

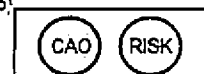
CONTRACT FOR GOODS & SERVICES
Roofing On-Call

THIS AGREEMENT is executed this ¹⁸~~10~~ day of February, 2016, by and between the CITY OF MONTEREY, a municipal corporation, hereinafter called "City," and Ross Roofing & Construction Inc., hereinafter called "Contractor."

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. **Scope.** Contractor hereby agrees to provide to the City, as the scope of services under this Agreement, the following services: Respond to service call outs for all types of roofing repair work per Call for Bids (Informal) dated January 14, 2016 attached hereto as Exhibit "A", and Contractor's Proposal dated January 27, 2016, Exhibit "B". In the event of a conflict between the terms of this Agreement and the attached exhibits, the order of precedence shall be as follows: #1 this Agreement; #2 City's Bid Specifications (Exhibit "A") and #3 Contractor's Proposal (Exhibit "B").
2. **Timely.** Contractor shall perform all tasks in a timely fashion, as set forth more specifically in paragraph 3 below. Failure to so perform is hereby deemed a material breach of this Agreement, and City may terminate this Agreement with no further liability hereunder, or may agree in writing with Contractor to an extension of time to complete the work.
3. **Term.** The work under this Agreement shall commence March 1, 2016 and shall be completed by February 29, 2017 unless City grants a written extension of time as set forth in paragraph 2 above.
4. **Payment.** City agrees to pay and Contractor agrees to accept as full and fair consideration for the performance of this Agreement, an hourly fee fully described in Contractor's fee schedule, Exhibit B. The total amount of compensation to be paid under this Agreement shall not exceed Sixty Four Thousand Nine Hundred Ninety Nine Dollars and no cents (\$64,999.00). Contractor has no right of reimbursement for expenses under this Agreement. Compensation shall become due and payable 30 days after City's approval of Contractor's submission of monthly written invoices to the City. The payment of any compensation shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If City determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, City shall not be responsible for payment until such time as the work has been satisfactorily performed.
5. **Meet & Confer.** Contractor agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by City to insure timely and adequate performance of this Agreement.
6. **Insurance.** Contractor shall maintain the following insurance in full force and effect.
 - a. Without altering or limiting Contractor's duty to indemnify, Contractor shall

T00005-CA OR-5 Contract for Goods & Services - \$4,000 and over (v. 3.0 - 9/02/2015)



maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

I. Contractor's Commercial General Liability Insurance including but not limited to personal injuries, bodily injuries, premises/operations, completed operations/products, contractual liability, independent contractors (if any part of the work is to be subcontracted), broad form property damage and cross-liability coverage with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

II. Commercial Automobile Liability Insurance covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

III. Workers' Compensation Insurance. If Contractor employs others in the performance of this Agreement, Contractor shall maintain workers' compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$100,000 per occurrence for employer's liability. Workers' compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

b. Other Insurance Requirements:

I. All insurance under this Agreement must be written by an insurance company that is either:

* Admitted to do business in California with a current A.M. Best rating of no less than A:VI;

or

* An insurance company with a current A.M. Best rating of no less than A:VII.

Exception may be made for the State Compensation Insurance Fund when not specifically rated.

II. Each insurance policy required by this agreement shall be endorsed to state that City of Monterey shall be given notice in writing at least thirty days in advance of any change, cancellation, or non-renewal thereof.

III. The general liability and auto policies shall:

* Provide an endorsement naming the City of Monterey, its officers, officials, and employees as additional insureds under an ISO CG 20 10 11 85 or equivalent.



* Provide that such insurance is primary and non-contributing insurance to any insurance or self-insurance maintained by the City.

* Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01.

IV. Prior to the start of work under this Agreement, Contractor shall file certificates of insurance and endorsements evidencing the coverage required by this agreement with the City of Monterey Risk Management Office. Contractor shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.

V. Neither the insurance requirements hereunder, nor acceptance or approval of Contractor's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Contractor's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, Contractor is financially liable for its indemnification obligations under this Agreement.

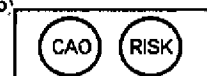
VI. Any deductibles or self-insured retentions must be declared to and approved by the City of Monterey. At the option of the City, either: the insured shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

VII. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

VII. Contractor shall either (1) require each of its subcontractors to procure and to maintain during the life of its subcontract, Commercial General Liability Insurance, Vehicle Liability Insurance and Workers' Compensation Insurance of the type and in the amounts specified above, or; (2) insure the activities of its subcontractors in its policies. Prior to commencement of any work by any subcontractor, Contractor shall file certificates of insurance and endorsements evidencing the coverage required by this paragraph with the City of Monterey Risk Management Office. Contractor shall file a new or amended certificates of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.

7. **Indemnification.** Contractor hereby agrees to the following Indemnification and Hold Harmless Clause:

T00005-CA OR-5 Contract for Goods & Services - \$4,000 and over (v. 3.0 - 9/02/2015)



To the fullest extent permitted by law, Contractor agrees to indemnify, investigate, defend (at Contractor's sole cost and expense and with legal counsel reasonably approved by City), protect and hold harmless, the City of Monterey, its officials, officers, employees, agents, and representatives from and against any and all claims [including, without limitation, claims for bodily injury or death (including but not limited to Contractor, persons employed by Contractor, persons acting on behalf of Contractor, and third parties) or damage to property], demands, obligations, losses, damages, actions, causes of action, suits, judgments, fines, penalties, liabilities, defense costs and expenses (including, without limitation, reasonable attorneys' fees, disbursements and court costs, and all other professional, expert or Contractors' fees and costs) of every kind or nature arising out of or in connection with or relating to any work or activities of Contractor (or Contractor's contractors' or subcontractors', if any) conducted under this Agreement or arising out of the failure on Contractor's part to perform their obligations under this agreement. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of the City, except for those Claims which arise out of the sole negligence or willful misconduct of the City.

Notwithstanding the provisions of the above paragraph, Contractor agrees to assume all risk, and to indemnify and hold harmless the City from and against any and all claims, demands, defense costs, liability, expense, or damages of any kind or nature arising out of or in connection with damage to or loss of any property belonging to Contractor or Contractor's employees, contractors, representatives, patrons, guests or invitees.

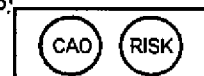
Contractor further agrees to indemnify City for damage to or loss of City property arising out of or in connection with Contractor's work associated with this agreement or arising out of any act or omission of Contractor or any of Contractor's employees, agents, contractors, representatives, patrons, guests or invitees; excepting such damage or loss arising out of the negligence of the City.

8. **Licensing.** Contractor warrants that it is properly licensed to perform the work specified under this Agreement, including but not limited to possession of a current City business license.

9. **Non-Discrimination.** No discrimination shall be made by Contractor or any subcontractor in the hiring and employment of persons for the work under this Agreement or any other City project because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person. Every person in violation of this section is subject to the penalties in accordance with the provisions of Section 1735 of the Labor Code.

10. **Prevailing Wages.** The work performed under this Agreement is not a Public Works Project as defined by the California Labor Code or a project subject to the Davis Bacon Act (40 U.S.C. 3141 *et seq.*) and as such is not subject to either state or federal prevailing wage laws.

11. **Legal day's work; Forfeiture for Violations.** Notwithstanding any provisions of Labor Code Section 1810 *et seq.*, to the contrary, eight hours labor constitutes a legal day's work in all cases where the same is performed under the direction, control, or by the authority of any officer



of City, and Contractor or any subcontractor shall, as a penalty to the City of Monterey, forfeit fifty dollars (\$50) per day for each worker employed in the execution of this Agreement in violation of this provision

12. **Termination.** City may terminate this Agreement upon ten days' written notice. The amount of damages, if any, as a result of such termination may be decided by negotiations between the parties or before a court of competent jurisdiction.

13. **Agency.** In performing the services specified under this Agreement, Contractor is hereby deemed to be an independent contractor and not an agent or employee of City.

14. **Non-Assignability.** The rights and obligations of Contractor hereunder are not assignable and cannot be delegated without written consent of City.

15. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of the Agreement will be effective only if it is in writing signed by both parties hereto.

16. **Validity.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

17. **Counterparts.** This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

18. **Laws.** Contractor agrees that in the performance of this Agreement it will comply with all applicable State, Federal and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the City of Monterey.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first above written in Monterey, California.

CITY OF MONTEREY



Mayor or City Manager

Hans Usler
Assistant City Manager

ROSS ROOFING & CONSTRUCTION INC.



Name & Title of Authorized Signatory



BUILDING MAINTENANCE DIVISION
PHONE 831-646-3926 FAX 831-643-0962

CALL FOR BIDS (INFORMAL)

PROJECT OPENING DATE: January 14, 2016

PROJECT NAME: Roofing On-Call

PROJECT LOCATION: Monterey Ca 93940

PROJECT DESCRIPTION:

Contractor to provide all labor, material, equipment, and project management for a General Roofing On-Call Contract for City of Monterey and Presidio Municipal Services Agency (PMSA) projects in accordance with the Specification. The work shall be located in the City of Monterey, Presidio of Monterey (POM), Ord Military Community (OMC). The contract agreement will be for a not to exceed funding limit of \$64,999.00. The amount of work to be requested during the twelve-month contract period cannot be well defined at the outset. There is no guarantee of work during the Contract. Work shall be issued through Work Orders.

Contractor bidding must be legally entitled to perform contracts requiring a Class C39 Roofing Contractor License. Any bidder or contractor not so licensed shall be subject to all penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractor State License Board.

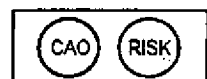
Bid Questions

May be submitted until January 21, 2016 by 10:00 A.M. to kinzie@monterey.org.

Bids

Shall be received in the office of the Building Maintenance Division at Presidio Bldg. 268, Monterey CA., UNTIL 10:00 A.M on January 27, 2016 for Roofing On-Call per scope. Please e-mail your bid to kinzie@monterey.org.

tel: 831-646-3926
monterey@presidio.org



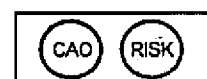
Item	Description	Unit	No. of Hours	Hourly Rate Non-Prevailing	Hourly Rate Prevailing
1	Project Manager	Hr	1		
2	Superintendent	Hr	1		
3	Forman/Lead	Hr	1		
4	Roofer	Hr	1		
5	Laborer	Hr	1		
	Based on Items 1 through 5		Grand Total	\$	\$
	(If Contractor only pays prevailing rate, please note N/A in Column for non-prevailing)				
	CONTRACTORS MARK UP %	Unit		PERCENT	
6	Materials Mark-up	%			
7	Sub-Contractor Mark-up	%			
8	Performance and Payment Bond	%			
9	Contractor's fee (\$1-\$64,999)	%			
10	Total Mark-up for lines 6, 7, 8, and 9	%	Grand Total of Percentage		
	ROOFING ON-CALL BID DOCUMENT				

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____



E-MAIL: _____

SIGNATURE: _____

PRINTED SIGNATURE: _____

CONTRACTORS LEGAL NAME: _____
(Please Print)

WHERE CONTRACTOR IS ORGANIZED: _____
(i.e. California Corporation, or individual doing business under Ca. Law)

CONTRACTOR LICENSE NUMBER: _____

LICENSE EXPIRATION DATE: _____

SUB CONTRACTORS: _____
(That you would use)

SUBCONTRACTOR LICENSE: _____

BID ITEM DESCRIPTION

This section covers details of individual items of the Bid Schedule to insure that it is clear as to what is to be included in each item. The costs submitted with each item are to reflect the work to be completed under that bid item only. Payment of all the following items shall be for actual materials installed on the job and for actual work accomplished.

ITEM DESCRIPTIONS: (SCOPE)

The unit and lump sum prices paid shall be full compensation for completing the contract, and shall include all labor, materials, equipment, taxes and incidentals for a complete job, and no separate or additional compensation shall be made therefore. Payment of all the following items shall be for actual materials installed on the job and for actual work accomplished. The scope of work for each item shall include, but shall not be limited to:

1. Hourly Rate
The hourly rate will include the labor cost, labor cost surcharge, and labor markup and equipment necessary for the trade.

2. Materials Markup
This percentage cost shall include mark up for materials purchased by the prime contractor for each project. The Engineer reserves the right to furnish any or all the



materials it deems necessary to complete the work. The Contractor shall have no claims for costs and markup on materials furnished by the City.

3. Sub-Contractor Markup

This percentage cost shall include prime contractor's mark-up for sub-contractor's cost for completion of each project work order.

4. Payment Bond

This percentage cost shall include contractor's cost for providing payment bond for each project work order. Payment Bond is required on all projects \$25,000.00 and over. At the time of Notice to Proceed of a project Contractor will file with the City a public works labor and materials bond (Payment Bond) in the amount of one hundred percent (100%) of the project price.

5. Contractor's Fee

These pay items are for overhead and profit as a percentage of the total construction cost for items listed for a project in the ranges of \$1 to \$64,999.00. This markup only applies to work performed by the prime contractor's own forces. Fee shall include insurance costs.

Ancillary Items

Payment for any items that do not have instruction indicating where expenses for said items are to be accounted for are to be considered ancillary to the work and accounted for in every one of the lump sum or unit price items and no additional compensation will be allowed therefore.

Bid Clarification

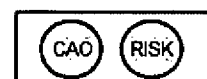
Award of contract, if any be made, shall be made to the Contractor with the lowest responsive and responsible bid based on Items 1 through 5 Grand Total Hourly Rate Prevailing. The Hourly Rate Prevailing will be the basis for bid comparison.

Pursuant to the provisions of the California Public Contract Code Section 20103.8, City reserves the option to award any or all the additive bid items in addition to the original contract after the lowest responsible Bidder has been determined, should the City later obtain additional funding for additive alternatives not awarded with the original contract.

Unit and lump sum prices shall be for items in place, as shown in the specifications, including all labor, material, equipment, taxes, and incidentals necessary for a complete job.

Whenever unit prices are required and there is an incorrect extension thereof, the unit price correctly extended shall prevail and the total bid shall be corrected to reflect the correct extension.

The foregoing quantities are approximate only, being given as a basis for comparison of bids, and the City of Monterey does not, expressly or by implication, agree that the



actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of work by twenty-five percent (25%) or to omit portions of the work as may be deemed necessary by the Engineer.

The amount of work to be requested during the twelve-month contract period cannot be well defined at the outset. The bidder agrees to do the work on an on-call basis in such increments and at such times and locations as will be defined in written requirements to be issued by the City as the need arises. Contractor shall submit cost estimates based on the project, plans, scope of work and accepted prices described in the Proposed Schedule of Quantities and Prices. The bidder agrees that the offer to do the work at the established contract hourly rates and percent cost and shall remain in effect for all written work orders as herein described and issued by the City during the twelve month period beginning with the effective date of the notice to proceed or the exhaustion of the funding limit, whichever comes first. There is no guarantee of work during the contract. Costs for insurance and bonds will not be reimbursed in the event that no work is issued during the course of the contract.

Bidder Responsibility

- A. **Standards of Responsibility.** City may reject bids on the basis of non-responsibility. A responsible bidder is one that has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance of the contract. Factors to be considered in determining whether the standard of responsibility has been met include whether a bidder has:
1. The appropriate financial, material, equipment, facility, and personnel resources, including all required certifications and licenses, and expertise necessary to indicate its capability to meet all contractual requirements;
 2. A satisfactory record of performance, including but not limited to any prior work performed by bidder for City;
 3. A satisfactory record of integrity, diligence and professionalism in the specific contract work;
 4. The legal qualifications to contract with the City; and
 5. Supplied all information requested by City in connection with the inquiry concerning responsibility.
- B. **Information Pertaining to Responsibility.** The prospective contractor shall supply any information requested by the City concerning the responsibility of such contractor, including the qualifications and performance records of contractor's employees and proposed subcontractors. If the prospective contractor fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the prospective contractor non-responsible if failure to provide the requested information is deemed unreasonable by City.
- C. **City's Duty Concerning Responsibility.** Before awarding a contract, the City must be satisfied that the prospective contractor is responsible. City may use the information



provided by prospective contractor as well as information obtained from other legitimate sources, including City staff's own experience with the contractor and contractor's staff.

- D. **Written Determination of Non-responsibility Required.** If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility setting forth the basis of the finding shall be prepared by the City. A copy of the determination shall be sent promptly to the non-responsible bidder or offeror,

ENVIRONMENTAL REQUIRED DOCUMENTS:

1. Contractor is responsible to fill out the City's Construction and Demolition Debris Waste Management Plan form, as Appendix A, at the end of the certain projects. Project Manager will issue at the beginning of a project that document will be required.

DOCUMENTS DUE TIME FRAME:

Contract once awarded to Contractor, is due back to City of Monterey no later than 5 calendar days.

Contractors insurance is due back to City of Monterey no later than 5 Calendar days per Contract requirements #6 & #7.

Contractors Bond, if required, is due to City of Monterey within 5 Calendar days from award.

If Contractor is unable to provide these documents within the 5-day deadline the City will look to award work to the next responsive, responsible bidder.

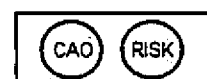
INSURANCE REQUIREMENTS: IF CONTRACTOR IS AWARDED THE BID THE FOLLOWING WILL BE REQUIRED:

Attached is a SAMPLE of contract containing required indemnification and insurance requirements. Please be prepared to furnish all insurance per #6 & #7 of this sample contract.

PREVAILING WAGES:

1. Contractor and all subcontractors shall be responsible for determining which prevailing wage rate applies to the corresponding labor classification to be used in the execution of this contract and shall pay accordingly.

Local prevailing wage rates shall be paid in accordance with Sections 1770, 1773, and 1782, as amended, of the California Labor Code, and **Section 28-20(e) of the Monterey City Code, on all public works construction contracts exceeding twenty-five thousand dollars (\$25,000) and all public works contracts for**



alteration, demolition, repair or maintenance work exceeding fifteen thousand dollars (\$15,000). Local wage rates may be obtained from City of Monterey, Capital Projects Office, 353 Camino El Estero, Monterey, CA, (831-646-3997) or the Director, Department of Industrial Relations, State of California, 455 Golden Gate Avenue, San Francisco, California (415-703-4774). Any Bidder contractor awarded a public works contract that uses a craft or classification not in the general prevailing wage determinations may be required to pay the wage rate most closely related in the general determinations, effective at the time of the call for bids.

In accordance with the provisions of Sections 1725.5, 1771.1, 1771.3, and 1771.4 of the Labor Code, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal (subject to the requirements of Section 4104 of the Public Contract Code), or engage in the performance of any contract for public work, as defined by that chapter of the Labor Code, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code.

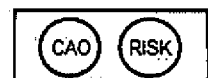
In accordance with the provisions of Section 1773.3 of the Labor Code, the City of Monterey shall provide notice to the Department of Industrial Relations (DIR) of the award of any public works contract subject to the requirements of Chapter 1 of the Labor Code, within five days of the award. The notice shall be transmitted electronically in a format specified by the DIR (see <https://www.dir.ca.gov/pwc100ext/>) and shall include the name of the contractor, any subcontractor listed on the successful bid, the bid and contract award dates, the contract amount, the estimated start and completion dates, job site location, and any additional information the DIR specifies that aids in the administration and enforcement of this chapter.

MCNAMARA-O'HARA SERVICE CONTRACT ACT (SCA) INFORMATION

The McNamara-O'Hara Service Contract Act requires contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor's collective bargaining agreement. The Department of Labor issues wage determinations on a contract-by-contract basis in response to specific requests from contracting agencies. These determinations are incorporated into the contract.

For contracts equal to or less than \$2,500, contractors are required to pay the federal minimum wage as provided in Section 6(a)(1) of the Fair Labor Standards Act.

For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to SCA-covered contracts.



The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

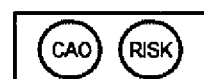
Service contracts which do not exceed \$2,500 are not subject to wage and fringe benefit determinations or to the safety and health requirements of the SCA. However, the SCA does require that employees performing work on such contracts be paid not less than the above minimum wage rate provided by section 6(a)(1) of the Fair Labor Standards Act.

All provisions of the SCA except the safety and health requirements are administered by the Wage and Hour Division.

The wage and hour requirements of the McNamara-O'Hara Service Contract Act (SCA) are administered by the Wage and Hour Division (WHD). The Act covers contracts and any bid specifications in excess of \$2,500, whether negotiated or advertised, entered into by federal and District of Columbia agencies where the principal purpose of the contract is to furnish services in the U.S. through the use of service employees. The definition of a service employee includes any employee engaged in performing services on a covered contract other than a bona fide executive, administrative, or professional employee who meets the exemption criteria set forth in 29 CFR Part 541.

The Act does not apply to certain types of contractual services. These statutory exemptions include:

- Contracts for construction, alteration, and/or repair of public buildings or public works, including painting and decorating (those covered by the Davis-Bacon Act);
- Work required in accordance with the provisions of the Walsh-Healey Public Contracts Act;
- Contracts for transporting freight or personnel where published tariff rates are in effect;
- Contracts for furnishing services by radio, telephone, telegraph, or cable companies subject to the Communications Act of 1934;
- Contracts for public utility services;
- Employment contracts providing for direct services to a federal agency by an individual or individuals;
- Contracts for operating postal contract stations for the U.S. Postal Service;
- Services performed outside the U.S. (except in territories administered by the U.S., as defined in the Act); and
- Contracts administratively exempted by the Secretary of Labor in special circumstances because of the public interest or to avoid serious impairment of government business.



Basic Provisions/Requirements

The SCA requires contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor's collective bargaining agreement as provided in wage determinations issued by the Department of Labor. These determinations are incorporated into the contract.

For contracts equal to or less than \$2,500, contractors are required to pay the federal minimum wage of \$7.25 per hour effective July 24, 2009. Contractors must also, under the provisions of the Contract Work Hours and Safety Standards Act and the Fair Labor Standards Act, pay employees at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek.

Finally, employers must notify employees working in connection with the contract of the compensation due them under the wage and fringe benefits provisions of the contract.

Employee Rights

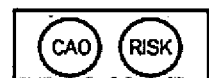
The SCA provides covered service workers on federal service contracts the right to receive at least the locally prevailing wage rate and fringe benefits, as determined by the Department of Labor, for the type of work performed. The Wage and Hour Division accepts complaints of alleged SCA wage violations.

Recordkeeping, Reporting, Notices and Posters:

Notices and Posters

Every employer performing work covered by the Service Contract Act is required to provide each employee working on the contract notice of the SCA payment and fringe benefit requirements for the different classes of service employees and to post the "Employee Rights on Government Contracts" notice (including any applicable wage determination) at the site of the work in a prominent and accessible place where it may be easily seen by employees. There are no size requirements for the poster. The Employee Rights on Government Contracts poster is available Spanish as well.

If the contractor employs workers with disabilities under special minimum wage certificates, the "Notice to Workers with Disabilities/Special Minimum Wage (PDF) poster" must also be posted. This poster explains the conditions under which special minimum wages may be paid. It must be posted in a conspicuous place on the



employer's premises where it can be readily seen by employees and the parents or guardians of workers with disabilities.

Recordkeeping

Some of the records required to be kept under this law are also required under the Fair Labor Standards Act (see Wage and Hour Division Fact Sheet #21: Recordkeeping).

Under the Service Contract Act, contractors and subcontractors are required to maintain certain records for each employee performing work on the covered contract. Basic records, such as name, address, and Social Security number of each employee must be maintained for three years from completion of the work. In addition, records on the following must be maintained for three years:

- The correct work classification(s), wage rate(s), and fringe benefits provided (or cash equivalent payments provided in lieu of fringe benefits)
- The total daily and weekly compensation of each employee
- The number of daily and weekly hours worked by each employee
- Any deductions, rebates, or refunds from each employee's compensation
- Any list of a predecessor contractor's employees which had been furnished showing employee's length of service information
- A list of wages and fringe benefits for those classes of workers conformed to the wage determination attached to the contract

The contractor shall also make available a copy of the contract upon request from the Wage and Hour Division.

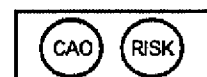
Reporting

There are no reporting requirements.

Penalties/Sanctions

Violations of the SCA may result in contract terminations and liability for any resulting costs to the government, withholding of contract payments in sufficient amounts to cover wage and fringe benefit underpayments, legal action to recover the underpayments, and debarment from future contracts for up to three years.

Contractors and subcontractors may challenge determinations of violations and debarment before an Administrative Law Judge. Contractors and subcontractors may appeal decisions of Administrative Law Judges to the Administrative Review Board. Final Board determinations on violations and debarment may be appealed to and are enforceable through the federal courts.



Relation to State, Local, and Other Federal Laws

The SCA applies only to contracts awarded by the federal or District of Columbia governments. As noted above, contractors are required to compensate employees working in connection with covered contracts for overtime work in accordance with the overtime pay standards of the Fair Labor Standards Act and the Contract Work Hours and Safety Standards Act.

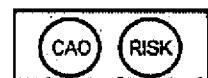
THE FOLLOWING PROVISIONS APPLY TO ALL FEDERALLY-FUNDED PROJECTS:

This project is partially or completely federally funded. Federal and/or State prevailing wage rates, whichever are higher, shall apply. Contractor and all subcontractors shall be responsible for determining which prevailing wage rate applies to the corresponding labor classification to be used in the execution of this contract and shall pay accordingly. Contractor and all subcontractors shall, if applicable, comply with the provisions of the Davis-Bacon Act (incorporated herein and attached as Appendix B hereto) and all amendments thereto.

The Federal minimum wages shall be based on the wages that the United States Secretary of Labor determines to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State of California.

Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates in the county, or counties, in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are set forth in the State General Prevailing Wage Rates for this project, available at City of Monterey Capital Projects Office, 353 Camino El Estero, Monterey, CA (831/646-3997) and available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov/dlsr/PWD/Northern.html>.

If there is a difference between the Federal minimum wage rates predetermined by the Secretary of Labor and the State General prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the Contractor and subcontractors shall pay not less than the higher wage rate. The City will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the Contractor and subcontractors, the Contractor and subcontractors shall pay not less than the Federal minimum wage rate, which most closely approximates the duties of the employees in question.



Prevailing wage rates are required to be posted at the jobsite. Contractor **shall submit a certified payroll along with Fringe Benefit Statement** with invoice at end of project.

Non-Discrimination. No discrimination shall be made by Contractor or any subcontractor in the hiring and employment of persons for the work under this Agreement or any other City project because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person. Every person in violation of this section is subject to the penalties in accordance with the provisions of Section 1735 of the Labor Code.

PRESIDIO OF MONTEREY ADDITIONAL REQUIREMENTS:

OTHER PERSONNEL

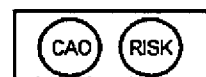
Contractor shall submit a list (to be furnished upon award), Installation Access Application; given upon award of project) of all personnel working on Presidio within two (2) days from award of contract and shall ensure the Contractor's employees observe and comply with all Contractor and Army policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, gratuities, flag courtesy, "off limits" areas, and possession of firearms or other lethal weapons. Contractor's personnel shall be legal residents or citizens of the United States and shall be able to clearly communicate in the English language. Contractor shall ensure the Contractor's personnel do not present an appearance, such as would embarrass the Command or residents of Presidio, and that their conduct shall not reflect discredit upon the installation or the Department of the Army. The Contractor shall remove from the job site any employee for reasons of misconduct or security. The removal of such a person shall not relieve the Contractor of the requirements to provide personnel to perform adequate and timely service. The Contractor shall not hire off-duty or former Government employees whose employment would result in a conflict with the Joint Ethics Regulations, DOD 5500.7-R. Contractor shall notify City of Monterey of any changes on the working status of key personnel immediately in writing for review and approval.

PROTECTION OF GOVERNMENT PROPERTY

Government property grounds and facilities, if damaged or removed because of the Contractor's operations, shall be restored or replaced to same or better than the original condition and located in the same position and alignment as is reasonably possible.

VEHICLES

Contractor personnel utilizing Contractor-owned or privately owned vehicles on the military community shall possess a valid State driver's license and proof of insurance for



vehicles. Contractor shall have clearly identified vehicles with the name of the Contractor prominently displayed on both sides of the vehicle while working on the installation. Contractor shall adhere to installation parking policy.

JOBSITE SECURITY REQUIREMENTS

The Presidio has a tight strictly-enforced Entrance Security System that requires random searches of all vehicles and, while every effort will be made to provide timely access, it will not always be possible. Also the work will be completed while the buildings are occupied so there will be times that areas are inaccessible, or interruptions to work will be necessary. Again these will be kept to a minimum, but cannot be foreseen and should be considered in the bids, as no additional compensation will be made for such delays.

GENERAL REQUIREMENTS:

BUSINESS LICENSE

Contractor is required to produce a copy of their current City of Monterey business license once awarded.

PERMIT

If a permit is required, it must be obtained before the work starts. Determination will be by City Representative in charge of the project.

ELECTRICAL WORK

All electricians performing work under this contract, as defined as making electrical connections at or above 100 volt-amperes, shall be **certified** pursuant to Section 3099 et seq. of the California Labor Code. Contractor shall submit proof of certification, or proof that the requirements of Section 3099.4 (a) of the California Labor Code have been met, prior to electricians commencing work under this contract.

LEAD BASED PAINT

Contractor is responsible to adhere to the EPA - Renovation, Repair and Painting (RRP). See <http://www.epa.gov/lead/pubs/renovation.htm>

WARRANTY

One year (minimum) warranty for all purchased equipment, materials and components will be provided by the Contractor and will provide copies of all manufacturer warranties and purchase documents to City Representative within 20-days following the final closeout of the project.



TIME LINE

UNIQUE CONDITIONS (CONDITIONS THAT WILL AFFECT THEIR BIDS): Bid is to be good for 60-days.

The Contractor shall submit bonds or alternative security and evidence of insurance that conforms to the contract within five (5) calendar days after the award of the contract.

A Notice to Proceed will be issued upon receipt of the forgoing documents. A specific work order notice shall be issued for the work to be performed and shall serve as a Notice to Proceed for that specific project.

The Contractor shall diligently prosecute the contract to completion on or before the expiration of contract timeline stated on the work order. Timelines shall be as follows unless additional time is authorized by the Project Manager.

<u>For each work order valued at:</u>	<u>Timeline</u>
Less than \$5,000	7 calendar days
\$5,000 to \$9,999	14 calendar days
\$10,000 to \$24,999	21 calendar days
\$25,000 or over	To be individually negotiated.

The terms of this contract shall remain in effect for one year from the effective date of the Notice to Proceed or the contract amount \$64,999 is spent, whichever comes first.

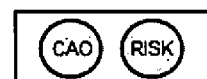
PAYMENT

The General Services Manager shall retain ten (10) percent of the value of all work done as part security for the fulfillment of the contract by the Contractor. Retained sums will be released when final inspection is done and approved by the Building Maintenance Representative. Certified Payroll and Benefit Statement is required on all Presidio projects over \$2,000.00, to be submitted with invoice.

BONDS

Payment Bond is required on all projects \$25,000.00 and over. At the time of Notice to Proceed (NTP) Project Contractor will file with the City a public works labor and materials bond (Payment Bond) in the amount of one hundred percent (100%) of the NTP price.

Surety needs to be an admitted carrier in California with a valid surety license and posses a minimum rating from A.M. Best Company of A-VII. The Surety and/or co-sureties should be listed as an acceptable surety on federal bonds by the United States



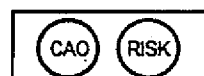
Department of the Treasury, subject to the maximum amount shown in the listing. If co-sureties are used, their bonds shall be on a joint and several basis.

Said bond is to meet with the approval of the City Attorney of the City of Monterey.

TECHNICAL SPECIFICATIONS

Sample of roofing work requested via Notice to Proceed (NTP) work orders, but not limited to:

1. Removal and replacement of scupper drains.
2. Removal and replacement of tiles
3. Sweeping back existing gravel surfacing and reapplying existing gravel.
4. Inspection of under-laying membrane for splits, cracks or defects and making repairs.
5. Removal and replacement of all types of roof materials.
6. Roof preparation
7. Disconnect and cut out of existing PVC drain and prepare areas for new drain, heat welding if need be.
8. Removal of gutters and installation of new or old gutters as asked in scopes.
9. Installation of galvanized caps
10. Patch or repair of existing roof systems.
11. Installation of new roofing systems, all types.
12. Clean up and haul away all repair debris from projects site to complete



NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

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

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on this _____ day of _____, 201__ in _____ [city], _____ County, California.

Signature

Printed Name and Title



DEBARMENT AND SUSPENSION CERTIFICATION

The Bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any state, federal, or local agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any state, federal, or local agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not be indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

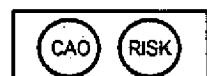
Exceptions will not necessarily result in denial of award, but will be considered in determining Bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

I declare under penalty of perjury that the foregoing is true and correct and that this certification is signed this _____ day of _____, 201__ in _____ [city], _____ County, California.

Signature

Printed Name and Title



[SAMPLE]

CONTRACT FOR GOODS & SERVICES [\$4,000 and over]

Name of Project

THIS AGREEMENT is executed this ____ day of _____, 201_, by and between the CITY OF MONTEREY, a municipal corporation, hereinafter called "City," and CONTRACTOR'S NAME, hereinafter called "Contractor."

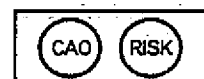
IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. **Scope.** Contractor hereby agrees to provide to the City, as the scope of services under this Agreement, the following services: Describe general scope of work. Scope of work is further discussed in Title of City's Bid Specs, Exhibit "A", and Contractor's Proposal dated (xx), Exhibit "B". In the event of a conflict between the terms of this Agreement and the attached exhibits, the order of precedence shall be as follows: #1 this Agreement; #2 City's Bid Specifications (Exhibit "A") and #3 Contractor's Proposal (Exhibit "B").

2. **Timely.** Contractor shall perform all tasks in a timely fashion, as set forth more specifically in paragraph 3 below. Failure to so perform is hereby deemed a material breach of this Agreement, and City may terminate this Agreement with no further liability hereunder, or may agree in writing with Contractor to an extension of time to complete the work.

3. **Term.** The work under this Agreement shall commence [date of start of work] and shall be completed by [date of end of work] unless City grants a written extension of time as set forth in paragraph 2 above. *Optional language, select one:* [This contract may be extended for [insert # of options up to a maximum of 4] additional one-year terms by written mutual agreement of the parties. Any such written agreement between the parties exercising an option to extend must be entered into prior to the expiration date of the contract.] **OR** [This contract may be extended for [insert # of options up to a maximum of 4] additional one-year terms, which extensions shall occur automatically on an annual basis unless notice of termination is provided by either party in accordance with the provisions of paragraph 10 herein.]

4. **Payment.** City agrees to pay and Contractor agrees to accept as full and fair consideration for the performance of this Agreement, [_____ Dollars (\$_____)] or [(an hourly fee in the amount of _____ Dollars (\$_____)) per hour, not to exceed _____ Dollars (\$_____)], as more fully described in title of Contractors fee schedule, Exhibit "C". Contractor has no right of reimbursement for expenses under this Agreement. Compensation shall become due and payable 30 days after City's approval of Contractor's submission of monthly written invoices to the City. The payment of any compensation shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If City determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, City shall not be responsible for payment until such time as the work has been satisfactorily performed.



5. **Meet & Confer.** Contractor agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by City to insure timely and adequate performance of this Agreement.

6. **Insurance.** Contractor shall maintain the following insurance in full force and effect.

a. Without altering or limiting Contractor's duty to indemnify, Contractor shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

I. **Contractor's Commercial General Liability Insurance** including but not limited to personal injuries, bodily injuries, premises/operations, completed operations/products, contractual liability, independent contractors (if any part of the work is to be subcontracted), broad form property damage and cross-liability coverage with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

II. **Commercial Automobile Liability Insurance** covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

III. **Workers' Compensation Insurance.** If Contractor employs others in the performance of this Agreement, Contractor shall maintain workers' compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$100,000 per occurrence for employer's liability. Workers' compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

b. **Other Insurance Requirements:**

I. All insurance under this Agreement must be written by an insurance company that is either:

* Admitted to do business in California with a current A.M. Best rating of no less than A:VI;

or

* An insurance company with a current A.M. Best rating of no less than A:VII.

Exception may be made for the State Compensation Insurance Fund when not specifically rated.



II. Each insurance policy required by this agreement shall be endorsed to state that City of Monterey shall be given notice in writing at least thirty days in advance of any change, cancellation, or non-renewal thereof.

III. The general liability and auto policies shall:

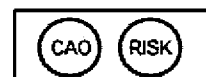
- * Provide an endorsement naming the City of Monterey, its officers, officials, and employees as additional insureds under an ISO CG 20 10 11 85 or equivalent.
- * Provide that such insurance is primary and non-contributing insurance to any insurance or self-insurance maintained by the City.
- * Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01.

IV. Prior to the start of work under this Agreement, Contractor shall file certificates of insurance and endorsements evidencing the coverage required by this agreement with the City of Monterey Risk Management Office. Contractor shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.

V. Neither the insurance requirements hereunder, nor acceptance or approval of Contractor's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Contractor's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, Contractor is financially liable for its indemnification obligations under this Agreement.

VI. Any deductibles or self-insured retentions must be declared to and approved by the City of Monterey. At the option of the City, either: the insured shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

VII. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.



VII. Contractor shall either (1) require each of its subcontractors to procure and to maintain during the life of its subcontract, Commercial General Liability Insurance, Vehicle Liability Insurance and Workers' Compensation Insurance of the type and in the amounts specified above, or; (2) insure the activities of its subcontractors in its policies. Prior to commencement of any work by any subcontractor, Contractor shall file certificates of insurance and endorsements evidencing the coverage required by this paragraph with the City of Monterey Risk Management Office. Contractor shall file a new or amended certificates of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.

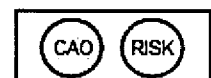
7. **Indemnification.** Contractor hereby agrees to the following Indemnification and Hold Harmless Clause:

To the fullest extent permitted by law, Contractor agrees to indemnify, investigate, defend (at Contractor's sole cost and expense and with legal counsel reasonably approved by City), protect and hold harmless, the City of Monterey, its officials, officers, employees, agents, and representatives from and against any and all claims [including, without limitation, claims for bodily injury or death (including but not limited to Contractor, persons employed by Contractor, persons acting on behalf of Contractor, and third parties) or damage to property], demands, obligations, losses, damages, actions, causes of action, suits, judgments, fines, penalties, liabilities, defense costs and expenses (including, without limitation, reasonable attorneys' fees, disbursements and court costs, and all other professional, expert or Contractors' fees and costs) of every kind or nature arising out of or in connection with or relating to any work or activities of Contractor (or Contractor's contractors' or subcontractors', if any) conducted under this Agreement or arising out of the failure on Contractor's part to perform their obligations under this agreement. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of the City, except for those Claims which arise out of the sole negligence or willful misconduct of the City.

Notwithstanding the provisions of the above paragraph, Contractor agrees to assume all risk, and to indemnify and hold harmless the City from and against any and all claims, demands, defense costs, liability, expense, or damages or any kind or nature arising out of or in connection with damage to or loss of any property belonging to Contractor or Contractor's employees, contractors, representatives, patrons, guests or invitees.

Contractor further agrees to indemnify City for damage to or loss of City property arising out of or in connection with Contractor's work associated with this agreement or arising out of any act or omission of Contractor or any of Contractor's employees, agents, contractors, representatives, patrons, guests or invitees; excepting such damage or loss arising out of the negligence of the City.

8. **Licensing.** Contractor warrants that it is properly licensed to perform the work specified under this Agreement, including but not limited to possession of a current City business license.



9. **Non-Discrimination.** No discrimination shall be made by Contractor or any subcontractor in the hiring and employment of persons for the work under this Agreement or any other City project because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person. Every person in violation of this section is subject to the penalties in accordance with the provisions of Section 1735 of the Labor Code.

10. **Prevailing Wages.** The work performed under this Agreement is not a Public Works Project as defined by the California Labor Code or a project subject to the Davis Bacon Act (40 U.S.C. 3141 *et seq.*) and as such is not subject to either state or federal prevailing wage laws.

11. **Legal day's work; Forfeiture for Violations.** Notwithstanding any provisions of Labor Code Section 1810 *et seq.*, to the contrary, eight hours labor constitutes a legal day's work in all cases where the same is performed under the direction, control, or by the authority of any officer of City, and Contractor or any subcontractor shall, as a penalty to the City of Monterey, forfeit fifty dollars (\$50) per day for each worker employed in the execution of this Agreement in violation of this provision

12. **Termination.** City may terminate this Agreement upon ten days' written notice. The amount of damages, if any, as a result of such termination may be decided by negotiations between the parties or before a court of competent jurisdiction.

13. **Agency.** In performing the services specified under this Agreement, Contractor is hereby deemed to be an independent contractor and not an agent or employee of City.

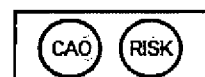
14. **Non-Assignability.** The rights and obligations of Contractor hereunder are not assignable and cannot be delegated without written consent of City.

15. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of the Agreement will be effective only if it is in writing signed by both parties hereto.

16. **Validity.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

17. **Counterparts.** This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

18. **Laws.** Contractor agrees that in the performance of this Agreement it will comply with all applicable State, Federal and local laws and regulations. This Agreement shall be governed by



and construed in accordance with the laws of the State of California and the City of Monterey.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first above written in Monterey, California.

CITY OF MONTEREY

CONTRACTOR

Mayor or City Manager

[name & title of authorized signatory]



Construction and Demolition Debris Waste Management Plan – APPENDIX A

Introduction

This guide will help you complete your Construction and Demolition (C&D) Debris Waste Management Plan required for all Presidio of Monterey infrastructure improvements projects.

General Information

Construction and Demolition (C&D) debris contributes up to 30% of the waste stream in the Monterey Bay Area. C&D debris includes the materials generated in the construction and/or demolition of general construction, streets & underground construction, buildings, remodels and additions.

Section I. Information

Project Information

All information must be filled out completely within 15 days of the award of contract and before any construction begins.

- a) **Owner's Name** – owner of the structure or property
- b) **Owner's Address** – current address of the owner of the structure or property
- c) **Project Name & Number** - Official project name & number as issued by DPW
- d) **Project Address** – location of the jobsite
- e) **Project Contact Person** – person in charge of the construction/demolition project also include phone, email, and address
- f) **Type of Building** – check where applicable
- g) **Type of Project** – check all that apply
- h) **Total Project Cost** – cost of the construction/demolition project
- i) **Total Square Feet** – Area remodeled or for new construction enter the size of structure

Waste Hauler Information

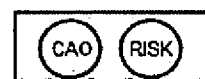
- a) **Waste Hauling Company** – company that hauls construction debris from your jobsite
- b) **Contact Name** – name of representative at hauling company
- c) **Address, City/State/Zip, Phone, Fax** – location and contact information for the hauling company

List all haulers if you have more than one company removing your construction/demolition debris

Section II. Construction Debris Material Handling

1) Complete the schedule to determine types and quantities of C&D debris created on the job site. List approximate weights of each type of materials, describe material type and where it originates from, and list the planned destination for all C&D materials.

2) Where applicable, list actions taken to recycle materials and minimize and divert solid waste from the waste stream.



3) Describe areas where more recycling or solid waste minimization and diversion could take place.

4) Following the completion of the project complete the C&D schedule by:

The project developer shall report the quantities of all construction and demolition debris recycled. At a minimum, all of the materials listed in the approved recycling plan should be reported below.

The project developer shall attach receipts from a bonafide recycling facility or other pertinent documentation to demonstrate recycling of the materials.

This C&D Waste Management Plan Shall be submitted to the contracting officer, and maintained in the City project Folder.

Form must be signed and dated by City Representative

For questions regarding waste disposal please contact the Monterey Regional Waste Management District at cdinfo@co.wake.nc.us or call 919-856-5216. Visit our website at www.wakegov.com

For more information regarding the Monterey Regional Waste Management Fees Please Visit the following website:

<http://www.mrwmd.org/pdf/disposal%20fee%20brochure%2001-09.pdf>

For an introduction to Construction and Demolition waste reduction please visit the following website:

<http://www.mrwmd.org/pdf/CandDWasteReductionReuseandRecycling.pdf>



APPENDIX A

Section I. Information

Project Information:

Owner's Name: _____

Address: _____

Project TITLE: _____

Project Address: _____

City/State/Zip: _____

Project Manager

Project Contact Person: _____

Phone: 831-760- Email: _____

Address: B.Maint, 580 Pacific St. _____

City/State/Zip: Monterey, CA, 93940 _____

Type of Building: Commercial Housing
Classrooms/Office

Type of Project: New Construction Addition/Renovation Demolition

Total Project Cost: \$ \$ _____ Total L. Ft.: _____

Waste Hauler Information:

1) Waste Hauling Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

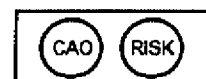
Email: _____

2) Waste Hauling Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____



Phone: _____ Fax: _____

Email: _____

Section II. Construction Debris Material Handling

1) List approximate weights of each type of materials, describe material type and where it originates from, and list the planned destination for all C&D materials.

Waste Type	Estimate Qty. Recycled (lbs)	Material Type & Origin	Destination Facilities
Concrete			
Asphalt			
Masonry			
Clean Lumber (unpainted)			
Drywall			
Metal			
Roofing Shingles			
Cardboard			
Green Waste			
Hazardous Waste			



Other Material			
----------------	--	--	--

2) Describe actions taken to recycle materials and minimize and divert solid waste from the waste stream.

3) Describe areas where more recycling or solid waste minimization and diversion could take place.

- 4) Following the completion of the project complete the C&D schedule and attach any and all disposal or recycling tags or receipts.

CONSTRUCTION AND DEMOLITION (C&D) SCHEDULE SOLID WASTE AND RECYCLING REPORTS

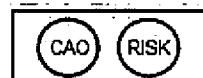
Reporting Period From: To:

Waste Type	Amount Recycled/ Diverted (lbs)	Receipt Attached (Yes or No)	Name of Recycling Facility or Landfill	Date of Disposal	Cost of Recycling /Disposal
Concrete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asphalt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masonry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clean Lumber (unpainted)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drywall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Metal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roofing Shingles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardboard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Green Waste	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hazardous Waste	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Material	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Acceptance:

Contractor -

Contracting Officer



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Ross Roofing + Construction, Inc

1/27/16

EXHIBIT "B"

Item	Description	Unit	No. of Hours	Hourly Rate Non-Prevailing	Hourly Rate Prevailing
1	Project Manager	Hr	1	\$63	\$83
2	Superintendent	Hr	1	\$63	\$83
3	Forman/Lead	Hr	1	\$63	\$83
4	Roofer	Hr	1	\$63	\$83
5	Laborer	Hr	1	\$45	\$67
	Based on Items 1 through 5 (If Contractor only pays prevailing rate, please note N/A in Column for non-prevailing)		Grand Total	\$ 297	\$ 399
	CONTRACTORS MARK UP %	Unit		PERCENT	
6	Materials Mark-up	%		15%	
7	Sub-Contractor Mark-up	%		15%	
8	Performance and Payment Bond	%		5%	
9	Contractor's fee (\$1-\$64,999)	%		15%	
10	Total Mark-up for lines 6, 7, 8, and 9	%	Grand Total of Percentage	50% (can vary)	
	ROOFING ON-CALL BID DOCUMENT				

NAME OF FIRM: Ross Roofing + Construction, Inc.

ADDRESS: 742 NEESON Rd suite D Marina CA 93933

TELEPHONE: 831 394 8581

FAX NUMBER: 831 394 4943



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E-MAIL: Admin Mike@rossroofing.net
SIGNATURE: Michael Ross
PRINTED SIGNATURE: Michael Ross
CONTRACTORS LEGAL NAME: Ross Roofing + Construction, Inc.
(Please Print)
WHERE CONTRACTOR IS ORGANIZED: Marion
(i.e. California Corporation, or individual doing business under Ca. Law)
CONTRACTOR LICENSE NUMBER: 836222
LICENSE EXPIRATION DATE: Jan 2017
SUB CONTRACTORS: No
(That you would use)
SUBCONTRACTOR LICENSE: —

BID ITEM DESCRIPTION

This section covers details of individual items of the Bid Schedule to insure that it is clear as to what is to be included in each item. The costs submitted with each item are to reflect the work to be completed under that bid item only. Payment of all the following items shall be for actual materials installed on the job and for actual work accomplished.

ITEM DESCRIPTIONS: (SCOPE)

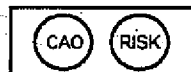
The unit and lump sum prices paid shall be full compensation for completing the contract, and shall include all labor, materials, equipment, taxes and incidentals for a complete job, and no separate or additional compensation shall be made therefore. Payment of all the following items shall be for actual materials installed on the job and for actual work accomplished. The scope of work for each item shall include, but shall not be limited to:

1. Hourly Rate

The hourly rate will include the labor cost, labor cost surcharge, and labor markup and equipment necessary for the trade.

2. Materials Markup

This percentage cost shall include mark up for materials purchased by the prime contractor for each project. The Engineer reserves the right to furnish any or all the



NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND
SUBMITTED WITH BID

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The undersigned declares:

I am the President of Ross Roofing + Construction the party
making the foregoing bid. Inc.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on this 27 day of January, 2016 in Marina [city], CA, Monterey County, California.

Michael Ross
Signature

Michael Ross, Pres
Printed Name and Title

DEBARMENT AND SUSPENSION CERTIFICATION

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The Bidder, under penalty of perjury, certifies that, except as noted below, he/she/any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any state, federal, or local agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any state, federal, or local agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not be indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining Bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

I declare under penalty of perjury that the foregoing is true and correct and that this certification is signed this 27 day of January, 2016 in Marina [city], Monterey County, California.

Michael Ross
Signature

Michael Ross Pres.
Printed Name and Title

