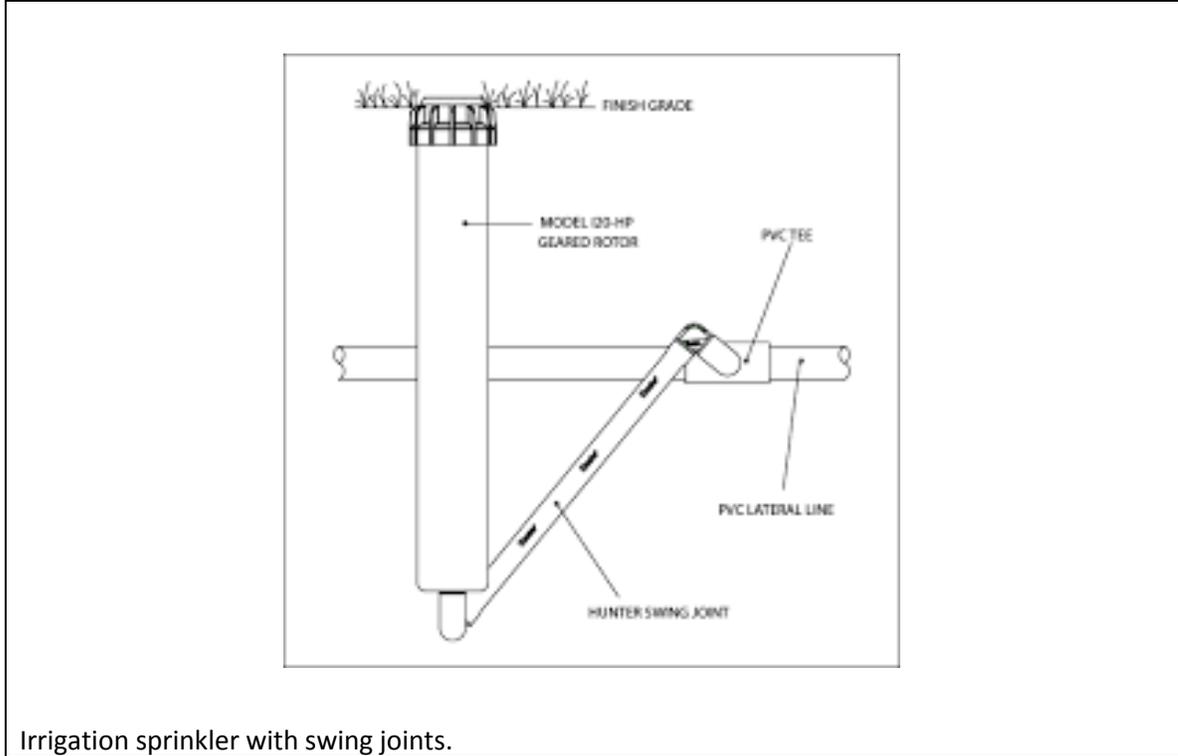
Back Flow (Pressure Vacuum Breaker)



In Line control valves with solenoids



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION E

Facility	Address	Telephone #
Rancho Los Amigos NRC	7601 East Imperial Highway Downey, CA 90242	(877) 726-2461

CONTRACTOR DISCREPANCY REPORT

TO:

FROM:

DATES: **Prepared:** _____
 Returned by Contractor: _____
 Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative

Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of Contractor Representative

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:
County Representative's Signature and Date _____

Contractor Representative's Signature and Date _____

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

CONTRACTOR: Stay Green, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
Rancho Los Amigos NRC 7601 East Imperial Highway Downey, CA 90242	\$20,086.86	\$20,786.27	\$21,680.08
MONTHLY TOTAL PRICE FOR REGION E	\$20,086.86	\$20,786.27	\$21,680.08

Contractor shall provide all landscape services under the frequencies specified in Statement of Work (SOW) at the price described herein, unless instructed otherwise on the Facility Specification Sheets in SOW, Exhibit C. The monthly price shall be all inclusive and includes but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment and supplies, dumping fees.

CONTRACTOR: Stay Green, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Rancho Los Amigos NRC
Address	7601 East Imperial Highway Downey, CA 90242
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice a year	\$6,600.00	\$7,920.00	\$9,504.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$1,800.00	\$2,160.00	\$2,592.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$5,760.00	\$6,912.00	\$8,294.40
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$6,000.00	\$7,200.00	\$8,640.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$6,000.00	\$7,200.00	\$8,640.00
Turf Reseeding (SOW, Paragraph 4.6)	Once a year	\$600.00	\$720.00	\$864.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$20,767	\$24,933	\$26,333
PERIOD TOTAL		\$47,526.67	\$57,045.33	\$64,867.73

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$75.00	\$75.00	\$75.00
Irrigation Specialist	\$55.00	\$60.00	\$65.00
Landscape Maintenance Laborer	\$33.75	\$35.50	\$37.25

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - E

Service Effective Date: January 1, 2017

Facility	Rancho Los Amigos NRC				
Address	7601 E. Imperial Highway, Downey, CA 90242				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
530 Trees 107 Palms	Y	Y	250	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Once every two weeks, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: Interior plants, as needed. Full services at 7500 Quill Drive (North Boundry Wall), Los Amigos Golf Course Water Tank weed abatement (Semi-Annual) Water Tank North of 200 String on south side of Imperial Hwy (Semi-Annual), Full service at Erickson Bridge above Imperial Hwy-East/West side (weekly), prior approval required for Palm tree service. SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATION

Stay Green Inc.
 Contractor Name
26415 Summit Circle, Santa Clarita, CA 91350
 Address
93-0663081
 Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment. Yes No
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force. Yes No
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups. Yes No
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. Yes No

Richard Angelo (Executive Chairman) (Founder)
 Authorized Official's Printed Name and Title

Richard Angelo
 Authorized Official's Signature

10-20-16
 Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

FACILITY'S PROJECT DIRECTOR:

Name: Jorge Orozco

Title: Chief Executive Officer

Address: 7601 E. Imperial Highway
Downey, Ca 90280

Telephone: 562-385-7022

Facsimile: 562-803-5876

E-Mail Address: jorozco@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Anthony Davis

Title: Acting Director, Facilities Management

Address: 7601 E. Imperial Highway
Downey, Ca 90280

Telephone: 562-385-7291

Facsimile:

E-Mail Address: adavis2@dhs.lacounty.gov

FACILITY'S PROJECT MONITOR:

Name: Sidney Pearson

Title: Sr. Custodian Supervisor

Address: 7601 E. Imperial Highway
Downey, Ca 90280

Telephone: 562-385-6309

Facsimile:

E-Mail Address: spearson@dhs.lacounty.gov

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME: STAY GREEN, INC.****AGREEMENT NO: _____****LOCATION: RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER****CONTRACTOR'S PROJECT MANAGER:**

Name: Oscar Lavenant
 Title: Account manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 562-228-9472
 Facsimile: 661-505-2089
 E-Mail Address: OLavenant@staygreen.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Steve Seely
 Title: Operations manager
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-9536
 Facsimile: 661-505-2089
 E-Mail Address: SSeely@staygreen.com

Name: Chris Angelo
 Title: President/CEO
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-570-5481
 Facsimile: 661-505-2089
 E-Mail Address: CHAngelo@staygreen.com

Notices to Contractor shall be sent to the following:

Name: Sonia Alonso
 Title: Client Service Coordinator
 Address: 26415 Summit Circle
Santa Clarita, CA 91350
 Telephone: 661-291-2889
 Facsimile: 661-505-2089
 E-Mail Address: SALonso@staygreen.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME StayGreen Inc. Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: Richard Angelo DATE: 10 / 20 / 16

PRINTED NAME: Richard Angelo

POSITION: Executive Chairman, Founder

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.

F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8 - Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:

1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, Richard Angelo Executive Chairman, Founder
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

Stay Green Inc. on the _____ ;
(Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Mo

ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title <u>Richard Angelo, Executive Chairman, Founder</u>	Owner or Company Representative Signature: <u>Richard Angelo</u>
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THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PARKWOOD LANDSCAPE MAINTENANCE, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES

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Agreement No. _____

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
PARKWOOD LANDSCAPE MAINTENANCE, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement and Exhibits made and entered into this 15th day of November, 2016 by and between the County of Los Angeles, hereinafter referred to as County and Parkwood Landscape Maintenance, Inc., hereinafter referred to as Contractor. Parkwood Landscape Maintenance, Inc., is located at 16443 Hart Street, Van Nuys, CA 91406.

RECITALS

WHEREAS, the County may contract with private businesses for Landscape Maintenance Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Landscape Maintenance Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Landscape Maintenance Services; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445 County has established and operates, through its Department of Health Services (hereafter "DHS"), HSA Headquarters, 313 N. Figueroa Street, Los Angeles, CA 90012, HSA Commerce, 5555 Ferguson, City of Commerce, CA 90022, and Central Health Center PH, 241 N. Figueroa Street, Los Angeles, CA 90012; and

WHEREAS, this Agreement is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
 - B.1 Pricing Schedule – Region F
 - B.2 Pricing Schedule – Seasonal/Periodic - Unscheduled/Other
Work Landscape Maintenance Services – HSA Headquarters
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Work Landscape Maintenance Services – Central Health
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- 1.3 EXHIBIT C - Facility Specification Sheet
 - C.1– HSA Headquarters
 - C.2– HSA Commerce
 - C.3– Central Health Center PH
- 1.4 EXHIBIT D - Contractor’s EEO Certification
- 1.5 EXHIBIT E - County’s Administration
 - E.1 – HSA Headquarters
 - E.2 – HSA Commerce
 - E.3 – Central Health Center PH
- 1.6 EXHIBIT F - Contractor’s Administration
 - F.1 – HSA Headquarters
 - F.2 – HSA Commerce

F.3 – Central Health Center PH

- 1.7 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J - Living Wage Program
- 1.11 EXHIBIT K - Living Wage Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance
- 1.13 EXHIBIT M - Medical Health Screening

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Exhibit A - Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Exhibit A - Statement of Work.
- 2.3 **Contractor's Project Manager:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4 **Contractor Employees:** The individual designated by the Contractor to perform services under this Agreement.
- 2.5 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.6 **DHS:** Department of Health Services
- 2.7 **Director:** Director of Health Services or his/her authorized designee.
- 2.8 **Facility:** Medical Centers, Health Centers, or Outpatient Centers all within Department of Health Services.

- 2.9 Facility's Project Director:** Person designated by the County with authority for the County on administrative matters relating to this Agreement that cannot be resolved by the Facility's Project Manager.
- 2.10 Facility's Project Manager:** Person designated by Facility's Project Director to manage the operations under this Agreement.
- 2.11 Facility's Project Monitor:** Person with responsibility to oversee the day to day activities of this Agreement. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.12 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 The Director or designee may authorize the Contractor to perform additional work. The performance of such services and related payments shall be as provided in Sub-paragraph 5.1.

4.0 TERM OF AGREEMENT

- 4.1 The effective date of this Agreement shall be the date upon which the Board of Supervisors approved this Agreement and continuing in full force and effect through December 31, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Notwithstanding implementation related activities, which Contractor shall perform at no cost to the County, under this Agreement, services shall commence on January 1, 2017.
- 4.2 The County shall have the sole option to extend this Agreement term for up four (4) additional one-year periods for a maximum total Agreement term of seven (7) years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her

designee as authorized by the Board of Supervisors in accordance with Sub-paragraph 8.1 - Amendments.

- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS point of contact at the address herein provided in Exhibit E.1, E.2 and E.3 – County’s Administration.

5.0 AGREEMENT SUM, BILLING AND PAYMENT

- 5.1 For all services hereunder, Contractor shall provide services at rates that do not exceed those listed in Exhibit B.1, B.2, B.3 and B.4 – Pricing Schedules, attached hereto, on billing forms approved by the County. The aforementioned rates shall remain firm and fixed for the initial term of the Agreement. The maximum obligation of County for Contractor’s performance of this Agreement shall not exceed Two Hundred Sixty-four Thousand, Nine Hundred Sixty Dollars (\$264,960.00) for the period January 1, 2017 through December 31, 2019, County reserves the right to perform or assign to another Contractor services identified in Exhibit B.2, B.3 and B.4 – Pricing Schedule for Unscheduled Work, or any work that Contractor is unable or unwilling to perform itself.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor’s duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County’s express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Agreement authorization under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E.1, E.2 and E.3 – County’s Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Agreement

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County in arrears only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's invoices shall be priced in accordance with Exhibit B.1, B.2, B.3 and B.4 – Pricing Schedules, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.3 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.4 All invoices under this Agreement shall be submitted in two (2) copies to the Facility's Project Manager referenced in Exhibit E.1, E.2 and E.3 – County's Administration.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Cost of Living Adjustments (COLA's)

The Contractor's rates shall remain firm and fixed for the initial term of this Agreement inclusive of the effective date of this Agreement through December, 31, 2019. If requested by the Contractor, the Agreement's monthly amount may, at the sole discretion of the County, be increased annually thereafter based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties, in accordance with Sub-paragraph 8.1 – Amendments.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. The Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of all County Administration referenced in the following Sub-paragraphs is designated in Exhibit E.1, E.2 and E.3 – County’s Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 Facility’s Project Director

Responsibilities of the Facility’s Project Director include:

- ensuring that the objectives of this Agreement are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 Facility’s Project Manager

6.2.1 The responsibilities of the Facility’s Project Manager include:

- meeting with the Contractor’s Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

6.2.2 The Facility’s Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the County in any respect whatsoever.

6.3 Facility’s Project Monitor

The Facility’s Project Monitor is responsible for overseeing the day-to-day administration of this Agreement. The Project Monitor reports to the Facility’s Project Manager.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor’s Project Manager

7.1.1 The Contractor’s Project Manager is designated in Exhibit F.1, F.2 and F.3 – Contractor’s Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor’s Project Manager.

7.1.2 The Contractor’s Project Manager shall be responsible for the Contractor’s day-to-day activities as related to this

Agreement and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

- 7.1.3 The Contractor's Project Manager shall demonstrate three (3) years of previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.

7.2 Contractor's Authorized Official(s)

7.2.1 The Contractor's Authorized Official(s) are designated in Exhibit F.1, F.2 and F.3. The Contractor shall promptly notify the County in writing of any change in the name(s) or address(es) of the Contractor's Authorized Official(s).

7.2.2 The Contractor represents and warrants that all requirements of the Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of the Contractor.

7.3 Approval of Contractor's Staff

The County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

7.4.1 All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Contractor bears all expense of the badging.

7.4.2 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 The Contractor shall notify the County within one business day when staff is terminated from working under this Agreement. The Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If the County requests the removal of the Contractor's staff, the Contractor shall retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Agreement.

7.5 Background and Security Investigations

- 7.5.1 At the discretion of the County, all Contractor staff performing work under this Agreement may be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Agreement. The County shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The County shall perform the background check.
- 7.5.2 The County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. The County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.
- 7.5.3 The County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.6 Confidentiality

- 7.6.1 The Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, the County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal,

accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.6.4 The Contractor shall sign and adhere to the provisions of the Exhibit G - Contractor Acknowledgement and Confidentiality Agreement.

7.7 Medical Health Screening

The Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit M - Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.8 Staff Performance under the Influence

The Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, term, Agreement Sum, payments, or any term or condition including addition/deletion of facilities; included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law or regulation, without the need for the Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, the County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of the County employees and imposes similar reductions with respect to the County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, the Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, the Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The Contractor shall immediately notify the County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of the Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.6.1 Within ten (10) business days after Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for the County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Agreement, the Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities,

losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so the Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that the Contractor's agents, employees, or subcontractors are at a Facility, the Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to the Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish the Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of the Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. The Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises may adversely affect the delivery of health care services to County patients. The

Director must submit with such notice a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

- 8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: 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.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental

disability, medical condition, marital status, or political affiliation.

- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- 8.8.9 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor

shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. The Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

- 8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position.—For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. The Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of

the scheduled date for a debarment hearing before the Contractor Hearing Board.

2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the

debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

- 8.15.1 The Contractor hereby warrants that neither it nor any of its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is

restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that the Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require the Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties' barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

- 8.15.2 The Contractor shall indemnify and hold the County harmless against any and all loss or damage the County may suffer arising from any exclusion or suspension of the Contractor or its Subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.
- 8.15.3 Failure by the Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which the County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

- 8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.
- 8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department

Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.17.2 Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage other than normal wear and tear to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

- 8.19.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.
- 8.19.3 The County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. The County will bill the Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by the County to the Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile

transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, the Contractor agrees that for a period of four (4) years following the furnishing of services under this Agreement, the Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorized representatives, the Agreements, books, documents and records of the Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if the Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), the Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 FORCE MAJEURE

8.24.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events

are referred to in this Sub-paragraph as "force majeure events").

8.24.2 Notwithstanding the foregoing, a default by a subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.24.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

8.26.1 The Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by the Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, the Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

8.26.2 Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of services hereunder, the Contractor or its officers, employees, and agents, may have

inadvertent access to patient medical records/patient information. The Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

- 8.26.3 Additionally, in the event of such inadvertent access, the Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, the Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with the Contractor's or its officers', employees', or agents', access to patient medical records/patient information.

The Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the

County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.

8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting the Contractor's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon the Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.

- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

The Contractor also shall promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also shall promptly notify the

County of any third party claim or suit filed against the Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against the Contractor and/or the County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under the Contractor's General Liability policy with respect to liability arising out of the Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the

Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue the Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by the County.

8.29.6 Contractor's Insurance Shall Be Primary

The Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to the Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against the County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

The Contractor shall include all Sub-Contractors as insureds under the Contractor's own policies, or shall provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and the Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor shall obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

The Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. The Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, the Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$4 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$2 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of the Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If the Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to the Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal

workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

▪ Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

- Contractors Pollution Liability insurance shall cover liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up, testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests. Motor vehicle pollution liability will be required under the Automobile Liability Insurance indicated above under paragraph 8.24.2 for removal of pollutant from work site. Contractor shall maintain limits not less than \$1 million per occurrence and \$2 million aggregate.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

The Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to the County upon request.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Agreement that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Agreement Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A, Statement of Work, Attachment A.4, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in Sub-paragraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of

the Contractor to complete or comply with the provisions of this Agreement.

8.32.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or Sub-paragraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

8.33 INTENTIONALLY OMITTED

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the Facility's Project Manager and/or Facility's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the Facility's Project Manager or Facility's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if

disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by the County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete

employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Service Organization Controls (SOC1) Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar

liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

- 8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Agreements) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County Agreements. The Contractor further acknowledges that the foregoing requirement in this Sub-paragraph relative to the Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the

Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for the Contractor's services under this Agreement, the Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor

in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, the Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 SURVIVAL

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Sub-paragraphs shall survive any termination or expiration of this Agreement:

Sub-paragraph 5.4 (No Payment for Services Provided Following Expiration/Termination of Agreement)

Sub-paragraph 7.6 (Confidentiality)

Sub-paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)

Sub-paragraph 8.25 (Governing Law, Jurisdiction, and Venue)

Sub-paragraph 8.28 (Indemnification)

Sub-paragraph 8.29 (General Provisions for all Insurance Coverage)

Sub-paragraph 8.30 (Insurance Coverage)

Sub-paragraph 8.43 (Record Retention and Inspection/Audit Settlement)

Sub-paragraph 8.47 (Survival)

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.51 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.49 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which the County may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code Chapter 2.206.

8.50 TERMINATION FOR CONVENIENCE

8.50.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.50.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.50.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.51 TERMINATION FOR DEFAULT

8.51.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.51.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.51.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.51.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.51.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this

Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

- 8.51.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.51, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.51, or that the default was excusable under the provisions of Sub-paragraph 8.51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.50 - Termination for Convenience.
- 8.51.5 The rights and remedies of the County provided in this Sub-paragraph 8.51 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.52 TERMINATION FOR IMPROPER CONSIDERATION

- 8.52.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.52.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.
- 8.52.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.53 TERMINATION FOR INSOLVENCY

8.53.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.53.2 The rights and remedies of the County provided in this Sub-paragraph 8.53 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.54 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.55 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated

for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.56 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.57 UNLAWFUL SOLICITATION

The Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. The Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.58 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.59 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.59 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.60 WARRANTY AGAINST CONTINGENT FEES

- 8.60.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- 8.60.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Agreement is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Agreement.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Exhibit K, Living Wage Rates Annual Adjustments, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Agreement:
2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Agreement. If

the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Agreement. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Agreement commences, the Contractor shall continue to pay a living wage for the entire term of the Agreement, including any option period.
4. If the Contractor is not required to pay a living wage when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Agreement, including any option period. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Agreement, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Agreement, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different Agreements between the Contractor and the County (of which both Agreements are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Agreement, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any

violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Agreement with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Agreement. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place the County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of

the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Agreement. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
 - c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Agreement unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Agreement unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Agreement. In the event of such material breach, the County may, in its sole discretion, terminate the Agreement.

9.1.10 Contractor Standards

During the term of the Agreement, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall

demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A Agreement or a predecessor cafeteria services agreement with the County for at least six months prior to the date of this new Agreement, which predecessor Agreement was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new Agreement.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the Agreement, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor’s other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Agreement to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 INTENTIONALLY OMITTED

9.4 INTENTIONALLY OMITTED

9.5 INTENTIONALLY OMITTED

9.6 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, Contractor has executed this Agreement, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:
Parkwood Landscape Maintenance

By *Dilberto*
Name
President
Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24  NOV 15 2016

Lori Glasgow
LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
By *Hilda F. Solis*
Chair, Board of Supervisors

ATTEST:
LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW
Executive Officer
Clerk of the Board of Supervisors

By *Carla Little*
Deputy

By *Carla Little* Deputy
APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By *James A. Johnson*
James A. Johnson
Deputy County Counsel

78556

EXHIBIT A

STATEMENT OF WORK

LANDSCAPE MAINTENANCE SERVICES

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ATTACHMENTS:

- A.1 – Sample Pictures: Valves, Anti-Siphon Valves, Line Control Valves with Solenoids, Back Flow Vacuum Breaker, and Irrigation System With Swing Joints and Without Swing Joints.
- A.2 – Service Region F
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- A.4 – Performance Requirements Summary (PRS) Chart

Exhibit A
STATEMENT OF WORK (SOW)
LANDSCAPE MAINTENANCE SERVICES

1.0 SCOPE OF WORK

- 1.1 Contractor shall provide all landscape maintenance services under the frequencies specified herein and listed as a summary in the Facility Specification Sheet, Exhibit C.1, C.2 or C.3.
- 1.2 Contractor shall provide all labor, materials, supplies and equipment necessary for the proper performance of landscape maintenance services and tree trimming. The purchase of all materials, supplies, vehicles, and equipment necessary to provide the required services is the responsibility of the Contractor.
- 1.3 The landscaped areas shall be maintained with a well-manicured, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover or turf areas.
- 1.4 All Contractor's employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All Contractor's employees must wear safety and protective gear according to California Occupational Safety and Health Administration (Cal-OSHA), Department of Agriculture and other regulatory agencies standards.
- 1.5 The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- 1.6 The Contractor shall promote water conservation by preventing the waste and unreasonable use of water.

2.0 DEFINITIONS

- 2.1 **Bed:** An area separate from pavement and lawns in which trees, shrubs, perennials and annuals can be arranged as part of a landscape design. Beds may be located throughout the site, including but not limited to being located around the exterior and inside buildings, on the site perimeter and border of parking areas.
- 2.2 **Crowning:** A type of Pruning; the selective removal of live branches to reduce crown density. Types of Crowning:

- Crown Cleaning: The selective removal of one or more of the following items: dead, dying or diseased branches, weak branches and water sprouts.
- Crown Thinning: The selective removal of branches of increase light penetration, air movement and reduce weight.
- Crown Raising: The removal of the lower branches of a tree to provide clearance.
- 2.3 **Deadhead:** The removal of spent flowers from plants.
- 2.4 **Drip Line:** The outermost edge of a branch spread, including the leaves. When a tree or shrub is grown without much Pruning, the root spread of a tree is generally thought to equal or exceed its branch spread.
- 2.5 **Edging:** A crisp edge between areas of the garden, and most typically used between a lawn and a flower Bed.
- 2.6 **Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.
- 2.7 **Pruning:** The horticultural practice of cutting away an unwanted, unnecessary, or undesirable plant part, used most often on trees, shrubs, hedges, and woody vines, and used to remove diseased or injured parts of the plant to influence vertical or lateral growth for various reasons, and to increase flowering or fruit yield.
- 2.8 **Quality Control Plan:** All necessary measures taken by Contractor to assure that the quality of service will meet the agreement requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to all requirements set forth in SOW.
- 2.9 **Seasonal/Periodic Maintenance Services:** Landscape maintenance services which are performed during a specified time or part of the year (e.g., winter, spring, summer, fall) or which are performed intermittently (e.g., disease control, renovation of turf, and reseeding).
- 2.10 **Staking:** The securing of a tree or large shrub using rope or guy wires and wood stakes to hold it in place after planting and usually left in place for one year.
- 2.11 **Thinning:** The selective cutting away of individual branches to create open spaces within the plant, remove dead limbs or branches, produce symmetry and train a plant to look more natural.

- 2.12 **Unscheduled/Other Work:** Work which is requested by the Facility Program Manager in writing that arises out of extraordinary incidents, such as vandalism, natural disasters, and third party negligence, or to add to, modify or refurbish existing facilities, when the mentioned extraordinary incidents were to occur.
- 2.13 **Vertical Mowing:** Is the use of blades, rotated in a vertical plane, that penetrate the turf and bring organic matter and soil up to the surface from a very shallow depth. Deeper Vertical Mowing (or verticutting) is used on lawns to physically remove the accumulated thatch.

3.0 SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

The following are specific routine maintenance tasks Contractor shall perform during the Agreement term:

3.1 MECHANICAL OPERATIONS

3.1.1 HAZARD REDUCTION PRUNING (HRP)

- a. The primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. For example, HRP may be the primary objective if a tree had many dead limbs over a park bench, overhanging walks, etc.
- b. All plant materials shall be Pruned where necessary to maintain safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- c. Shrub, Hedge, Vine Pruning shall be completed as specified in Sub-paragraph 3.1.4.
- d. Tree Pruning shall be completed as specified in Sub-paragraph 4.7.6.
- e. HRP services are part of routine landscape maintenance services and shall be completed at no additional cost to the County.

Hazard Reduction Pruning (HRP) – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.2 MOWING

- a. Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

- c. All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- d. Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions.
- e. Mowing operation shall be scheduled Monday through Friday unless revised by the Facility's Project Manager.
- f. All grass clippings shall be mulched and placed into the soil.
- g. Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- h. Mowing of turf at the Facility shall be completed in one operation.

Mowing Site Inspection and Reporting:

Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible Contractor employee who will determine the practicality of initiating the operation. Litter shall not be shredded by mowers, glass bottles shall not be driven over and broken, and excessively wet turf areas shall not be driven across. Damaged sprinkler heads and valve box covers shall be immediately responded to by the Contractor.

If a mowing operation cannot be completed thoroughly within the designated time frame, the Facility's Project Manager shall be immediately notified by the Contractor.

Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.3 EDGING

- a. All groundcover areas contiguous to turf areas shall be neatly Edged with all grass invasions eliminated.
- b. All turf edges, including but not limited to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, shall be Edged to a neat and uniform line at all times.
- c. All turf edges shall be trimmed or limited around sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, and other equipment and obstacles.

- d. Edging shall be completed as one (1) operation in a manner that ensures a well-defined edge. All walkways shall be Edged with a power blade edger including turf and groundcover Edging.
- e. Walkways shall be cleared immediately following each power blade Edging to remove accumulated debris and limit hazardous conditions.

Clearance:

Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the Drip Line of shrubs by use of approved chemicals, manual or mechanical devices.

Edging – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.1.4 SHRUB, HEDGE, VINE PRUNING

- a. Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size.
- b. Restrict growth shrubbery to area behind curbs and walkways and within planter Beds by trimming.
- c. Under no circumstances shall hedge shears be used as a means of Pruning. Prune all plant materials where necessary to present or eliminate hazardous conditions to vehicles or pedestrians.
- d. All cuts shall be made sufficiently close, flush if possible, to the parent stem so that healing can readily start under normal conditions.
- e. All limbs one and one-half inches (1 ½”) or greater in diameter shall be undercut to prevent splitting.
- f. Remove all dead, diseased and unsightly shrubs and branches.
- g. Remove all clippings the same day that plant materials are Pruned or trimmed.

Shrub, Hedge, Vine Pruning– Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2 MANUAL OPERATIONS

3.2.1 CHEMICALS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and will be accomplished by a licensed qualified applicator under the direction of a licensed pest control advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide, to the Facility's Project Manager, a copy of a valid Pest Control Operator's License and a valid Pest Control Advisor's License, or a copy of said licenses from a sub-contractor thirty (30) days prior to using any and all applicable chemicals within the areas(s) to be maintained. Contractor shall comply with Green Initiatives, for example: using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment.
- b. Contractor shall submit a listing of proposed chemicals to be used; including commercial name, application rates and type of usage to the Facility's Project Manager for approval at the commencement of the Agreement. No work involving the use of chemicals shall begin until written approval of use is obtained from the Facility's Project Manager.
- c. Chemicals shall only be applied by those persons possessing a valid California Certified Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations. Respirators and appropriate protective gear will be used in the application of chemicals as required by Cal-OSHA, and other regulatory agencies.

Chemical Utilization Records:

Records of all operations stating dates, times, methods of applications, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor's recommendation for each application (site specific) shall be provided to monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner, on a monthly basis.

In addition to the monthly pesticide use reporting required by State Law, CONTRACTOR must provide to the DEPARTMENT (or COUNTY) an annual summary of the pesticides used outdoors. For each pesticide, the summary shall include:

- Product trade name
- Active ingredient
- EPA Registration Number
- Total amount used

The units reported may be appropriate to the product (gallons, ounces, pounds, etc.).

Special Permits:

All chemicals requiring a special permit for use must be registered, and a permit obtained from the County Agricultural Commissioner's Office. An approved copy of the permit shall be submitted to the Facility's Project Manager five (5) days prior to intended chemical usage.

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

Chemical Application:

Contractor shall apply chemicals when air currents are still, preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application. Contractor shall apply herbicide per manufacturer's recommendation.

Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied as per manufacturer's recommendation, at no additional cost to the County. After complete kill, all dead weeds shall be removed from areas.

Chemical Application and Notification:

When chemical application is used for: beds, planters, walkways, medians, curbs and gutter expansion joints in all hard surface areas like slopes and hillsides; chemical turf detailing around trees, turf boundaries, and when using various irrigation components, the Contractor shall give the Facility's Project Manager twenty-four (24) hour notification of use of chemicals for the mentioned landscape areas.

Chemical Application – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.2 CULTIVATION

Cultivate Beds to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be

taken so as not to disturb plant materials, or their roots, in accomplishing this operation.

Cultivation – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.3 FLOWER BEDS

Any and all diseased plants are to be removed from all Beds and then properly disposed of. Broken, damaged, or unsightly flowers or plant parts are to be removed promptly. Deadhead soft plants by hand and others with scissors or pruners.

No contact weed control chemical may be used in flower beds after they are planted for the season. Appropriate mulches are encouraged but must be aesthetically compatible and not physically or chemically harmful.

Flower Beds – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.4 GROUND COVER

Contractor shall remove all dead, diseased, and unsightly branches, vines or other growth as they develop.

All ground cover areas shall be Pruned to maintain a neat edge along planter box walls.

Any runners that start to climb building, shrubs, or trees shall be Pruned out of these areas.

Ground Cover – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.5 HAZARDOUS MATERIALS

Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations. Disposing of hazardous materials shall be coordinated with Facility's Project Manager.

3.2.6 IRRIGATION

Contractor shall comply with all applicable water use regulations and directives.

Watering requirements, by plants, vary according to the season and a particular year. The Contractor shall pay close attention to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration.

- a. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Watering shall be regulated to avoid interference with any use of the roadways, pavements, walks, or areas as designated for scheduled special events.
- b. In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity, which would normally occur at night or early morning hours.
- c. Consideration must be given to soil conditions, humidity, minimizing runoff, and the relationship of conditions, which affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions, manual operation of the irrigation system, and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- d. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves. Adequate soil moisture will be determined by, but not be limited to:
 - Adjusting and setting the automatic controller to establish frequency and length of watering period, and monitoring all irrigation controllers.
 - Using a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.
 - Controlling the irrigation system in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over-watering and run-off drowning.
 - Immediately watering new turf after mowing (up through the sixth mowing). Well established turf shall not be watered for at least four (4) hours after mowing.

- Watering all groundcover areas as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

3.2.7 IRRIGATION SYSTEM MAINTENANCE

- a. Contractor and Facility's Project Manager or designee will conduct an inspection of the irrigation equipment at Facility to ensure operability within sixty (60) days of service start date. Contractor will submit a written report verifying working order of each irrigation system, and include recommendations for promotion of water conservation initiatives. County may ask to have the system repaired to a satisfactory condition. Once repaired, the Contractor will be required to keep the system in working condition. This also applies to landscape sites added during the term of the Agreement.
- b. After inspection with County staff, Contractor will be responsible for the irrigation system, including lateral lines. Contractor will maintain a comprehensive monthly system operability check that will identify malfunctions and needs for repair. County is responsible for the main lines and back flow.
- c. Contractor shall, at all times, maintain the system in an operational state by adjusting, repairing and replacing the irrigation system consisting of automatic controllers, control valves, covers, valve boxes, gate valves, risers, caps, plugs, quick couplers, swing joints and sprinkler heads, including providing the following small parts at no cost to the County: solenoids, filter screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "o" rings, wring and nozzles.
- d. Contractor shall ensure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.
- e. In order to ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check the function of all facets of the irrigation system weekly and report any damage, malfunctioning equipment, and/or incorrect operation to the Facility's Project Manager or designee. During the testing, Contractor shall:
 - Adjust and clean sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas, and private property (may require the removal of the sprinkler head for this function).

- Unplug clogged heads and flush lines to free lines of rocks and debris.
 - Flush irrigation lines of grit and gravel by removing the lat head of each lateral and operating the system until those materials are expelled.
 - Check the facility for irrigation system malfunctions, damage, obstructions, and hazards created by the system. Immediately report such findings to the Facility's Project Manager along with corrective action taken. Provide the Facility's Project Manager with a monthly comprehensive system operability check that identifies malfunctions, timely corrective action taken, and needs for repair.
 - Inspect and test all irrigation systems as necessary when damage is suspected, observed, or reported.
 - Replace irrigation system components/parts with originally specified equipment of the same size and quality or substitutes' approved by the Facility's Project Manager prior to any installation.
 - Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.
- f. If an automatic irrigation system or a portion of a system malfunctions, the Contractor, when authorized by the County, shall be responsible for the manual manipulation of that system for a period of 30 days from the date of the authorization. If the system requires manual manipulation for a greater period, the Facility's Project Manager may opt to pay the Contractor additionally to continue the manual manipulation, or the Facility's Project Manager may decide to terminate the supplemental irrigation. Such work shall be considered Other Work and shall be compensated as provided in the Pricing Schedule – Seasonal/Periodic Services – Unscheduled/Other Work, Exhibit B.2, B.3 or B.4.
- g. Complete piping replacement of the irrigation system is not required of Contractor. However, the Contractor is responsible for the repair and replacement of leaking main and lateral irrigation lines.
- h. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Facility's Project Manager.
- i. Contractor shall be responsible for:
- Maintaining, repairing or replacing irrigation pop-ups, in line valves, branch line piping to pop-ups.

- Maintaining solenoid valves and solenoids and anti-siphon valves.
- Assuring valve boxes are clear of anything that would hinder control of irrigation valves.
- Using swing joints in all new installations or repair of existing systems.
- Using flex piping for repairs. If flex piping is used, the pipe shall be properly secured so it does not come out of the ground.
- Setting watering times and re-setting internal clock to match the time of season and local water use regulations and directives.
- Immediately reporting any water leaks or leaks from backflow devices.

Refer to SOW, Attachment 1 for pictures of valves and irrigation system.

Irrigation System Maintenance – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3 for each facility.

3.2.8 LITTER CONTROL

- a. Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, siltation and other accumulated debris within the hard surfaces, and landscaped areas to be maintained including, but not limited to, walkways, between and around planted areas, drains, parking lots, steps, planters, drains and catch basins shall be accomplished to ensure a neat appearance.
- b. Complete policing, litter pick-up, supplemental hand sweeping of parking space, gutters, and other parking spaces inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- c. Contractor shall be required to remove all trash, clippings, and any other debris which results from its maintenance services and provide for its disposal on a daily basis.
- d. Contractor shall not use County trash bins for maintenance operations. Contractor shall not dispose of hazardous material(s) on site. All such materials collected must be disposed of in compliance with all applicable rules, laws, and/or regulations.

Litter Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.9 RAKING

Accumulation of leaves shall be removed from all landscaped areas including but not limited to Beds, parking lots, walkways, planters, and turf areas under trees and removed from Facility site. Use of hand held blowers will be allowed unless legal authority dictates otherwise. Facility may dictate “no blowers”.

Raking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.10 RODENT CONTROL

Contractor shall maintain all areas free of rodents including but not limited to gophers and ground squirrels, since they may cause damage to turf, shrubs, groundcover, trees, and irrigation systems. The rodenticide product to be used shall be recommended by a licensed Pest Control Advisor, applied by a person possessing a valid California Certified Pest Control Applicator’s license, and pre-approved by the Facility’s Project Manager.

Rodent Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.11 TRASH BINS

Contractor shall collect and remove ALL clippings the same day that plant materials are pruned, raked, mowed, or trimmed. Contractor shall not use County trash bins for maintenance operations.

3.2.12 WEED CONTROL

- a. Contractor shall eradicate weeds from turf and cultivated and non-cultivated areas. This will include pre-emergent and/or post-emergent chemical applications to turf areas.
- b. Methods for removal of weeds, turf encroachment and detailing shall incorporate one (1) or all three (3) of the following: hand removal, cultivation, and chemical eradication.
- c. All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- d. Contractor shall remove or control all weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, driveways, parking lots, patios, roadways, slopes, hillsides, bare areas, around irrigation sprinkler heads and undeveloped areas.

Weed Control Areas:

- Walkways, Beds, planters, and landscapes shall be inspected, spot treated and weeds removed.
- Developed areas of the facility that have become denuded shall be maintained weed free.
- Designated areas of a facility that are left in a natural state so that the plant's root systems are utilized to stabilize the soil, may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

Weed Control – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.2.13 STAKING

a. Staking:

- Contractor shall replace missing or damaged stakes where the tree diameter is less than three (3) inches.
- Stake in those cases where tree has been damaged and requires Staking for support.
- Stake new trees or recently planted trees which have been previously been Staked.

b. Materials:

- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon size trees.

c. Criteria For Staking:

- Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge wire (two (2) ties per tree).
- Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
- Stakes will be placed eight (8) inches from the trunk of the tree. Stakes and ties will be placed so no chafing of bark occurs.

- Damaged trees shall be Staked and tied within twenty-four (24) hours of identification of damage by Contractor or of County or the public's notification to Contractor. Replacement stakes or new Staking shall be completed within three (3) days.

Staking – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

3.3 DAMAGE TO SHRUBS, TREES, TURF OR GROUND COVER

All damage to shrubs, trees, turf or ground cover caused by Contractor's employees shall be repaired or replaced within five (5) working days, at no additional cost to the County.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

3.3.1 SHRUB DAMAGE

Minor damage may be corrected by appropriate Pruning. Major damage shall be corrected by removal of the damaged shrub and replaced to comply with the provisions in the specifications.

3.3.2 CHEMICAL DAMAGE

All damage resulting from chemical operation, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

3.3.3 TREE DAMAGE

Minor damage, such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss of tree, the damaged tree shall be removed and replaced to comply with the specified instructions of the Facility Project Manager. All trees permanently damaged will be replaced at County's expense with the exception of those damaged or destroyed due to fault of Contractor or its employees. Replacement shall be with the identical species of tree existing previously, unless otherwise notified in writing by the Facility Project Manager or designee. Size of the replacement shall be of like size not to exceed twenty four (24) inch box specimen container size. The need for replacement will be determined by the Facility's Project Manager or designee.

3.4 PLANT MATERIALS

Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plants of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects. Substitutions may be allowed but only with prior written approval by the Facility's Project Manager.

3.4.1 NOMENCLATURE

Plant names used in the landscape plan are to conform to the "Standardized Plant Name List" by the American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade will be followed.

3.4.2 QUALITY

Plants shall be sound, healthy, vigorous, and free from plant disease, insect pest or their eggs, shall have healthy normal root systems, comply with all State and local regulations governing these matters, and be free from any noxious weeds.

All trees shall be measured six (6) inches above the ground surface. Where caliper or other dimensions of any plant material are omitted from the "Standardized Plant Name List", it shall be understood that these plant materials shall be normal stock for the type listed, and must be sturdy enough to stand safely without Staking.

All shrubs shall be guaranteed to live and remain in healthy condition for no less than 90 days from the date of planting by the Contractor.

3.4.3 SHAPE AND FORM

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measurements specified in the "Standardized Plant Name List".

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Facility's Project Manager.

4.0 SEASONAL/PERIODIC MAINTENANCE SERVICES

Seasonal/Periodic Services shall be provided as specified in SOW Exhibit C.1, C.2 or C.3 for frequency, staff hours and total maximum costs, for the following maintenance services:

4.1 AERIFICATION

Upon County's written approval for aerification services, Contractor shall:

- 4.1.1 Aerate all turf areas by using a device that removes one-half inch cores to a depth of two inches and not more than six inch spacing on center.
- 4.1.2 Complete turf aerification during the period of April through November. In the fall, overseed all aerified turf areas. Aerify, renovate or verticut, seed, and mulch (spread evenly over the entire area to a uniform depth of 1/4 inch) in sequence. Additionally, aerification may be required immediately after vertical (thatch removal) operation and just prior to over seeding and fertilization.
- 4.1.3 Remove all cores from the turf and dispose off-site or thoroughly pulverized within twenty-four (24) hours after aerating.

Aerification – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.2 DISEASE/INSECT CONTROL

It is the County's intent to maintain all landscape areas free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover, and turf. Notification of any disease, insects, or unusual conditions that may develop shall be reported to the Facility's Project Manager. Upon County's written approval for disease/insect control services, Contractor shall:

4.2.1 DISEASE

Submit an action plan that at a minimum describes in detail a disease control program to control and prevent all common diseases from causing serious damage, frequency of service, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The action plan shall be submitted within ten (10) days of County's request for services. Disease control shall be achieved utilizing materials and rates recommended by an Arborist.

4.2.2 INSECTS

Submit an action plan that at a minimum describes in detail an insect control program to prevent all common insects from causing serious damage. Insect control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

Disease/Insect Control – Frequency:

Frequency as described in Sow, Exhibit C.1, C.2 or C.3.

4.3 FERTILIZATION (Per Application)

Upon County's written approval for fertilization services, Contractor shall:

- 4.3.1 Apply fertilizer in sections determined by the areas covered by each irrigation system. Immediately after fertilization, thoroughly soak all areas fertilized.
- 4.3.2 Apply fertilizer within the tree Drip Line to provide healthy color. Fertilizer should be organic and granular in form without trace elements.
- 4.3.3 Apply fertilizer to provide a healthy color in all shrubs and groundcover. Foliar feeding may be used if applicable. Fertilizer shall be organic and granular in form without trace elements.
- 4.3.4 Apply not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1-2.
- 4.3.5 Fertilize utilizing ratios and mixtures per manufacturer's recommendation.

Fertilization – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.4 TURF RENOVATION

Upon County's written approval for turf renovation services, Contractor shall:

- 4.4.1 Renovate turf to the soil line and remove all excessive thatch. Upon completion of turf renovation, all turf areas shall be over seeded, mulched and watered.
- 4.4.2 Overseed area utilizing blends or mixtures per manufacturer's recommendation to maintain a good appearance.
- 4.4.3 Spread mulch evenly over the entire area to a uniform depth.

4.5 VERTICAL MOWING

Once a year, upon County's written approval for Vertical Mowing services, Contractor shall:

- 4.5.1 Vertical Mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 4.5.2 Avoid unnecessary or excessive injury to turf grass.
- 4.5.3 Sweep or rake dislodged thatch from turf areas and remove from facility site.
- 4.5.4 Use standard renovating or Vertical Mowing equipment.

This procedure can be destructive to shallow-rooted turf grasses, particularly during periods of stress, and can damage the site. The best time for Vertical Mowing is just prior to the peak growth periods. Verticutting should not be done when temperatures are forecasted to be over 85' F since the stress damage it puts on the grass plants is compounded by very warm temperatures. Deep Vertical Mowing can be part of a renovation program to help prepare for a seedbed. This process will open up the turf considerably, allowing seed-soil contact.

Vertical Mowing – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

4.6 TURF RESEEDING/RESTORATION OF BARE AREAS

The Facility's Project Manager may require the use of sod when deemed necessary. The Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to Contractor negligence. Upon County's written approval of services, Contractor shall:

- 4.6.1 Overseed areas utilizing blends or mixtures at the rate of application as required to maintain a good appearance.
- 4.6.2 Overseed all damaged, vandalized or bare areas to re-establish turf to an acceptable quality compatible to that of existing turf.
- 4.6.3 Commence overseeding no later than October 1 and be completed within three (3) weeks of commencement.

4.7 TREE MAINTENANCE

It is the County's intent to ensure that all trees are Pruned and/or thinned at the Facility once every three years through its own resources, by Contractor, or assign the work to another Contractor.

In any case, Contractor shall submit for approval a written estimate along with an action plan detailing the proposed schedule of tree Pruning and/or Thinning of all trees at Facility to be performed every three years. The action plan shall at a minimum describe in detail the type of tree service to be performed (i.e., Coarse Pruning, fine Pruning,

raising branches, Crowning, Thinning), a detailed cost for each type of tree service to be performed, staff hours per frequency, and as applicable license/certificate numbers of person performing task. The work schedule shall include the time frames by day of the week, morning, and afternoon. The action plan shall be submitted 90 days prior to the proposed scheduled start date. No unscheduled work shall be performed without County's prior written authorization.

Upon County's written approval for tree maintenance services, Contractor shall:

- 4.7.1 Follow the International Society of Arboriculture (ISA's) Tree Pruning Guidelines, more recent ANSI A300 Pruning Standards, ANSI Z133.1 Safety Standards, and as described in sub-paragraph 4.7.6, Tree Pruning.
- 4.7.2 Prune and/or thin all trees at Facility once every three years, unless otherwise approved by the Facility's Project Manager or designee.
- 4.7.3 Use Certified Arborist and/or a certified horticulturist, approved by DHS Facility, for providing direction during maintenance.
- 4.7.4 Use a skilled and experienced personnel to perform the various tree maintenance services described herein.
- 4.7.5 Ensure that all work is performed in a safe manner as established by the Cal-OSHA and other regulatory agencies.

4.7.6 TREE PRUNING

Upon County's written approval for tree Pruning services, Contractor shall Prune trees with the intent of developing structurally sound trees, symmetrical in appearance with the proper vertical and horizontal clearance.

Under no circumstances shall hedge shears be used as a means of Pruning trees. All dead and damaged branches and limbs shall be removed at the point of breaking.

All trees shall be pruned to prevent encroachment on private property.

All wounds to trees one (1) inch in diameter or over shall be painted with asphaltic base tree paint immediately after Pruning.

a. PRUNING PROCEDURES

Rapid healing of Pruning wounds is dependent upon where the cut is made when removing limbs. NEVER LEAVE SHORT STUBS. Some trees produce a corky ring of growth where a limb originates. The Pruning cut shall be made toward the outside portion of the "collar." If a tree does not produce this characteristic "collar," then make the cut flush to the limb where it is growing.

- All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.
- All equipment utilized shall be clean, sharp and expressly designed for tree Pruning.
- Only rope and saddle climbing gear without climbing spurs or spikes will be allowed for Pruning live trees.

b PRUNING CRITERIA

The initial step of Pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

- All trees shall be Pruned to maintain a nine (9) feet vertical clearance for pedestrian areas and walkways and fourteen (14) feet vertical clearance for vehicular roadways.
- All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on twelve (12) inches or twenty-four (24) inch spacing.
- All trees shall be thinned of smaller limbs to distribute the foliage evenly.
- All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
- All suckers and sprouts shall be cut flush with the trunk or limb.
- No stubs will be permitted.
- Contractor shall report to the Facility's Project Manager all structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage.
- Contractor shall place special emphasis upon public safety during Pruning operations, particularly when adjacent to roadways and pedestrian areas.
- All trimmings and debris shall be removed and disposed of off-site at the end of day's work.

- All trees which are downed by either natural or unnatural causes, shall be removed and disposed off-site. Where possible, stumps shall be removed to twelve (12) inches below grade and wood chips and hole backfilled to grade.
- In accordance with Fish and Game Code, Section 3503, the Contractor shall not "take, possess, or needlessly destroy the nest eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto." In case of an accidental take, the Contractor shall contact the California Department of Fish and Game at (562) 590-5126.
- All walkways, entrances and exits to buildings shall be clear of debris and accessible to wheelchair and ambulatory traffic in areas where Pruning is being performed.
- Parking lots and stalls shall not be blocked without prior arrangements with the Facility's Project Manager.

c. SCHEDULED TREE MAINTENANCE AND PRUNING

- Pruning shall be scheduled and performed during the Fall (October through December) of each agreement year.
- Pruning services shall not exceed two (2) weeks. Extended periods may be allowed at the discretion of the Facility's Project Manager.
- Rescheduling is at the discretion of the Facility's Project Manager or designee. Contractor will be notified within at least five (5) working days prior to reschedule Pruning.

Note: All trees shall be Pruned to maintain visibility clearance surrounding surveillance cameras, flag poles, and other objects as indicated by the individual Facility's Project Manager.

Tree Maintenance and/or Pruning – Frequency:

Frequency as described in SOW, Exhibit C.1, C.2 or C.3.

5.0 UNSCHEDULED/OTHER WORK

- 5.1 The Facility's Project Manager or designee may authorize the Contractor to perform landscape-related Unscheduled/Other Work, including repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, natural disasters, and third party negligence; or to add to, modify or refurbish existing facilities, when the above mentioned extraordinary incidents were to occur.

- 5.2 Prior to performing any Unscheduled/Other Work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials to complete the work. No Unscheduled/Other Work shall commence without prior written authorization by the Facility's Project Manager.
- 5.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact the Facility's Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit a detailed invoice to the Facility's Project Manager within five (5) working days after completion of the work.
- 5.4 All Unscheduled/Other Work shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 5.5 The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

Unscheduled/ Other Work – Frequency:

As requested.

6.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 6.1 County reserves the right to add/delete Facilities, specific tasks and or work hours.
- 6.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of this Agreement.

7.0 RESPONSIBILITIES - CONTRACTOR

7.1 PROJECT MANAGER

- 7.1.1 Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all hours, 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis.
- 7.1.2 Project Manager shall act as a central point of contact with the County.
- 7.1.3 Project Manager shall demonstrate three (3) years previous experience in the management of work requirements for commercial enterprises or public entities similar in size and complexity.
- 7.1.4 Project Manager/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Agreement. Project

Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

7.1.5 Emergency service response time is expected within two (2) hours of notification by the Facility's Project Manager or designee, on any day, at any time.

7.2 PERSONNEL

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for Contractor in every detail and must speak and understand English.

7.2.2 Contractor shall provide a thoroughly trained Supervisor for the facility.

7.2.3 Supervisor or lead person shall be knowledgeable in all aspects of the maintenance operation and shall have access to the Facility's Project Manager during all hours of shift coverage.

7.2.4 Contractor shall inform its employees that smoking is prohibited in all County facilities, except in the designated areas as approved by the Facility's Project Manager. Notwithstanding the provisions of this subparagraph, Contractor and its employees shall comply with respective policies of each facility.

7.2.5 Contractor's employees may not bring any type of weapons or unlawful goods onto County facilities.

7.3 UNIFORMS/IDENTIFICATION BADGES

7.3.1 Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

7.3.2 Contractor shall ensure its employees are appropriately identified as set forth in Agreement Paragraph 7.0, Administration of Agreement – Contractor, Sub-paragraph 7.4, Contractor's Staff Identification, of the Agreement.

7.4 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

7.5 TRAINING

- 7.5.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 7.5.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

7.6 CONTRACTOR'S OFFICE

- 7.6.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Agreement. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer all calls received by cellular phone or the answering service within two (2) hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirements Summary (PRS), Attachment A.4, SOW Exhibit A.
- 7.6.2 Contractor shall maintain a written log of all complaints, the date, time and the action taken or reason for the non-action. The log of complaints shall be open to the inspection by the Facility's Project Manager or designee at all reasonable times.

8.0 HOURS /DAYS OF WORK

Contractor shall generally provide services between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except for County observed Holidays. The Facility's Project Manager will provide the Contractor a list of County-recognized holidays.

9.0 WORK SCHEDULES

- 9.1 Contractor shall submit for review and approval a work schedule for the facility to the Facility's Project Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 9.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Facility's Project Manager for review and approval no less than five (5) working days prior to scheduled time for work.

10.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Agreement. The Plan shall be submitted to the Facility's Project Manager for review. The plan shall include, but may not be limited to the following:

- 9.1 A method of monitoring to ensure that Agreement requirements are being met.
- 9.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

Any records maintained by the Contractor shall be made available to the County upon request as defined in Agreement, Sub-Paragraph 8.43, Record Retention and Inspection/Audit and Settlement.

11.0 RESPONSIBILITIES - COUNTY

11.1 PERSONNEL

The County will administer the Agreement according to the Agreement, Paragraph 6.0, Administration of Agreement - County. Specific duties will include:

- 11.1.1 Monitoring the Contractor's performance in the daily operation of this Agreement.
- 11.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 11.1.3 Preparing Amendments in accordance with Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments of the Agreement.

11.2 FURNISHED ITEMS

- 11.2.1 County may provide storage facilities for Contractor's use as determined by County. In the event said facilities are provided, Contractor's use thereof shall be only for the purpose of storing equipment and materials required for maintenance of this facility. Contractor is prohibited from use of said storage facilities or any other County property for the conduct of his/her business interests that are not directly related to, or required by this Agreement.
- 11.2.2 Contractor assumes all risks of loss and damage to materials and equipment stored.

- 11.2.3 County will provide automatic control valves, gate valves, and pumping systems if it is determined that malfunction is due to wear and tear and not damage by the Contractor. Refer to this SOW, Sample Pictures Attachment 1, pictures of valves and irrigation system.
- a. County employees are to be responsible for the supply and control the water supply from the street, through any backflow device up to the control valves manual or automatic.
 - b. County will be responsible for any electrical considered being high voltage (110 V and greater).
 - c. County will responsible for the installation of any new wiring.
 - d. County will maintain any backflow device (i.e. Reduced Pressure Backflow (RP), Pressure Vacuum Breaker).
 - e. It will be County's responsibility for turning on or turning off supply water unless in an emergency situation.
 - f. County will maintain all main, main branch supply piping up to any in line valve.
 - g. County will maintain any sump pump or water supply pump and its controller.
 - h. County will supply timers.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance of this Agreement using the quality assurance procedures as defined in Agreement Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.18, County's Quality Assurance Plan of the Agreement.

12.1 MONTHLY MEETINGS

Contractor is required to attend scheduled monthly meetings.

12.2 CONTRACT DISCREPANCY REPORT – ATTACHMENT A.3

12.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

12.2.2 The Facility's Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Facility's Project

Manager within five (5) workdays with a plan for correction of all deficiencies identified in the Contract Discrepancy Report.

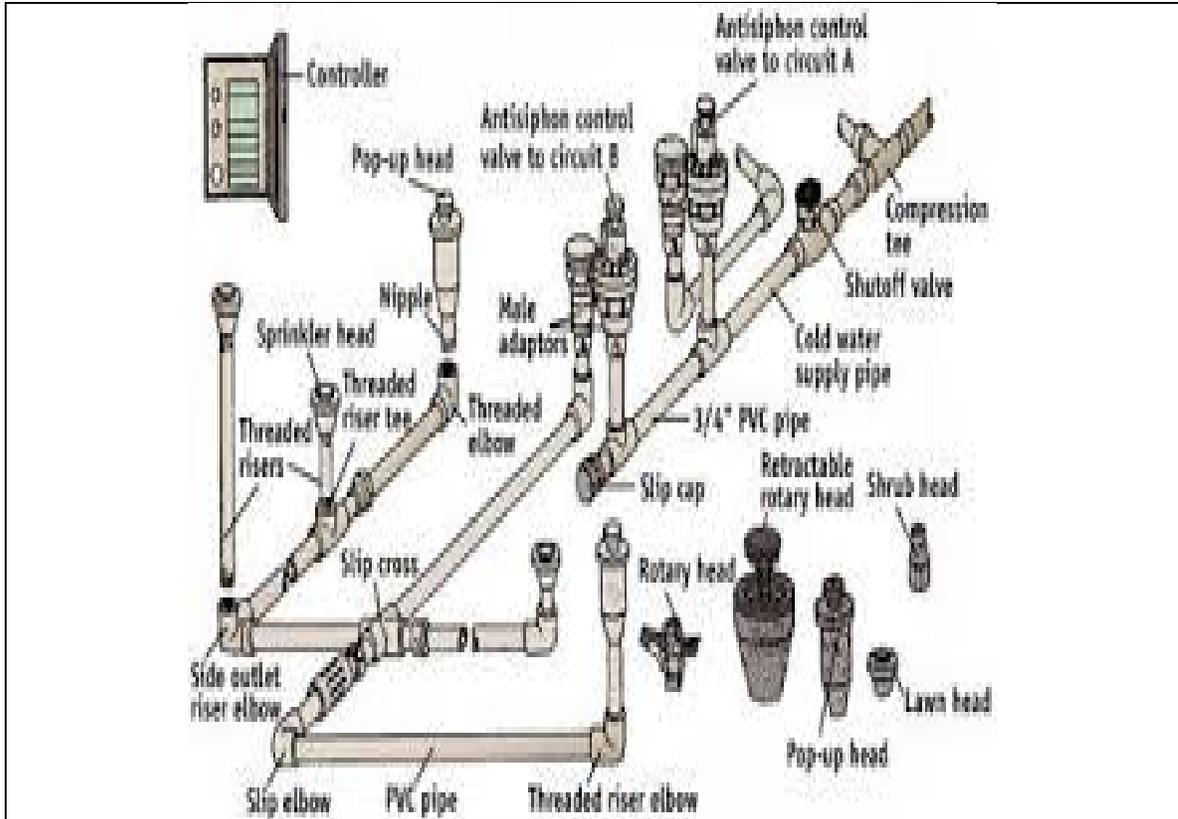
12.3 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Agreement at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

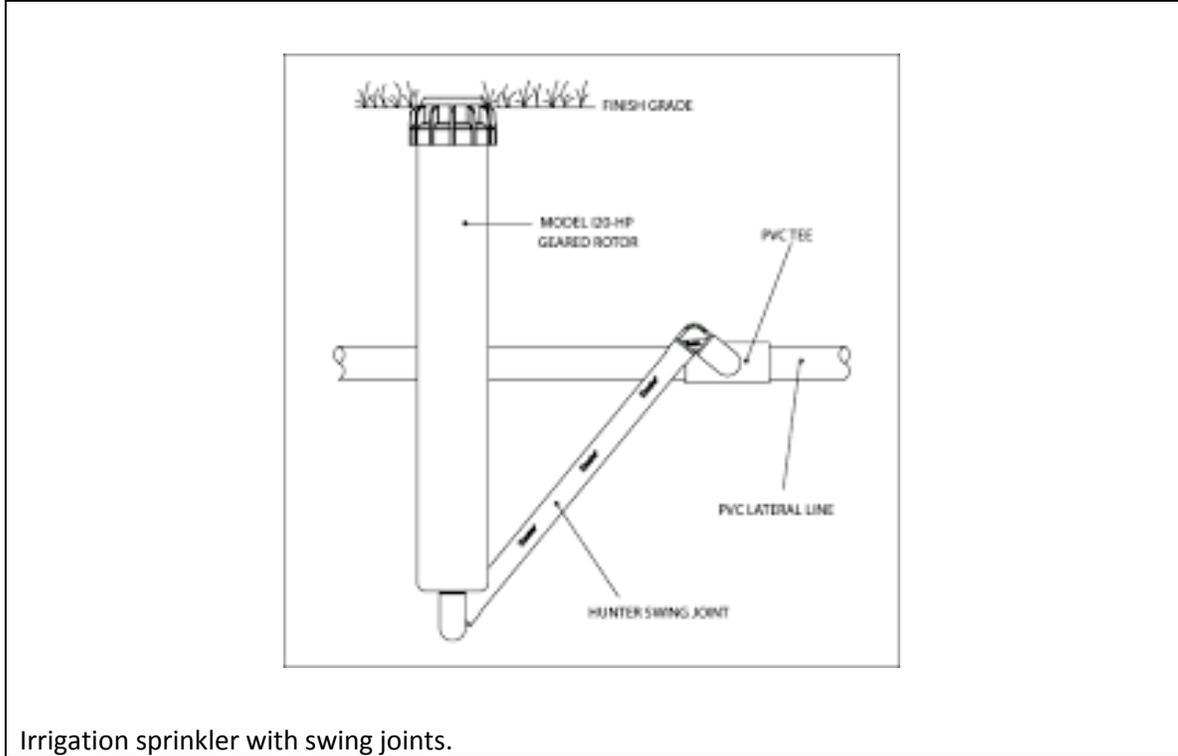
13.0 PERFORMANCE REQUIREMENTS SUMMARY – ATTACHMENT A.4

13.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Agreement and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Agreement and the SOW. In any case of apparent inconsistency between services as stated in the Agreement and the SOW and this PRS, the meaning apparent in the Agreement and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Agreement and the SOW, that apparent service will be null and void and place no requirement on Contractor.

13.2 The Contractor is expected to perform all services described herein. The PRS Chart describes certain required services which will be monitored by the County during the term of the Agreement, and for which Contractor may be assessed financial deductions from payment if the service has not been satisfactorily provided. The PRS Chart indicates the SOW and/or Agreement section of the performance referenced (column 1); the service to be provided (column 2); the monitoring method that will be used (column 3); and the deductions/fees to be assessed for services that are not satisfactory (column 4).



Typical irrigation system located downstream of in line or anti-siphone valves. Example of system without swing joints.



Irrigation sprinkler with swing joints.

SERVICE REGION F

Facility	Address	Telephone #
HSA Headquarters	313 N. Figueroa Street Los Angeles, CA 90012	(213) 240-8129
HSA Commerce	5555 Ferguson, City of Commerce 90022	(323) 869-8505
Central Health Center PH	241 N. Figueroa Street, Los Angeles, CA 90012	(213) 240-8204

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Agreement Terms and Conditions			
Agreement: 7.1 Contractor Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection and Observation	\$50 per occurrence
Agreement: 7.8 Staff Performance Under the Influence	Contractor shall not permit any employee to perform services under this Agreement that is under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.	Inspection and Observation	\$500 per occurrence and removal of Contractor staff from working on this Agreement.
Agreement: 8.6 Complaints	Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
Routine Landscape Maintenance Services			
SOW: 3.1.1 Hazard Reduction Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence
SOW: 3.1.2 Mowing	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.3 Edging	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.1.4 Shrub, Hedge, Vine Pruning	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.1 Chemicals	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.2 Cultivation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.3 Flower Beds	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.4 Ground Cover	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.5 Hazardous Materials	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.6 Irrigation	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.7 Irrigation System Maintenance	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.8 Litter Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.9 Raking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 3.2.10 Rodent Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.11 Trash Bins	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$250 per occurrence.
SOW: 3.2.12 Weed Control	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 3.2.13 Staking	100% Completion of Required Services in accordance with the provisions of this paragraph, including any subparagraphs.	Inspection and Observation	\$50 per occurrence, after two (2) documented occurrences of any deviation from required specifications.
SOW: 7.3 Uniforms/Identification Badges	Contractor employees assigned to County facilities shall wear an appropriate uniform at all times. Uniform to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense. Contractor shall ensure their employees are appropriately identified.	Inspection and Observation	\$50 per occurrence

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ATTACHMENT A.4

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
SOW: 7.5 Training	Contractor shall provide training in accordance with the provisions of this paragraph, including any subparagraphs. Furthermore, All equipment shall be checked daily for safety, and all employees must wear safety and protective gear in accordance w/ OSHA.	Inspection and Observation	\$50 per occurrence
SOW: 7.6 Contractor's Office	Contractor shall maintain an office in accordance with the provisions of this paragraph, including any subparagraphs	Inspection and Observation	\$250 per occurrence

LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SPECIFIC WORK REQUIREMENTS – ROUTINE MAINTENANCE

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

FACILITY	MONTHLY PRICE FOR THE PERIOD OF 1/1/17 – 12/31/17	MONTHLY PRICE FOR THE PERIOD OF 1/1/18 – 12/31/18	MONTHLY PRICE FOR THE PERIOD OF 1/1/19 – 12/31/19
HSA Headquarters 313 N. Figueroa Street Los Angeles, CA 90012	\$3,345.02	\$3,420.80	\$3,515.55
HSA Commerce 5555 Ferguson City of Commerce, CA 90022	\$1,674.11	\$1,626.75	\$1,629.15
Central PH Center 241 N. Figueroa Street Los Angeles, CA 90012	\$935.07	\$1,035.05	\$1,075.05
MONTHLY TOTAL PRICE FOR REGION F	\$5,954.20	\$6,082.60	\$6,219.75

Contractor shall provide all landscape services under the frequencies specified in Statement of Work (SOW) at the price described herein, unless instructed otherwise on the Facility Specification Sheets in SOW, Exhibit C. The monthly price shall be all inclusive and includes but not limited to all administrative costs, labor, supervision, materials, transportation, taxes, equipment and supplies, dumping fees.

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	HSA-Headquarters
Address	313 N. Figueroa Street Los Angeles, CA 90012
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice a year	\$440.00	\$462.00	\$505.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$99.00	\$104.00	\$115.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$247.00	\$260.00	\$283.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$1,604.00	\$1,685.00	\$1,766.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$986.00	\$1,020.00	\$1,070.00
Turf Reseeding (SOW, Paragraph 4.6)	Once a year	\$431.00	\$452.00	\$475.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$1,901.00	\$1,901.00	\$1,900.00
			\$0.00	
PERIOD TOTAL		\$5,708.00	\$5,884.00	\$6,114.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	HSA-Commerce
Address	5555 Ferguson Coimmerce, CA 90022
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	Twice Per year	\$525.00	\$600.00	\$615.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$156.00	\$172.00	\$180.00
Fertilization (SOW, Paragraph 4.3)	Twice a year	\$795.00	\$855.00	\$920.00
Turf-Renovation (SOW, Paragraph 4.4)	As needed	\$2,122.00	\$2,535.00	\$2,625.00
Vertical Mowing (SOW, Paragraph 4.5)	Once a year	\$1,165.00	\$1,202.00	\$1,275.00
Turf Reseeding (SOW, Paragraph 4.6)	As needed	\$625.00	\$675.00	\$705.00
Tree Maintenance & Pruning (SOW 4.7)	Once every threee years	\$1,458.00	\$1,458.00	\$1,459.00
PERIOD TOTAL		\$6,846.00	\$7,497.00	\$7,779.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

CONTRACTOR: Parkwood Landscape Maintenance, Inc.

**LANDSCAPE MAINTENANCE SERVICES
PRICING SCHEDULE
SEASONAL/PERIODIC - UNSCHEDULED/OTHER WORK**

Facility	Central Health Center- PH
Address	241 N. Figueroa Street Los Angeles, CA 90012
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.

I. SEASONAL/PERIODIC SERVICES

TASK	Frequency	Total Maximum Cost For the Period of 1/1/17 – 12/31/17 (12 Months)	Total Maximum Cost For the Period of 1/1/18 – 12/31/18 (12 Months)	Total Maximum Cost For the Period of 1/1/19 – 12/31/19 (12 Months)
Aerification (SOW, Paragraph 4.1)	None	\$0.00	\$0.00	\$0.00
Disease/Insect Control (SOW, Paragraph 4.2)	As needed	\$95.00	\$101.00	\$115.00
Fertilization (SOW, Paragraph 4.3)	Once a year	\$515.00	\$535.00	\$565.00
Turf-Renovation (SOW, Paragraph 4.4)	None	\$0.00	\$0.00	\$0.00
Vertical Mowing (SOW, Paragraph 4.5)	None	\$0.00	\$0.00	\$0.00
Turf Reseeding (SOW, Paragraph 4.6)	None	\$0.00	\$0.00	\$0.00
Tree Maintenance & Pruning (SOW 4.7)	Once every three years	\$1,376.00	\$1,376.00	\$1,375.00
PERIOD TOTAL		\$1,986.00	\$2,012.00	\$2,055.00

II. UNSCHEDULED/OTHER WORK

Classification	Hourly Rate for the Period of 1/1/17 – 12/31/17 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/18 – 12/31/18 (Includes Profit & Overhead)	Hourly Rate for the Period of 1/1/19 – 12/31/19 (Includes Profit & Overhead)
Pest Control Operator	\$ 45.00 per hour	\$ 45.00 per hour	\$ 45.00 per hour
Irrigation Specialist	\$ 65.00 per hour	\$ 65.00 per hour	\$ 65.00 per hour
Landscape Maintenance Laborer	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - F

Service Effective Date: January 1, 2017

Facility	Health Services Administration				
Address	313 N. Figueroa Street, Los Angeles, CA 90012				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
55 Trees 7 Palms	Y	Y	38	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - F

Service Effective Date: January 1, 2017

Facility	Health Services Administration -Commerce				
Address	5555 Ferguson Drive, Commerce, CA 90022				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
50 Trees 3 Palms	Y	Y	8	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			Weekly	
3.1.3	Edging			Twice a month, as needed	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: EMS Annex Fence North Lot #50, Ferguson Entrance South Lot #10 (Most 10 to 20 feet tall). SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			Twice a year	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Twice a year	
4.4	Turf Renovation			As needed	
4.5	Vertical Mowing			Once a year	
4.6	Turf Reseeding/Restoration of Bare Areas			As needed	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

DEPARTMENT OF HEALTH SERVICES – COUNTY OF LOS ANGELES
LANDSCAPE MAINTENANCE SERVICES
TECHNICAL EXHIBITS

FACILITY SPECIFICATION SHEET REGION - F

Service Effective Date: January 1, 2017

Facility	Central Health Center (Public Health)				
Address	241 N. Figueroa Street, Los Angeles, CA 90012				
Hours of Operation	Services to be provided between the hours of 6 a.m. to 6 p.m., Monday through Friday, excluding County observed Holidays.				
# of Trees and Palms (Approximate Number)	Shrubs Y/N	Hedges Y/N	# Planters	Grass Y/N	Irrigation System Y/N
50 Trees 0 Palms	Y	Y	8	Y	Y
Reference	Routine Landscape Maintenance			Frequency	
3.1.1	Hazard Reduction Pruning (HRP)			As needed	
3.1.2	Mowing			None	
3.1.3	Edging			None	
3.1.4	Shrub, Hedge, Vine Pruning			Twice a month, as needed	
3.2.1	Chemical turf detailing around trees, turf boundaries and various irrigation components			Once every two months	
3.2.1	Chemical application to beds, planters, walkways, medians, curb and gutter expansion joints in all hard surface areas, slopes, hillsides			Once each month	
3.2.2	Cultivation			Twice a month, as needed	
3.2.3	Flower Beds/Planted Bed Areas			Twice a month, as needed	
3.2.4	Ground Cover			Twice a month, as needed	
3.2.7	Irrigation System Maintenance			Each visit	
3.2.8	Litter Control			Once daily, M-F.	
3.2.9	Raking			Each visit	
3.2.10	Rodent Control			As needed	
3.2.12	Weed Control			Once each month	
3.2.13	Staking and Tying			As needed	
Additional Required Services: SOW, Paragraphs 3.2 & 4.2: material used for this purpose must be approved by the Facility's Safety Officer.					
Reference	Seasonal/Periodic			Frequency	
4.1	Aerification			None	
4.2	Disease/Infect Control			As needed	
4.3	Fertilization			Once a year	
4.4	Turf Renovation			None	
4.5	Vertical Mowing			None	
4.6	Turf Reseeding/Restoration of Bare Areas			None	
4.7	Tree Maintenance			All trees – once every three years	
5.0	Unscheduled/Other Work			As requested	

Note: All trees shall be pruned to maintain visibility clearance surrounding surveillance cameras, flag poles throughout the FACILITY. (SOW Paragraph 2.6)

CONTRACTOR'S EEO CERTIFICATIONParkwood Landscape Maintenance, Inc.

Contractor Name

16443 Hart Street, Van Nuys CA 91406

Address

95-4199872

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|---|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

David L. Melito, President

Authorized Official's Printed Name and Title



Authorized Official's Signature

10/13/2016

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

HSA HEADQUARTERS

FACILITY'S PROJECT DIRECTOR:

Name: MARTA GARCIA SHEFFIELD
Title: Chief, Facilities Management
Address: 313 N. Figueroa St., Room 707
Los Angeles 90012
Telephone: (213) 240-8129 Facsimile: (213) 202-5994
E-Mail Address: msheffield@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: Same as above.
Title: _____
Address: _____

Telephone: _____ Facsimile: _____
E-Mail Address: _____

FACILITY'S PROJECT MONITOR:

Name: Cecilia Galdones
Title: Facility Planner I
Address: 313 N. Figueroa St., Room 707
Los Angeles 90012
Telephone: (213) 240-8321 Facsimile: (213) 202-5994
E-Mail Address: cgaldones@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

HSA COMMERCE

FACILITY'S PROJECT DIRECTOR:

Name: Name: MARTA GARCIA SHEFFIELD
Title: Chief, Facilities Management
Address: 313 N. Figueroa St., Room 707
Los Angeles 90012
Telephone: (213) 240-8129 Facsimile: (213) 202-5994
E-Mail Address: msheffield@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: same as above
Title: _____
Address: _____

Telephone: _____ Facsimile: _____
E-Mail Address: _____

FACILITY'S PROJECT MONITOR:

Name: Lusine Muradyan
Title: ADMINISTRATIVE ASSISTANT III
Address: 5555 Ferguson Dr, 1023A
Commerce, CA 90022
Telephone: (323) 890-8621 Facsimile: (323) 890-8623
E-Mail Address: lmuradyan@dhs.lacounty.gov

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

CENTRAL HEALTH CENTER PH

FACILITY'S PROJECT DIRECTOR:

Name: MARTA GARCIA SHEFFIELD

Title: Chief, Facilities Management

Address: 313 N. Figueroa St., Room 707
Los Angeles 90012

Telephone: (213) 240-8129 Facsimile: (213) 202-5994

E-Mail Address: msheffield@dhs.lacounty.gov

FACILITY'S PROJECT MANAGER:

Name: same as above _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

FACILITY'S PROJECT MONITOR:

Name: Cecilia Galdones

Title: Facility Planner I

Address: 313 N. Figueroa St., Room 707
Los Angeles 90012

Telephone: (213) 240-8321 Facsimile: (213) 202-5994

E-Mail Address: cgaldones@dhs.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** HSA HEADQUARTERS

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PARKWOOD LANDSCAPE MAINTENANCE, INC.

AGREEMENT NO: _____ **LOCATION:** HSA COMMERCE

CONTRACTOR'S PROJECT MANAGER:

Name: Manuel Martinez

Title: Project Manager

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 805-797-5744

Facsimile: _____

E-Mail Address: mmartinez@parkwoodlandscape.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: David L. Melito

Title: President

Address: 16443 Hart Street
Van Nuys, CA 91406

Telephone: 818-988-9677

Facsimile: 818-988-4934

E-Mail Address: dmelito@parkwoodlandscape.com

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CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME Parkwood Landscape Maintenance, Inc. Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 10 / 13 / 2016

PRINTED NAME: David L. Melito

POSITION: President

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.

F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8 - Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:

1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
 (Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____ ;
 (Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
 (Calendar day of Month) (Mo

ending the _____ day of _____ all persons employed on said work site
 (Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
 (Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance E2" forms. The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to be verified.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the Contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and there will be no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Medical Health Screening

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "E2 Health Clearance". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed forms.

Contractor personnel will be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements may be given a letter indicating they have five (5) days to comply or face release from assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.