

**AGREEMENT FOR SERVICES
BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA,
AND
NEW IMAGE LANDSCAPE COMPANY**

PREAMBLE

This Agreement is entered into between the City of Santa Clara, California, a chartered California municipal corporation (City) and New Image Landscape Company, a California corporation, (Contractor). City and Contractor may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

RECITALS

- A. City desires to secure the services more fully described in this Agreement, at Exhibit A, entitled "Scope of Services";
- B. Contractor represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of City; and,
- C. The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

AGREEMENT TERMS AND CONDITIONS

1. AGREEMENT DOCUMENTS

The documents forming the entire Agreement between City and Contractor shall consist of these Terms and Conditions and the following Exhibits, which are hereby incorporated into this Agreement by this reference:

Exhibit A – Scope of Services

Exhibit B – Schedule of Fees

Exhibit C – Insurance Requirements

Exhibit D – Labor Compliance Addendum (if applicable)

This Agreement, including the Exhibits set forth above, contains all the agreements, representations and understandings of the Parties, and supersedes and replaces any previous agreements, representations and understandings,

whether oral or written. In the event of any inconsistency between the provisions of any of the Exhibits and the Terms and Conditions, the Terms and Conditions shall govern and control.

2. TERM OF AGREEMENT

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on January 30, 2019 and terminate on January 31, 2022.

3. SCOPE OF SERVICES & PERFORMANCE SCHEDULE

Contractor shall perform those Services specified in Exhibit A within the time stated in Exhibit A. Time is of the essence.

4. WARRANTY

Contractor expressly warrants that all materials and services covered by this Agreement shall be fit for the purpose intended, shall be free from defect and shall conform to the specifications, requirements and instructions upon which this Agreement is based. Contractor agrees to promptly replace or correct any incomplete, inaccurate or defective Services at no further cost to City when defects are due to the negligence, errors or omissions of Contractor. If Contractor fails to promptly correct or replace materials or services, City may make corrections or replace materials or services and charge Contractor for the cost incurred by City.

5. QUALIFICATIONS OF CONTRACTOR - STANDARD OF CARE

Contractor represents and maintains that it has the expertise in the professional calling necessary to perform the Services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Contractor's representations regarding its skills and knowledge. Contractor shall perform such Services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

6. COMPENSATION AND PAYMENT

In consideration for Contractor's complete performance of Services, City shall pay Contractor for all materials provided and Services rendered by Contractor in accordance with Exhibit B, entitled "SCHEDULE OF FEES." The maximum compensation of this Agreement is eight hundred fifty thousand dollars (\$850,000), subject to budget appropriations, which includes all payments that may be authorized for Services and for expenses, supplies, materials and equipment required to perform the Services. All work performed or materials provided in excess of the maximum compensation shall be at Contractor's

expense. Contractor shall not be entitled to any payment above the maximum compensation under any circumstance.

7. TERMINATION

- A. Termination for Convenience. City shall have the right to terminate this Agreement, without cause or penalty, by giving not less than Thirty (30) days' prior written notice to Contractor.
- B. Termination for Default. If Contractor fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice to Contractor.
- C. Upon termination, each Party shall assist the other in arranging an orderly transfer and close-out of services. As soon as possible following the notice of termination, but no later than ten (10) days after the notice of termination, Contractor will deliver to City all City information or material that Contractor has in its possession.

8. ASSIGNMENT AND SUBCONTRACTING

City and Contractor bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Contractor shall not hire subcontractors without express written permission from City.

Contractor shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by it.

9. NO THIRD PARTY BENEFICIARY

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

10. INDEPENDENT CONTRACTOR

Contractor and all person(s) employed by or contracted with Contractor to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Contractor has full rights to manage its employees in their performance of Services under this Agreement.

11. CONFIDENTIALITY OF MATERIAL

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed

or received by or for Contractor and all other written information submitted to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Contractor which is otherwise known to Contractor or becomes generally known to the related industry shall be deemed confidential.

12. OWNERSHIP OF MATERIAL

All material, which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports, designs, technology, programming, works of authorship and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Contractor may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Contractor shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

13. RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTOR

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for four (4) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Contractor for the purpose of verifying any and all charges made by Contractor in connection with Contractor compensation under this Agreement, including termination of Contractor. Contractor agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City. Contractor shall bear the cost of the audit if the audit determines that there has been a substantial billing deviation in excess of five (5) percent adverse to the City.

Contractor shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Contractor agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Contractor's Services hereunder.

14. HOLD HARMLESS/INDEMNIFICATION

- A. To the extent permitted by law, Contractor agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and attorney's fees in providing a defense to any such claim or other action, and whether sounding in law, contract, tort, or equity, in any manner

arising from, or alleged to arise in whole or in part from, or in any way connected with the Services performed by Contractor pursuant to this Agreement – including claims of any kind by Contractor’s employees or persons contracting with Contractor to perform any portion of the Scope of Services – and shall expressly include passive or active negligence by City connected with the Services. However, the obligation to indemnify shall not apply if such liability is ultimately adjudicated to have arisen through the sole active negligence or sole willful misconduct of City; the obligation to defend is not similarly limited.

- B. Contractor’s obligation to protect, defend, indemnify, and hold harmless in full City and City’s employees, shall specifically extend to any and all employment-related claims of any type brought by employees, contractors, subcontractors or other agents of Contractor, against City (either alone, or jointly with Contractor), regardless of venue/jurisdiction in which the claim is brought and the manner of relief sought.
- C. To the extent Contractor is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act (“Act”) and/or any other similar federal or state law, Contractor warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Contractor’s responsibilities under the Act.

15. INSURANCE REQUIREMENTS

During the term of this Agreement, and for any time period set forth in Exhibit C, Contractor shall provide and maintain in full force and effect, at no cost to City, insurance policies as set forth in Exhibit C.

16. WAIVER

Contractor agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement. Neither City’s review, acceptance nor payments for any of the Services required under this Agreement shall be constructed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

17. NOTICES

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara
Attention: DPW - Street
1700 Walsh Avenue
Santa Clara, CA 95050
and by e-mail at CQuanz@santaclaraca.gov, and
Street@santaclaraca.gov

And to Contractor addressed as follows:

New Image Landscape Company
3250 Darby Common
Fremont, CA 94539
and by e-mail at rtakehara@newimagelandscape.com

The workday the e-mail was sent shall control the date notice was deemed given. An e-mail transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following business day.

18. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable laws and regulations of the federal, state and local government, including but not limited to "The Code of the City of Santa Clara, California" ("SCCC"). In particular, Contractor's attention is called to the regulations regarding Campaign Contributions (SCCC Chapter 2.130), Lobbying (SCCC Chapter 2.155), Minimum Wage (SCCC Chapter 3.20), Business Tax Certificate (SCCC section 3.40.060), and Food and Beverage Service Worker Retention (SCCC Chapter 9.60), as such Chapters or Sections may be amended from time to time or renumbered. Additionally Contractor has read and agrees to comply with City's Ethical Standards (<http://santaclaraca.gov/home/showdocument?id=58299>).

19. CONFLICTS OF INTEREST

Contractor certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Contractor and that no person associated with Contractor has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. Contractor is familiar with the provisions of California Government Code section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Contractor will advise City if a conflict arises.

20. FAIR EMPLOYMENT

Contractor shall not discriminate against any employee or applicant for employment because of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background, in violation of federal, state or local law.

21. NO USE OF CITY NAME OR EMBLEM

Contractor shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

22. GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

23. SEVERABILITY CLAUSE

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

24. AMENDMENTS

This Agreement may only be modified by a written amendment duly authorized and executed by the Parties to this Agreement.

25. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives.

CITY OF SANTA CLARA, CALIFORNIA
a chartered California municipal corporation

Approved as to Form:

Dated: _____

BRIAN DOYLE
City Attorney

DEANNA J. SANTANA
City Manager
1500 Warburton Avenue
Santa Clara, CA 95050
Telephone: (408) 615-2210
Fax: (408) 241-6771

"CITY"

NEW IMAGE LANDSCAPE COMPANY
a California corporation

Dated: _____

By (Signature): _____

Name: Russell Takehara

Title: Vice President

Principal Place of Business Address: 3250 Darby Common
Fremont, CA 94539

Email Address: rtakehara@newimagelandscape.com

Telephone: (510) 226-9191

Fax: (510) 226-1298

"CONTRACTOR"

EXHIBIT A

SCOPE OF SERVICES

The Services to be performed for the City by the Contractor under this Agreement are set forth below.

Contractor shall provide landscape maintenance at various City sites, including substations, receiving stations, and power stations of City's power company, Silicon Valley Power (SVP). In addition to landscape maintenance, Contractors will provide weekly solid waste collection services at various VTA Bus Stop locations and at the various public litter cans throughout the City.

This is a prevailing wage contract. Contractor shall sign and comply with the City of Santa Clara's Integrated Pest Management Policy (IPM). Contractor shall provide all labor, materials, and equipment to provide services for the areas described below.

This is a unique opportunity to provide landscape services to some high profile City of Santa Clara sites. These sites will vary with their needs; therefore scheduling and communication are important. Many sites will require monthly service while some would only be quarterly or bi-annually.

The City is looking to upgrade some of the electrical facilities. These would be phased in throughout the term of this Agreement. Such upgrades could include irrigation retrofit and new plantings.

A. Landscape Maintenance Service Sites

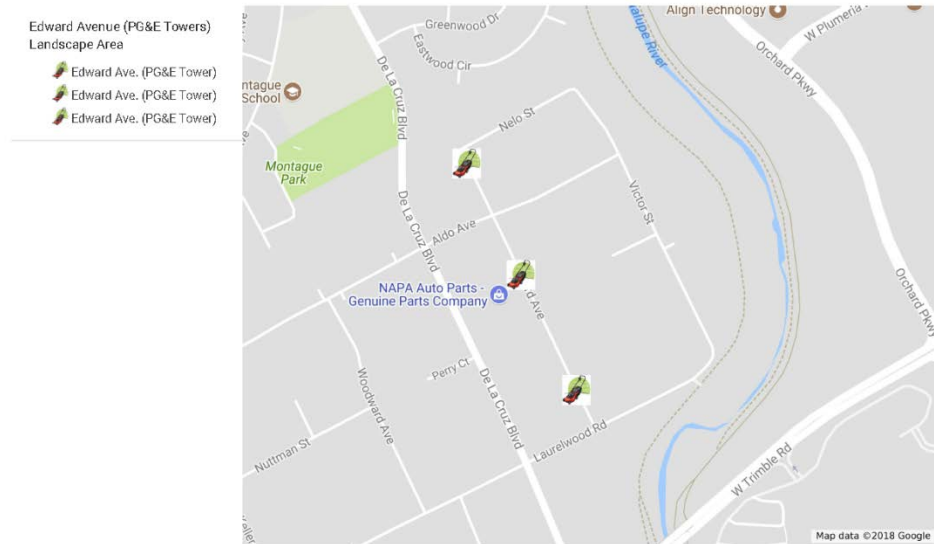
Service day shall be determined by City of Santa Clara and Contractor.

Tree Care: All trees located in these designated sites shall be maintained by the Contractor for roadway clearance of 14 feet and sidewalk clearances of 12 feet. All sucker/water sprouts up to 12 feet shall be maintained by the Contractor.

Laurie/Edwards (PG &E Towers)

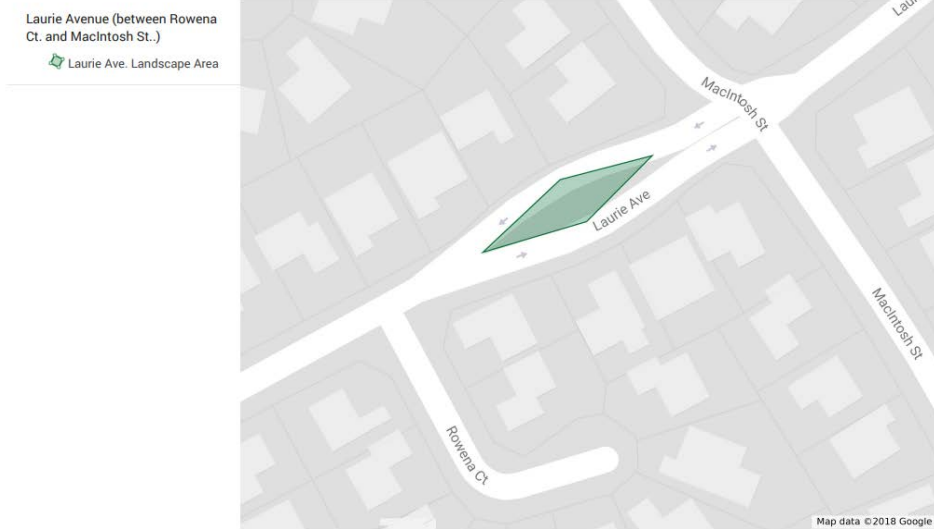
Along Edwards Avenue between Nelo Street and Laurelwood Road there are 3 high power electrical towers in the center of the road. Each tower has a small landscape area at its base that needs to be maintained for vehicular site line clearance, trash, and weed control. Service shall take place during the first week of January, April, July, and October of each contract year.

Edward Avenue (PG&E Towers) Landscape Areas



On Laurie Avenue between Rowena Court and MacIntosh Street there is a high power electrical tower in the center of the road. This tower has a small landscape area at its base that needs to be maintained for vehicular site line clearance, trash, and weed control. Service shall take place during the first week of January, April, July, and October of each contract year.

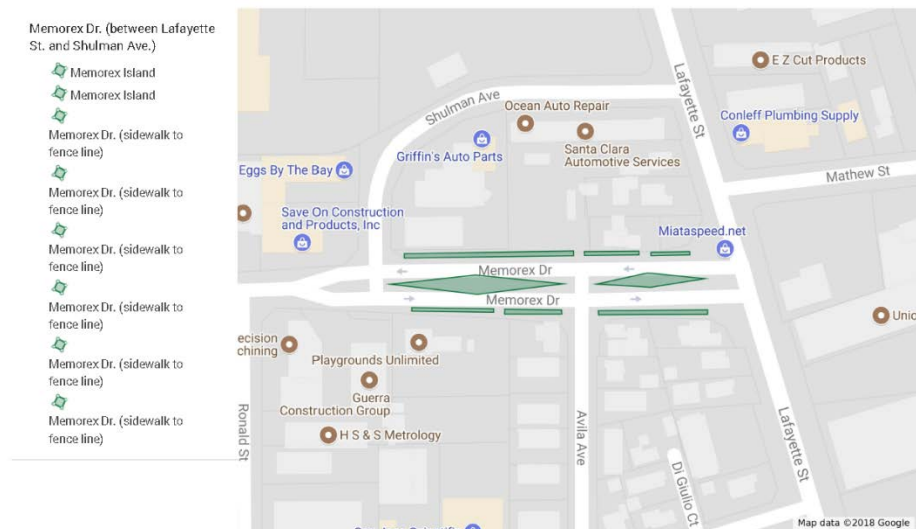
Laurie Avenue (PG&E Towers) Landscape Area



Memorex

Memorex Avenue between Lafayette Street and Shulman Avenue has landscaping in the center median and behind the sidewalk to fence line on both the north and south side of Memorex Avenue. This area shall be kept litter and weed free. Shrubbery/ground cover shall be trimmed as needed to keep material within bounds and away from obstacles. Pine needles shall be picked up from the gutter line, sidewalk, and planters on each service day. Service shall occur on a monthly basis.

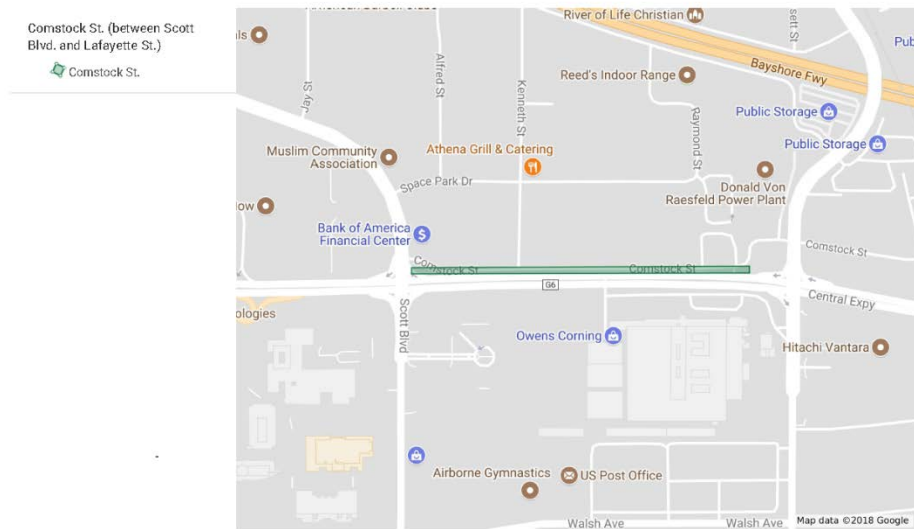
Memorex Dr. Landscape Area



Comstock

Comstock St. between Scott Blvd. and Lafayette St. (Central Expressway fence line) shall be kept litter and weed free. All shrubbery shall be trimmed as needed to keep material within bounds and clear of the chain-link fence/curb line. Service shall take place during the first week of January, April, July, and October of each contract year.

Comstock St. Landscape Area



Calabazas Blvd.

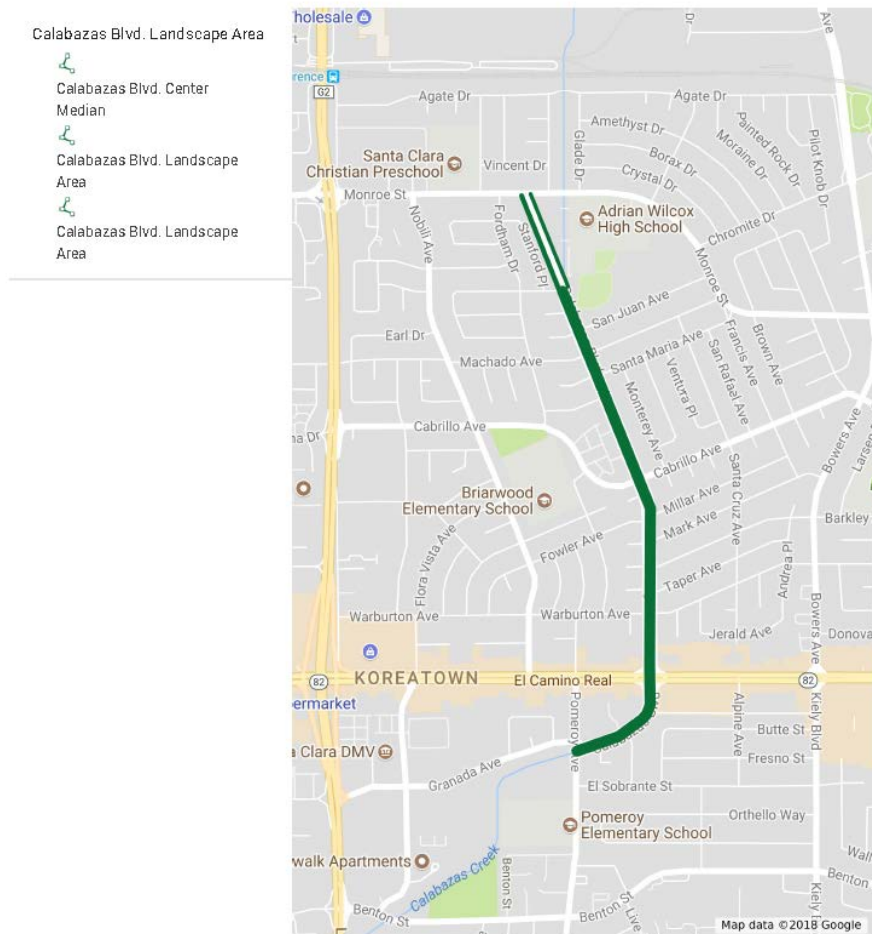
Calabazas Blvd. between Georgetown Place and Pomeroy Avenue has Oleanders along the center median (Calabazas Creek). These Oleanders shall be trimmed back to the chain link fence height, trimmed along the back side (between El Camino Real and San Juan Avenue), and completely trimmed along the front side during the month of September of each contract year.

These Oleanders on Calabazas Blvd. between Georgetown Place and Monroe Street along the east and west side of Calabazas Blvd. shall be trimmed down to the chain link fence height and away from the chain link fence along the east side of the street. The west side shall be brought down to previous trim points which can be discussed with City staff prior to trimming. These shall be trimmed during the month of September of each contract year.

All Eucalyptus tree water sprouts up to 12 feet high shall be trimmed back to the tree trunk during September and April of each contract year.

The entire length of Calabazas Blvd. shall be checked and trimmed for sign clearance, roadway clearance, and bike lane clearance every April of each contract year.

Calabazas Blvd. Landscape Areas



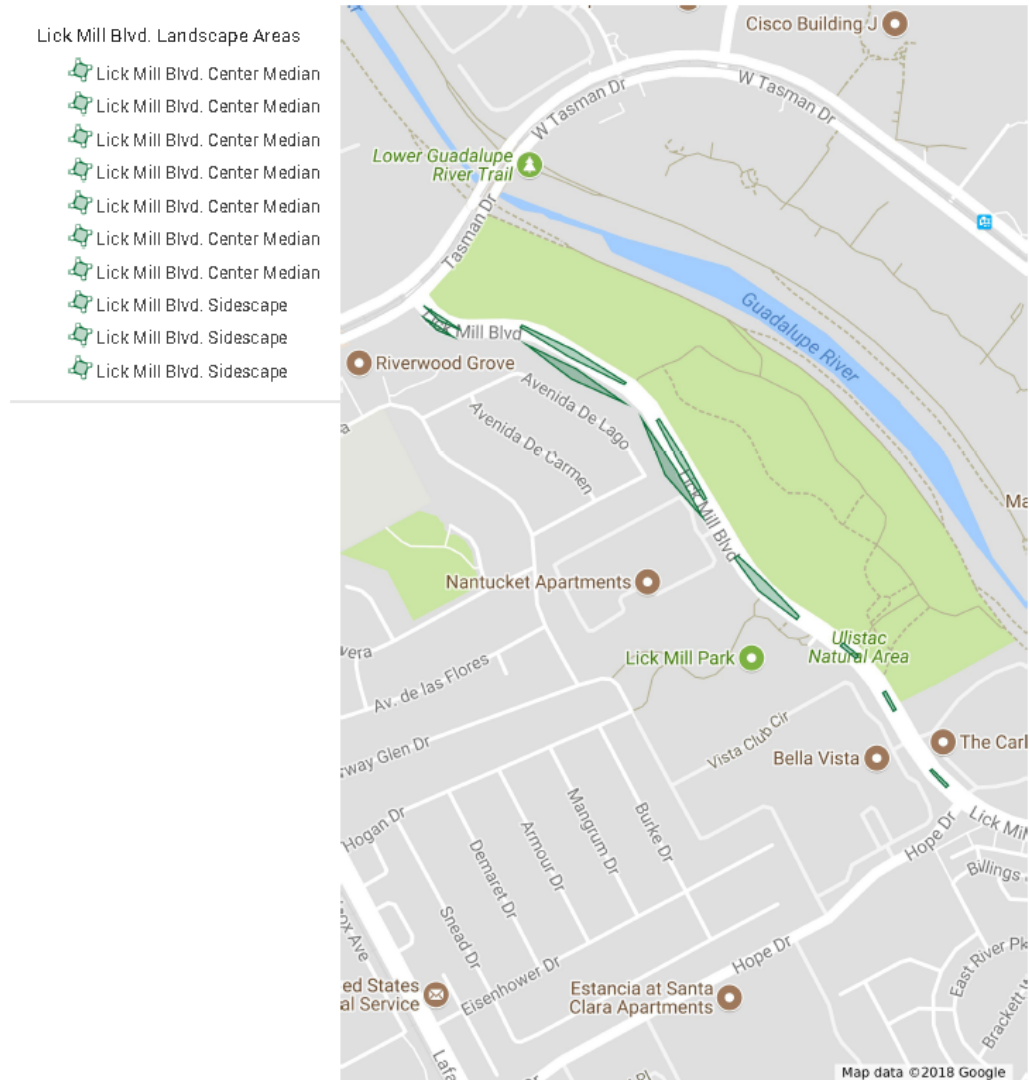
Lick Mill Medians

Lick Mill Blvd. center median between Hope Drive and Tasman Drive— Contractor shall trim shrubbery, as needed, to keep the material in bounds and not interfere with traffic. Area shall be kept litter and weed free.

Lick Mill Sidescape

Lick Mill Blvd. sidescape - westside of Lick Mill Blvd. approximately 500 feet south of Tasman Drive, area begins and runs south to the Nantucket complex . The sound wall is covered with fig vice and shall be kept tight to the wall so as not to separate from the wall surface. Contractor shall be responsible for any graffiti on any section of the wall that was allowed to become overgrown thus separating from the sound wall. Area shall kept litter and weed free.

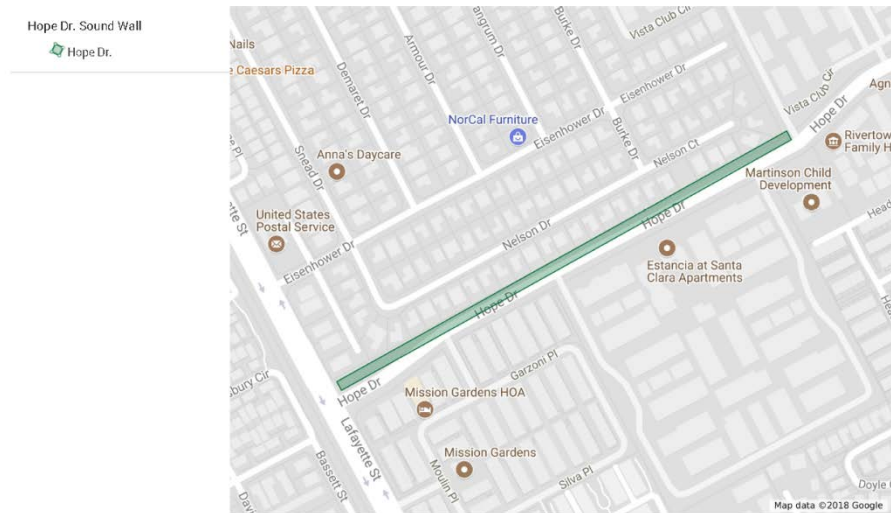
Lick Mill Blvd. Medians and Sidescapes



Hope Drive

Hope Drive sound wall is located between Lafayette and Lick Mill Blvd. Along the northern sound wall, fig vine has been established and allowed to cover the entire wall. Contractor shall trim the vine semi-annually (March and September) of each contract year. Contractor shall be responsible for any graffiti on any section of the wall that was allowed to become overgrown thus separating from the sound wall. Area shall kept litter and weed free.

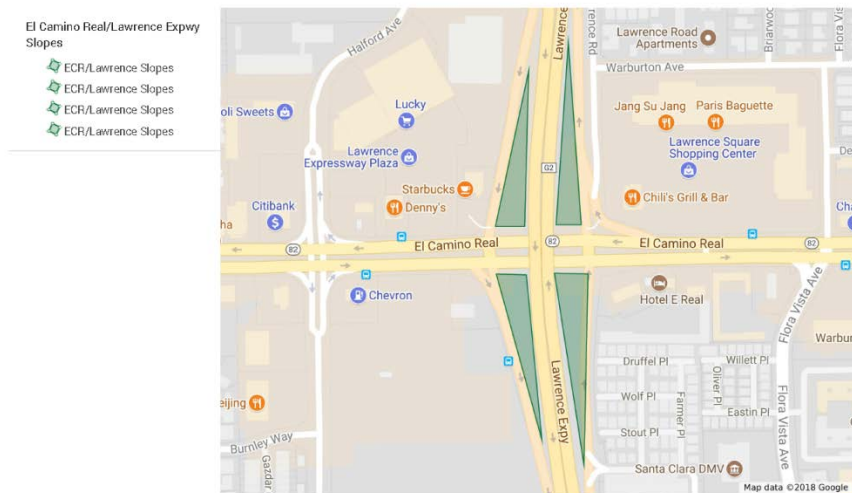
Hope Drive Landscape Area



El Camino Real and Lawrence Expressway

On/off ramps from ECR and Lawrence Expressway – these are the side slope areas off of Lawrence Expressway. Contractor shall provide monthly litter and weed service to all four areas, as well as providing shrubbery landscape service on a quarterly basis. This shall include all dead heading of flowering plant material, trimming back for roadway clearance, and to keep plant material within its normal boundaries based on the landscape layout.

El Camino Real & Lawrence Expressway Slopes



B. Silicon Valley Power (SVP) Landscape Maintenance Sites

Many SVP sites have deferred maintenance. The City of Santa Clara and SVP are looking to clean up the sites and provide regular scheduled maintenance. Each site will require keeping the shrubbery trimmed, flowering shrubs deadheaded, vines kept in bounds - off trees, kept tight to walls, and prevented from becoming overgrown. There will be no contractor work done on the interior of the locations.

Many of the sites will need shrubbery to be brought back inbounds, grasses thinned and trimmed, trees elevated, plant removal, and major weed removal.

All site cleanup projects will be coordinated with the City of Santa Clara Public Works Department – Parkways and Boulevards Division and completed prior to the site receiving regular scheduled maintenance.

Facilities List	
Agnew Substation	Mathew Substation
Brokaw Substation	Mission Substation
Central Substation	Norman Substation
De La Cruz Substation	Northern Receiving Substation
DVR Power Station	Palm Substation
Fairview Substation	Scott Receiving
Fiberglass Substation	Uranium Substation
Gianera DVR Gas Metering Station	Utility Center
Homestead Substation	Zeno Substation
Kenneth Substation	

C. VTA Bus Stop Locations for Solid Waste Collection

- Below is a list of locations where solid waste containers need to be serviced. All containers must be serviced every Friday.
- Contractor is responsible for properly disposing of the refuse and providing replacement trash can liner bags.

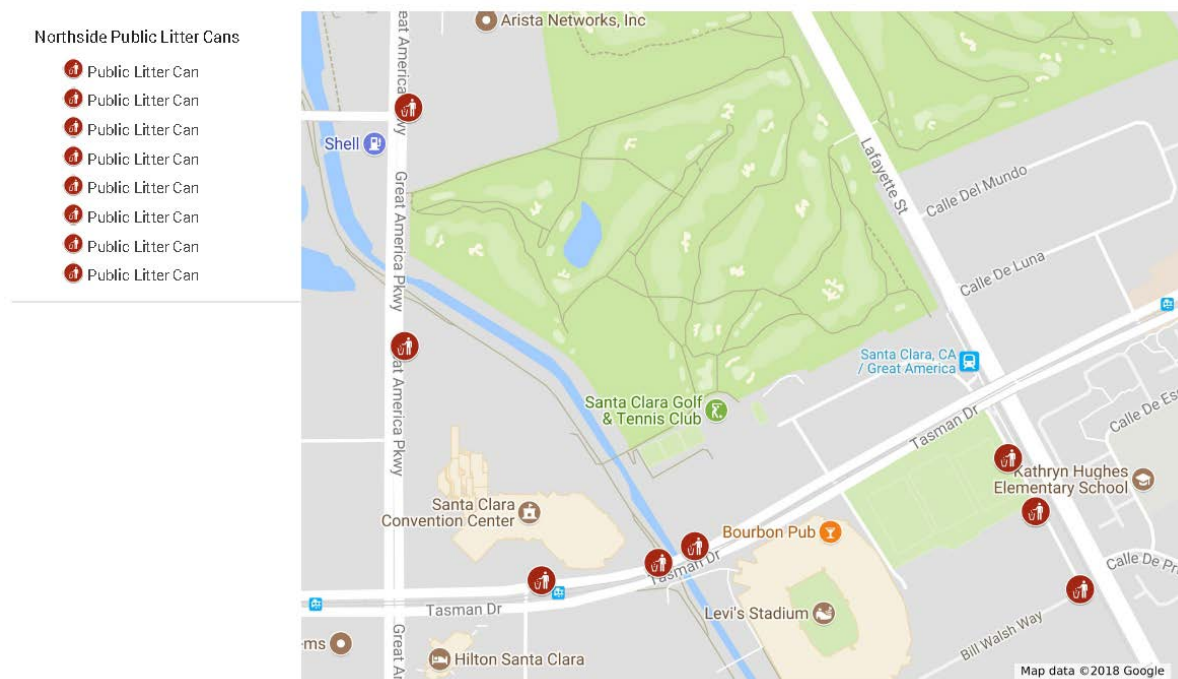
- 1) West Bound El Camino Real @ Monroe (1375 ECR - KFC)
- 2) West Bound El Camino Real @ Lincoln (1655 ECR)
- 3) West Bound El Camino Real @ Los Padres (2325 ECR)
- 4) West Bound El Camino Real @ San Tomas (2455 ECR)
- 5) West Bound El Camino Real @ Calabasas (3161 ECR)
- 6) West Bound El Camino Real @ Pomeroy (3305 ECR)
- 7) East Bound El Camino Real @ Calabasas (3284 ECR)
- 8) East Bound El Camino Real @ Alpine (3000 ECR)
- 9) East Bound El Camino Real @ San Tomas (2400 ECR)
- 10) East Bound El Camino Real @ Los Padres (2280 ECR)
- 11) East Bound El Camino Real @ Monroe (1212 ECR)
- 12) East Bound El Camino Real @ Jefferson
- 13) East Bound El Camino Real @ Main St.
- 14) East Bound El Camino Real @ Park
- 15) East Bound El Camino Real @ SCU (Hilmar 2323)
- 16) North Bound Monroe @ ECR
- 17) North Bound Monroe @ Bellomy (527 Monroe)
- 18) South Bound Monroe @ Bellomy (490 Monroe)

- 19) West Bound Stevens Creek @ Winchester (3149 Stevens Creek)
- 20) West Bound Stevens Creek @ Saratoga (3939 Stevens Creek)
- 21) West Bound Stevens Creek @ Woodhams (4585 Stevens Creek)
- 22) West Bound Stevens Creek @ Cronin
- 23) West Bound Stevens Creek @ Chabot
- 24) North Bound Kiely @ Pruneridge (429 Kiely)
- 25) East Bound Homestead @ Princeton (3480 Homestead)
- 26) East Bound Homestead @ Pomeroy (3760 Homestead)
- 27) South Bound Kiely @ Homestead (770 Kiely – Gas Station)
- 28) North Bound Kiely @ Homestead (805 Homestead)
- 29) Benton @ Sonoma (2642 Benton)

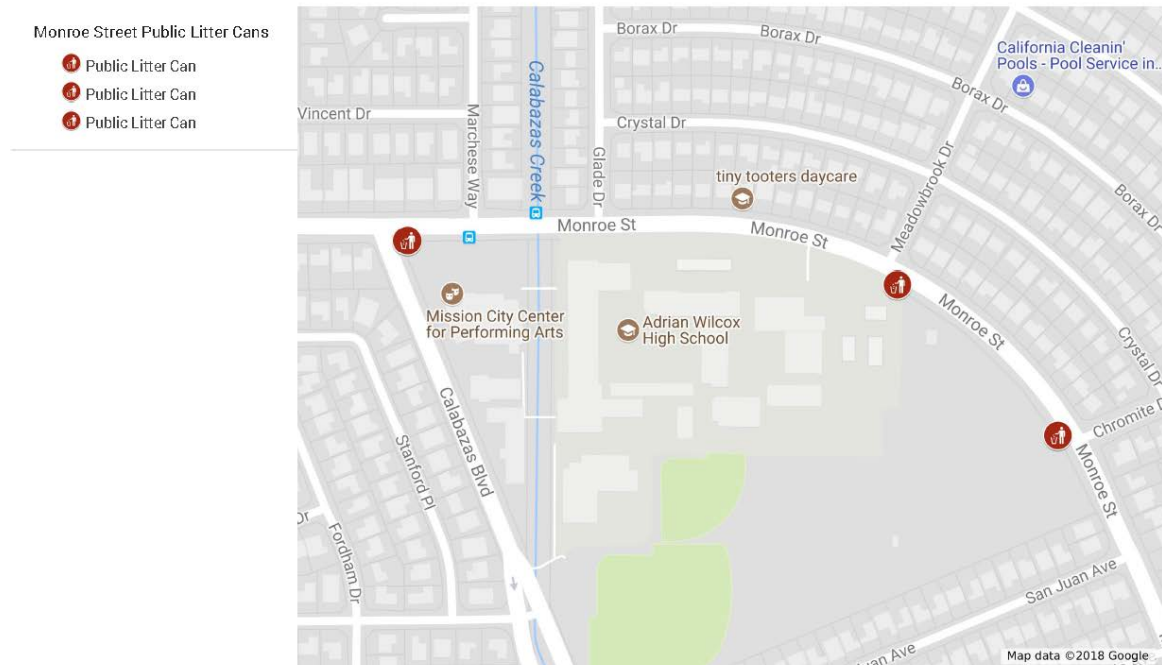
D. Public Litter Cans Solid Waste Collection

- Attached to this Scope of Services are maps indicating the locations of the 13 public litter cans. All public litter cans must be serviced every Friday.
- Contractor is responsible for properly disposing of the refuse and providing replacement trash can liner bags.

Northside Santa Clara Public Litter Cans



Monroe Street Public Litter Cans



Benton Street Public Litter Cans

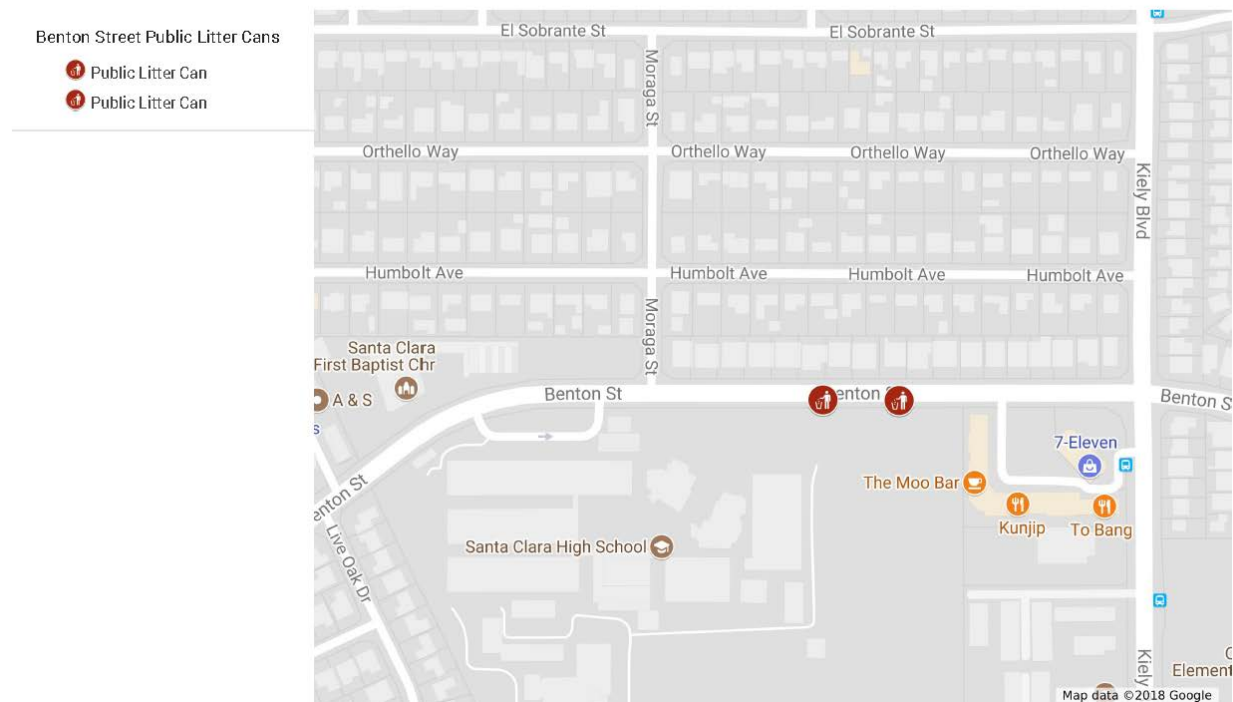


EXHIBIT B
SCHEDULE OF FEES

Contractor will bill City on a monthly basis for Services provided by Contractor during the preceding month on an invoice and in a format approved by City and subject to verification and approval by City. City will pay Contractor within thirty (30) days of City's receipt of an approved invoice.

Contractor Name: New Image Landscape Company

Contractor License Number: 719106

Department of Industrial Relations (DIR) Number: 1000004914

City of Santa Clara Landscape Maintenance Service Locations		Monthly Cost
Memorex		\$ 400.00
Calabazas		\$ 740.00
Lick Mill medians		\$ 350.00
Lick Mill sidescape		\$ 400.00
Hope Drive		\$ 320.00
El Camino Real and Lawrence Expressway Slopes – Litter & Weeds		\$ 725.00

VTA Bus Stop & Public Litter Cans Solid Waste Collection – Friday Service Day		Quarterly Cost
Laurie/Edward		\$ 750.00
Comstock		\$ 1,200.00
El Camino Real and Lawrence Expressway Slopes – Shrubbery Landscape		\$1,575.00

VTA Bus Stop & Public Litter Cans Solid Waste Collection – Friday Service Day		Monthly Cost
29 VTA Sites and 13 Public Litter Can Sites		\$ 700.00

SVP Landscape Maintenance Service Locations – Serviced Monthly		Monthly Cost
Central Substation		\$ 250.00
Scott Receiving		\$ 300.00
Matthew Substation		\$ 350.00
Zeno Substation		\$ 350.00
Utility Yard		\$ 250.00
Mission Substation		\$ 350.00
De La Cruz Substation		\$ 500.00
Fairview Substation		\$ 400.00
Kenneth Substation		\$ 250.00
DVR Power Station		\$ 600.00

SVP Landscape Maintenance Service Locations – Serviced Quarterly		Quarterly Service Cost
Agnew Substation		\$ 500.00
Gianera DVR Gas Metering Station		\$ 500.00
Palm Substation		\$ 700.00
Fiberglass Substation		\$ 400.00
Brokaw Substation		\$ 300.00
Norman Substation		\$ 700.00
Uranium Substation		\$ 500.00

SVP Landscape Maintenance Service Locations – Serviced Bi-annually		Bi-annual Service Cost
Homestead Substation		\$ 500.00
Northern Receiving Station		\$ 500.00

Supplemental Work (including benefits, overhead and profit)		Hourly Rate
Laborer		\$ 50.00
Foreman		\$ 60.00
Irrigation Technician		\$ 85.00
Supervisor		\$ 100.00
Material Markup Percentage	20 %	

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall provide and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

1. Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury
2. Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.
3. The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:
 - a. Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;
 - b. There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and
 - c. Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned, non-owned and hired autos.

In the event that the Work being performed under this Agreement involves transporting of hazardous or regulated substances, hazardous or regulated

wastes and/or hazardous or regulated materials, Contractor and/or its subcontractors involved in such activities shall provide coverage with a limit of two million dollars (\$2,000,000) per accident covering transportation of such materials by the addition to the Business Auto Coverage Policy of Environmental Impairment Endorsement MCS90 or Insurance Services Office endorsement form CA 99 48, which amends the pollution exclusion in the standard Business Automobile Policy to cover pollutants that are in or upon, being transported or towed by, being loaded onto, or being unloaded from a covered auto.

C. WORKERS' COMPENSATION

1. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
2. The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).
3. This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

D. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

1. Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85 or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.
2. Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the Indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance Indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.

3. Cancellation.

- a. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.
- b. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

4. Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through D of this Exhibit C, above.

E. ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

1. Contractor agrees to ensure that subcontractors, and any other party involved with the Services who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to limits. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.
2. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

3. The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

F. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

G. EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.

City of Santa Clara [*insert City department name here]

P.O. Box 100085 – S2

or 1 Ebix Way

Duluth, GA 30096

John's Creek, GA 30097

Telephone number: 951-766-2280

Fax number: 770-325-0409

Email address: ctsantaclara@ebix.com

H. QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

EXHIBIT D LABOR COMPLIANCE ADDENDUM

This Agreement is subject to the requirements of California Labor Code section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices, and compliance with other applicable requirements.

I. Prevailing Wage Requirements

1. Contractor shall be obligated to pay not less than the General Prevailing Wage Rate, which can be found at www.dir.ca.gov and are on file with the City Clerk's office, which shall be available to any interested party upon request. Contractor is also required to have a copy of the applicable wage determination posted and/or available at each job site.
2. Specifically, contractors are reminded of the need for compliance with Labor Code Section 1774-1775 (the payment of prevailing wages and documentation of such), Section 1776 (the keeping and submission of accurate certified payrolls) and 1777.5 in the employment of apprentices on public works projects. Further, overtime must be paid for work in excess of 8 hours per day or 40 hours per week pursuant to Labor Code Section 1811-1813.
3. Special prevailing wage rates generally apply to work performed on weekends, holidays and for certain shift work. Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required. Contractors and subcontractors are on notice that information about such special rates, holidays, premium pay, shift work and travel and subsistence requirements can be found at www.dir.ca.gov.
4. Only bona fide apprentices actively enrolled in a California Division of Apprenticeship Standards approved program may be employed on the project as an apprentice and receive the applicable apprenticeship prevailing wage rates. Apprentices who are not properly supervised and employed in the appropriate ratio shall be paid the full journeyman wages for the classification of work performed.
5. As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, Contractor agrees to present to City, along with its request for payment, all applicable and necessary certified payrolls (for itself and all applicable subcontractors) for the time period covering such payment request. The term "certified payroll" shall include all required documentation to comply with the mandates set forth in Labor Code Section 1720 et seq, as well as any additional documentation requested by the City or its designee including, but not limited to: certified

payroll, fringe benefit statements and backup documentation such as monthly benefit statements, employee timecards, copies of wage statements and cancelled checks, proof of training contributions (CAC2 if applicable), and apprenticeship forms such as DAS-140 and DAS-142.

6. In addition to submitting the certified payrolls and related documentation to City, Contractor and all subcontractors shall be required to submit certified payroll and related documents electronically to the California Department of Industrial Relations. Failure to submit payrolls to the DIR when mandated by the project parameters shall also result in the withholding of progress, retention and/or final payment.
7. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
8. No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Contractors **MUST** be a registered "public works contractor" with the DIR **AT THE TIME OF BID**. Where the prime contract is less than \$15,000 for maintenance work or less than \$25,000 for construction alternation, demolition or repair work, registration is not required.
9. All contractors/subcontractors and related construction services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a "public works contractor". Those who fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.
10. Should any contractor or subcontractors not be a registered public works contractor and perform work on the project, Contractor agrees to fully indemnify the City for any fines assessed by the California Department of Industrial Relations against the City for such violation, including all staff costs and attorney's fee relating to such fine.
11. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

J. Audit Rights

All records or documents required to be kept pursuant to this Agreement to verify compliance with this Addendum shall be made available for audit at no cost to City, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such records or documents shall be provided to City for audit at City Hall when it is

practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

K. Enforcement

1. City shall withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., City may continue to hold sufficient funds to cover estimated wages and penalties under the Agreement.
2. Based on State funding sources, this project may be subject to special labor compliance requirements of Proposition 84.
3. The City is not obligated to make any payment due to Contractor until Contractor has performed all of its obligations under these provisions. This provision means that City can withhold all or part of a payment to Contractor until all required documentation is submitted. Any payment by the City despite Contractor's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of this Addendum.

City or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements. These penalties are up to \$200 per day per worker for each wage violation identified; \$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and \$25 per day per worker for any overtime violation.