



DEPARTMENT OF PUBLIC WORKS

Request for Bid:

Clean Agent Fire Suppression System Installation in City Hall Server Room

BID NO. 990-0426-23A

City of Antioch
City Hall
200 H St.
Antioch CA, 94509

Release Date: March 29th, 2023

Mandatory Pre-Bid Meeting: April 5th, 2023

Bids Due: April 26th, 2023 by 2:00 P.M.

I. GENERAL CONDITIONS

- 1. General Information** - The Public Works Department of the City of Antioch, California, will receive bid responses located at the City Clerk's Office at City Hall, 200 H St, 1st Floor, Antioch, CA 94509 on **April 26, 2023 until 2:00PM**. Questions relating to specifications or technical questions must be submitted via email to Jason Bonilla at jrbonilla@antiochca.gov. Contractors are **NOT** to pursue City staff by telephone or in person.
- 2. Form of Bid** - The Bid shall be made on the attached Bid forms. If the form is deemed inadequate, additional information may be submitted with the Bid, via an attachment of catalogs, drawings, photographs, or a letter. Letters repeating prices and details from the City's specifications must be omitted. Bids shall be made only on the designated form, properly executed, and enclosed in a sealed envelope bearing the name of the vendor, the Bid number, due date, and Bid title. Forms are available and may be secured by prospective vendors at the City Clerk's office at **200 H Street, Antioch, CA 94509**. Bids shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the Bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after Bids are opened.
- 3. Interpretation of Bids** - Should a bidder find discrepancies in, or omissions from the specifications, or should vendor be in doubt as to their true meaning, vendor shall submit a formal request to the Public Works Department for an interpretation thereof prior to the Bid opening to the attention of Jason Bonilla at jrbonilla@antiochca.gov. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the bid documents, will be made only by an addendum published on the City's website and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations. **Technical questions or requests shall be submitted no later than April 12, 2023, and will be answered by April 14, 2023.**
- 4. Addenda** - Any addenda issued by the City during the time of request shall be covered in the Bid and shall be made a part of the contract. It is the bidder's responsibility to check the City of Antioch website for any addenda that may have been issued prior to the bid/proposal due date. [RFPs – City of Antioch, California \(antiochca.gov\)](https://www.antiochca.gov)
- 5. Bid Opening** - Bids shall be delivered to the City Clerk's Office located at City Hall, 200 "H" St, Antioch, CA 94509 on or before the day and hour set for the opening of Bids. A contractor may withdraw their Bid, either personally or by written request, at any time prior to the scheduled time for opening of Bids.
- 6. Late Bids** - Any Bids received after the scheduled time of opening will be clocked in but will not be opened or considered.
- 7. No Bid** - If a bid is not made, the bid form must be returned and the reason for not bidding stated; otherwise, the vendor's name will be removed from the bidders list. If a bid is submitted without an amount, it will not be considered.
- 8. Award or Rejection** - The Bid will be awarded to the lowest responsive and responsible bidder offering the lowest price to the City and will be announced by way of publishing to the City's website ([Bid Documents](#)).

The City reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, or to waive any minor irregularities or informalities in the bid. It is anticipated that all items will be purchased, however the City reserves the right to change quantities prior to the award.

Best value is based on all factors including: cost (unit prices and total prices); contractor's ability, capacity, and skill; ability to perform within the time required; character, integrity, reputation, judgement, experience, and efficiency of contractor; quality of contractor's performance on previous purchases or contracts, if applicable; and the ability of the contractor to provide future maintenance, repairs, parts, and services, if applicable. If within the past two years, a contractor has had a contract terminated early by the City of Antioch then contractor is disqualified from submitting Bids on any future projects for a two-year period from the date of termination.

9. Insurance Requirements - Proposers acknowledge the City's insurance requirements as detailed in Attachment "B". Exceptions to City insurance requirements will not be made. Any Proposer unable to meet the insurance requirements at the time of the Bid Due date, as detailed, shall not be eligible for selection or award of contract. All certificates and endorsements must be emailed to Rachel Harris at rharris@antiochca.gov, with the name of the contract clearly identified on the certificates and endorsements AND annual renewals automatically be generated and emailed as instructed.

10. Surety Bonds – Contractor is required to provide the following surety bonds from an admitted and authorized surety in California. See attachment "C" for reference.

- Payment Bond
- Performance Bond

11. Prevailing Wage - Where labor is required for public work as part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractors shall pay no less than the minimum wages established by the Director of the Department of Industrial Relations of the State of California. **It shall be required that the contractor's DIR# be written on the sealed Bid package for verification purposes. If no DIR# is stated, the submitted Bid package will not be reviewed.**

To the extent applicable, Contractor shall comply with the requirements of the California Labor Code including but not limited to hours of labor, nondiscrimination, payroll records, apprentices, workers' compensation, and prevailing wages.

No less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holidays and overtime work, for each craft, classification or type of worker needed to execute the work under this Agreement shall be paid to all workers, laborers and mechanics employed in the execution of the work by the Contractor or any subcontractor doing or contracting to do any part of the work. The appropriate determination of the Director of the California Department of Industrial Relations shall be filed with, and available for inspection, at the City offices. Contractor shall post, at each job site, a copy of the prevailing rate of per diem wages. The Contractor shall forfeit fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for any public work done under the Agreement by it or by any subcontractor under Contractor.

The City reserves the right to request and review the contractor's payroll records in the form of certified payroll records. In the event certified payroll records are requested, they are to be submitted via email to jrbonilla@antiochca.gov. Furthermore, Contractor is to submit two sets: one complete and one redacted of private information [On the second copy the name, address and social security number of the individual employees must be redacted (blacked out)].

- 12. Terms and Conditions** - The bidder shall not change the wording on the specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Any explanation or alternative offered shall be set forth in a letter attached to the front cover of the specifications. Alternatives which do not substantially comply with the City's specifications cannot be considered. Conditional bids cannot be accepted.
- 13. Payment Terms** - Must be indicated by filling in the proper blanks on the bid form. Cash discounts of less than 20 days will be considered net. The standard terms at the City of Antioch are Net 30 days.
- 14. Brand Names** - The make or brand and grade of the article on which the bid is submitted should be stated on the bid form.
- 15. FOB Point** - It is understood that the bidder agrees to deliver FOB (Freight on Board) Destination, with no freight charges to the City. All costs for packing, delivery, drayage, postage, freight, express, or for any other purpose are to be borne by the bidder.
- 16. Approved Equal** – Brand names and numbers, when used, are for reference to indicate the character or quality desired. The use of the name of a manufacturer, or any special brand or make, in describing any item in the bid documents does not restrict bidders to that manufacturer or specific article. An equal of the named product will be given due consideration if literature is submitted with the bid showing that the product is of equal or better quality and utility to that specified by the City. Determination of acceptability of any product shall be solely at the City's discretion.
- 17. Tax** - No bid shall include federal excise tax, in as much as the City is exempt per published IRS regulations concerning state/local governments. The City is obligated to pay applicable state sales or use taxes.
- 18. Appeals** - Any actual or prospective bidder, or contractor that has a grievance in connection with any City solicitation or award of contract may protest in writing pursuant to the provisions in Antioch Municipal Code section 3-4.03. Protestors are urged to seek resolution of their complaints initially with the using department.
- 19. Contract Documents** - The work embraced herein shall be performed at the locations covered in this bid and in accordance with the current Standard Specifications of the State of California, Business and Transportation Agency, Department of Transportation. In addition to the State Specifications, the following will also apply: these Specifications; the Bid; the Contract, required herein; any supplemental agreements amending or extending the work; working drawings or sketches clarifying or enlarging upon the work specified herein; and to pertinent portions of other documents included by reference thereto in these Specifications.

The Successful bidder shall be expected to agree to and comply with all terms addressed in the attached Sample Maintenance Services Agreement. The bidder shall not change the wording in the attached specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Conditional bids cannot be accepted.

- 20. Business License** – The City of Antioch requires that any contractor doing business within the city limits must hold a valid City of Antioch Business License prior to merchandise delivery (by vendor) or services provided.
- 21. Governing Law** - This contract shall be construed and interpreted according to the laws of the State of California with venue for any action under this Agreement in Contra Costa County, California.
- 22. Liabilities** - Contractor shall indemnify, save and hold harmless from and defend the City, its officers, agents and employees, against any and all claims, costs, demands, causes of action, suits, losses, expense or liability arising from, or alleged to have arisen, from any acts or omissions of Contractor, its agents, sub-contractors, officials or employees, in connection with the execution of the work covered by this Agreement, as it may be amended, except for the sole negligence or willful misconduct of City. This indemnification includes any claim that the materials or equipment provided under this Agreement, or any tool, article or process used in manufacture of such tools or equipment, constitutes an infringement of any patent issued by the United States. This entire indemnification provision shall survive termination or cancellation of this Agreement.
- 23. Right to Audit** - The City of Antioch reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.
- 24. Fiscal Year** - Obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.
- 25. Liquidated Damages** - If delivery does not occur on schedule, it is understood that the City will suffer damage. It being impractical and infeasible to determine the amount of actual damage, it is agreed that the contractor shall pay to the City the sum of five hundred (\$500.00) dollars per day for each and every calendar days delay in finishing the contract.
- 26. Warranty** - Contractor will provide maximum warranty for mechanical defects. Terms of any warranty offered by the manufacturer or the bidder shall be included with the bid. Contractor warrants all work done and goods provided under this Agreement shall at the minimum: a) meet all conditions of the Agreement; b) shall be free from all defects in design, material, and workmanship; and 3) shall be fit for the purposes intended.

27. Key Dates and Information --

RFP Release Date:	March 29 th , 2023
Title:	Clean Agent Fire Suppression System Installation in City Hall Server Room
Mandatory Pre-Bid Meeting: Site visits	April 5 th , 2023 at 10:00 a.m.
Address for Pre-Bid Meeting:	City of Antioch – City Hall 200 H St. Antioch, CA 94509
Deadline for written questions/clarifications:	April 12 th , 2023 at 2:00 p.m.
Response to Written Questions:	April 14 th , 2023 at 4:00 p.m.
<i>Bid Due Date and Time:</i>	<i>April 26th by 2:00 p.m.</i>
Submittal:	One original, with ink signatures, and one copy of the response to this Request for Bid (RFB) must be sealed and must clearly display the Bidder's business name, Bid No. and DIR Number.
Contract Manager:	Jason Bonilla Operations Supervisor
Email Address:	jrbonilla@antiochca.gov
Address for Bid Submittals and Opening	City of Antioch – City Hall City Clerk's Office 200 H St, 3rd Floor Antioch, CA 94509

II. SPECIFICATIONS

The City of Antioch (City) is seeking a CA licensed Contractor to design, supply equipment/hardware, and install a **Complete Clean Agent Total Flooding Fire Suppression System** for the City's Information Systems server room located at City Hall in the server room at 200 H Street in Antioch. Contractors submitting Bids must be prepared to immediately enter into a contract ("Agreement") for the services and duties as set forth in this RFB. Contractor must submit data on all line items in the Bid submittal worksheets. By submitting a bid for this work, a contractor agrees to comply with all terms and conditions outlined in the Example Maintenance Service Agreement, "Attachment A".

Any work or assigned duties that are not performed to our standards and/or contractual agreement may result in delay, reduction, or discount at the contractor's expense. The judgment for reduced payment or discount shall be at the City's sole discretion. In addition, the City may move to the next lowest responsible bidder if the City is not happy with the services or communication supplied by the contractor. All complaints about services rendered will be processed by the Deputy Public Works Director or designee/s.

- i. **TERM OF SERVICE:** Contractor must complete all work within thirty (30) working days, Monday – Friday following a commencement of work. Liquidated Damages will be applied if project is not completed within the allotted time frame. Work must be completed before June 30, 2023.
- ii. **PERMITTING:** Upon award of Contract (not Execution), all permits but be requested immediately. Contractor is responsible for providing the permitting fees. If the City cancels the project, then the City will refund the permitting fees. Fees must be included in the project total.
- iii. **WORK HOURS:** City Facility business hours are: - City Hall is open 8:00am to 5:00pm Monday through Friday.
- iv. **EMERGENCY SITUATIONS:** For medical or public safety emergencies occurring at the Facilities call 9- 1-1. For all building maintenance emergencies (water leaks, etc.) contact the Facilities Supervisor or designated staff to report the issue immediately (24-hours/day).

Payments & Invoicing

Invoices may be issued after work is completed and must list the City issued purchase order number and work order number of the corresponding job. All information is to be provided in email format and hard copy if directed so. No payment will be made without any deficiencies noted and corrected. All information is to be provided in email format and hard copy if directed so. With each request for payment, invoices must reference purchase order number, date of service, and description of services. Invoices are to be sent via email to jrbonilla@antiochca.gov.

SCOPE OF WORK

Section 1 – General

The City of Antioch (City) is seeking a CA licensed Contractor to design, supply equipment/hardware, and install a **Complete Clean Agent Total Flooding Fire Suppression System** for the City's Information Systems server room located at City Hall which meets all the performance criteria described herein.

1.01 Summary of the Work

- A. Design, supply and install a ***Complete Clean Agent Total Flooding Fire Suppression System*** (hereafter referred to as SYSTEM), for the City Hall Information Systems Server Room, which meets all the performance criteria described herein.
- B. The design shall include fluid storage capacity to provide a single discharge to each zone.
- C. Provide and install a connected reserve cylinder bank supply if required.
- D. Provide a complete system including detection, alarm, control panel, nozzles, cylinders, and piping.
- E. Suppression systems shall be triggered by detection systems for both smoke and heat.
- F. Provide annunciation devices and discharge warning indicators
- G. Provide testing and commissioning of the completed SYSTEM. Testing will include a pressure test of the SYSTEM piping and an integrity test of the protected space. Should the protected space require additions/alterations to achieve total airtight integrity, contractor will make any necessary alterations to the space until air tightness integrity is achieved.
- H. The Contractor of the SYSTEM shall be experienced in the design and installation of similar types of suppression systems, have a minimum of 5 years of experience in the design and manufacture of such systems, and be able to refer to similar installations providing satisfactory service. A list of suppression system completed by the Contractor of a similar nature and scope shall be provided upon request.
- I. The new System must maintain connectivity to existing fire panel, located on the first floor of City Hall, for proper emergency communication. Contractor must verify that connection and building-wide annunciation are functional after the installation of the new System.

1.02 Related Requirements

- A. The General Conditions of the Contract of this project and section apply to the work specified in this section.
- B. Division 21 Fire Suppression. With special attention to coordination of building detection, alarm, and control systems.
- C. Division 23 HVAC. With special attention to shut down interlock controls of HVAC dampers.
- D. Division 26 Electrical. With special attention to power supply requirements of the fire suppression system and coordination with uninterruptable power supplies and emergency generators.
- E. Division 7 Sealant. With special attention to fire barriers and joint sealers to achieve air tightness of the room enclosure.
- F. Division 8 Door Hardware. With special attention to door closers, gaskets, and automatic door bottoms.

1.03 Applicable Codes, Standards, Regulatory Bodies

- A. The design, installation, testing and maintenance of the SYSTEM shall be in accordance with the following applicable codes, standards, and regulatory bodies:
 - a. NFPA 2001: *Standard for Clean Agent Fire Extinguishing Systems, Current Edition.*
 - b. UL 864, 9th Edition.
 - c. UL 2166: *Standard for Halocarbon Clean Agent Extinguishing System Units.*
 - d. FM-5600, Approved Guild for Clean Agent Extinguishing System.
 - e. ANSI B1.20.1: *Standard for Pipe Threads, General Purpose, 1992.*
 - f. Design and installation practices set forth by the SYSTEM manufacturer.
 - g. NFPA 70: *National Electrical Code (NEC).*
 - h. NFPA 72: *National Fire Alarm Code.*
 - i. NFPA 75: *Standard for the Protection of Electronic Computer/ Data Process Equipment.*
 - j. NFPA 76: *Fire Protection for Telecommunications Systems.*

- k. NFPA 101: *Life Safety Code*.
- l. LEED Reference Guild for Green Building Design and Construction 2009 Edition; EA Prerequisite 3 and EA Credit 4.
- m. Requirements of the local Authorities Having Jurisdiction (AHJ), including but not limited to the licensing of pipe fitters and trade workers.
- n. FSSA Fire Protection System Inspection Guidelines First Edition January 2010.

1.04 Applicable Listings and Approvals

- A. The SYSTEM shall be in accordance with one or the following listings and approvals:
 - a. UL/ULC listed: Underwriters Laboratories/Underwriters Laboratories of Canada (per UL-2166).
 - b. FM approved: FM Global (per FM-5600).

1.05 Submittals

- A. Field installation layout drawings shall be provided having a scale of not less than 1/8"=1'-0" detailing the location of all agent storage tanks, pipe runs, including sizes and lengths, control panel(s), detectors, manual pull stations, abort stations, maintenance bypass, audible and visual alarms, etc.
- B. Auxiliary details and information shall be provided such as maintenance panels, door holders, special sealing requirements and equipment shutdowns.
- C. Separate layout drawings shall be provided for each level, such as the main room, sub floor and above ceiling spaces as applicable. Also, include necessary details for mechanical and electrical work.
- D. A separate drawing shall be provided showing isometric details of agent storage containers, mounting details and pipe runs and sizes.
- E. Provide electrical layout drawings showing the location of all devices and include point-to-point conduit runs.
- F. Provide an internal control panel wiring diagram, which shall include power supply requirements and field wiring termination points.
- G. Provide graphic annunciator wiring schematics and dimensioned display panel illustration shall be provided.
- H. Complete two-phase flow calculations from a UL listed or FM approved computer program shall be provided for all engineered SYSTEM design. Calculation sheet(s) shall include the manufacturer's name and listing of approval reference number (i.e.: UL listing EX-number) for verification. The individual sections of the pipe and each fitting to be used as shown on the isometric diagrams shall be identified and included in the calculation. Total agent discharge time shall be shown and detailed by zone. Pre-engineered suppression systems shall be designed within the limits prescribed and in compliance with the equipment manufacturer's listing or approval.
- I. Provide calculations for the battery standby power supply taking into consideration the power requirements of all alarms, initiating devices and auxiliary components under full load conditions.
- J. A complete sequence of operation shall be submitted detailing all alarm devices, shutdown functions, remote signaling, damper operation, time delay and agent discharge for each zone or system.
- K. The contractor shall submit drawings, calculations, and suppression system component data sheets for approval to the local fire department, City's insurance underwriter, and/or all other AHJs for permitting before starting installation. Shop drawing shall bear the stamp of all required approving bodies. Submit approved plans to the City of Antioch and its designee.
- L. Complete all approvals in writing prior to the commencement of onsite construction.
- M. Provide complete operation and maintenance manuals, including record drawings.

1.06 Warranty

- A. Warranties in this section are in addition to any warranty requirements of the General Conditions of the Contract or local applicable laws.
- B. The fire suppression system shall include the maximum warranty from the clean agent manufacturer that shall warrant the agent against any regulatory or phase down activity. The agent manufacturer shall supply a certificate to the City indicating the date of the warranty and full terms and conditions. It is the Contractor's responsibility to assist the City in proper registration of the product.

1.07 Insurance

- A. See attached sample Construction Agreement for insurance requirements. Contractor must be able to meet all insurance requirements.

Section 2 – Products

2.01 The system must consist of the following components and their associated accessories:

1. **Agent Storage Components** – Cylinder assembly(s) containing the fluid agent, and the cylinder bracket(s) to hold the cylinder assembly securely in place.
2. **Agent Fluid Distribution Components** – Discharge nozzles to introduce the fluid agent into a protected hazard and the associated piping system to connect the nozzles to the cylinder assembly.
3. **Trim Components** – Connection fittings, pressure gauge, low-pressure supervisory switch, electric valve actuator, and manual valve actuator.
4. **Slave Arrangement Components** – Pneumatic valve actuator(s), actuation check valve, vent check, actuation hose, and fittings for a multiple cylinder (slave) arrangement.
5. **Supplemental Components** – Discharge pressure switch and manifold check valve to supplement the core equipment or complete a specific multi-cylinder configuration.
6. **Control Panel** – to monitor the condition of the electric actuator, detectors, warning devices, maintenance bypass, cylinder pressure, and any manual release and abort stations. All electric or electronic devices must connect to the control panel.
7. **Detection and Alarm Devices** – Detection devices coupled with manual release and abort stations to maximize system efficiency and audible and visual alarm devices to alert staff of alarm conditions.

2.02 Clean Agent Fire Suppression Fluid

- A. Clean Agent shall be manufactured at an ISO 9001 and ISO 14001 registered facility.
- B. Clean Agent shall have an Ozone Depletion Potential (ODP) of zero. ODP as defined by the US EPA.
- C. Agent will not be restricted for use in fire protection due to its Ozone Depletion Potential (ODP) or Global Warming Potential (GWP), will not be affected by U.S. EPA SNAP regulations, or and is not targeted for phase-down by the Montreal Protocol, which would render it either unacceptable or acceptable subject to narrow use limits.
- D. Clean Agent must have a minimum safety factor 60% between the design concentration percentage and the No Observed Adverse Effect Level (NOAEL) for Class A and C hazards. For guidance on safety factors for Class B hazards, contact an approved Original Equipment Manufacturer.
- E. Equipment shall be UL listed and FM approved, and extinguishing agent shall be component recognized by UL or FM for use in the system.
- F. System cylinders shall be labeled indicating the system manufacturer and agent brand. System service and refill shall be by an authorized manufacturer's representative and shall be the agent of the original installation brand.

2.03 Total Flooding System Requirements

- A. The name of the manufacturer, part numbers and serial numbers shall appear on all major suppression system components.
- B. All devices, components and equipment shall be the products of the same manufacturer or be certified by the manufacturer as compatible with devices, components, and equipment of the manufacturer.
- C. All devices, components and equipment shall be new and standard products of the manufacturer's latest design, suitable to perform the intended functions.
- D. Locks for all cabinets shall be keyed alike.
- E. SYSTEM shall include at a minimum heat/smoke detector, detector wiring, alarms, horns, strobes, bells, alarm wiring, control panels, maintenance bypass, control wiring, devices, piping, nozzles, storage cylinders, valves, manual discharge switches, control panels, abort stations, conduit, wiring, signage, labeling, security keying and other system required elements for a complete operational system.
- F. Provide control signals as required to deactivate air handling systems and close dampers prior to SYSTEM discharge.
- G. Survey the room prior to pricing and provide any necessary room integrity upgrades in pricing.
- H. **Noise Level Requirements:**
 - a. As this System is to be installed in the Server room of City Hall, the noise level upon discharge must fall within the threshold for use near HDDs. The system shall be certified by the fire suppression system manufacturer to have a noise level during Agent discharge not to exceed 110 dB, from 0.5 to 5.0 kHz, for longer than 20 seconds, at a distance of three feet from the gas discharge nozzle. The manufacturer shall supply certified testing documenting measured noise levels recorded by the LZ_Fmax per 1/3 octave band center frequency, or other approved method.

2.04 Total Flooding System Description

- A. The SYSTEM suitability shall have been validated through listing or approval similar to that promulgated by Underwriters Laboratories, Inc, USA. The listing or approval shall also utilize a test protocol equal to the latest edition of UL 2166, "Halocarbon Clean Agent Extinguishing System Units".
- B. Details and requirements for suppression system installation shall be as follows:
 - a. As a minimum, the SYSTEM design concentration shall be based upon the expected fuel contained within the hazard for all protected spaces anticipating the minimum temperature within the hazard space(s).
 - b. The SYSTEM shall be complete in every respect. It shall include all mechanical and electrical installation, all detection and control equipment, agent storage containers, proper quantity of Agent, nozzles, pipe and fittings, manual release and abort stations, maintenance bypass, audible and visual alarm devices, auxiliary devices and controls, shutdowns, alarm interface, caution/advisory signs, functional checkout and testing, training, and all other operations necessary for a functional, listed, and approved system.
 - c. The SYSTEM shall be actuated by a combination of ionization and/or photoelectric detectors installed at a maximum spacing of 250 ft²/detector (23m²/detector) in all spaces. If the airflow exceeds one (1) air change per minute, photoelectric detectors only shall be installed at a spacing not to exceed 125 ft²/detector (11.5m²/detector). Reference NFPA 72 – current edition.
 - d. The SYSTEM detection wiring shall be of an approved method.
 - e. Automatic operation of each protected space shall be as follows:
 - i. The actuation of one (1) detector within the space shall;
 - 1. Illuminate the "ALARM" lamp on the control panel face.
 - 2. Energize the alarm bell and a visual indicator.

3. Transfer two (2) sets of 10 amp rated auxiliary contacts, which can perform auxiliary functions, such as;
 - a. Operate door holders/closures on access doors.
 - b. Transmit a signal to a fire alarm system.
 - c. Shut down HVAC equipment.
4. Light an individual lamp on a graphic annunciator.
- ii. The actuation of a second detector within the space shall;
 1. Illuminate the "PRE-DISCHARGE" lamp on the control panel face.
 2. Energize an alarm horn or horn/strobe device.
 3. Shut down the HVAC system and/or close dampers.
 4. Start the time-delay sequence.
 5. Enable SYSTEM abort sequence.
- iii. After completion of the time-delay sequence, the SYSTEM shall discharge, and the following shall occur;
 1. Illuminate a "SYSTEM FIRED" lamp on the control panel face.
 2. Shutdown all power to high voltage equipment.

Section 3 – Execution

3.01 Installer Qualifications

- A. The Installer must maintain required licensing for City, State and Country of the project location.
- B. The installing contractor shall be trained by the equipment manufacturer to design, install, test, and maintain the SYSTEM.
- C. The installing contractor shall employ a person who can show proficiency at least equal to a NICET level III certification in special hazards design.
- D. The distributor/installer shall be experienced and regularly engaged in the installation of automatic fire suppression systems in strict accordance with applicable codes and standards.
- E. The distributor/installer shall maintain or have contractually available a recharging station listed or approved for recharging. The Contractor shall provide proof of their ability to recharge the largest of such a suppression system within 24 hours after a discharge. Include the amount Clean Agent bulk storage available. Provide a written document to the City stating the amount of fluid required for refill.
- F. The distributor/installer shall be an authorized distributor of the manufacturer for the suppression system so that the immediate replacement parts are readily available from inventory.

3.02 Installation

- A. All installations shall be in accordance with the manufacturer's recommendations, codes, standards, regulations, listings, and approvals.

3.03 Testing and Training

- A. The general contractor shall be responsible for sealing and securing the protected space(s) against agent loss and/or leakage during at least the ten (10) minute hold time. Passing the room integrity test in accordance with Appendix C of NFPA 2001 or equal shall validate room integrity. Fan test utilizing a temporary blower to pressurize the space and an air measuring system to determine the leakage is the responsibility of this installer. If for any reason the fan test should fail, the distributor/installer will assist any related General Contractors to repair the room and retest as necessary until the room passes the test.
- B. Include 12 hours of training for the City personnel on site on the operation and maintenance of the system. Deliver Operation and Maintenance Manuals at this time along with record drawings.

3.04 Inspections

- A. The distributor/installer shall provide two (2) inspections during the first year of service as part of this contract, one at 6 months and one at 12 months after installation.

End of Specification

MANDATORY WALKTHROUGH

A mandatory walkthrough to see the extent of the work and layout of the facility will be held at 10:00 am Wednesday, April 5th, 202 at City Hall located at 200 H St. Antioch CA, 94509. Any Contractor wishing to bid on this project must attend.

CONTRACT DOCUMENTS

The successful bidder shall be expected to agree to and comply with all terms addressed in the attached Sample Construction Agreement. The bidder shall not change the wording in the Construction agreement. No words or comments shall be added to the general conditions. Conditional bids cannot be accepted.

CONTRACT TERM AND CONDITIONS

This contract will be effective for **30 Calendar Days** following a commencement of work. Liquidated Damages will be applied if project is not completed within the allotted time frame.

SURETY BONDS

Successful Bidder will need to submit a payment bond and a performance bond, at the time of executing the agreement before the start of work.

SUBMISSION INSTRUCTIONS

Informal Bid **must be submitted no later than 2:00 p.m. on April 26th, 2023** to:

City Clerk's Office
City of Antioch City Hall
200 H St, Antioch, CA 94509

**Title: Clean Agent Fire Suppression System Installation in City Hall
Server Room**

**Bids to be received by 2:00 PM
APRIL 26TH, 2023.
Office of the City Clerk,
City Hall, Antioch, CA**

INSTRUCTIONS TO BIDDERS

A. Bidders are directed to submit firm unit and lump sum prices for all work set forth in the Contract Documents on the following form entitled "Schedule of Bid Prices" ("Schedule").

Unit prices, lump sum prices and extended amounts must be entered in the appropriate spaces provided in the Schedule. Unit prices shall be multiplied by the Quantities shown, and the total shall be inserted in the EXTENDED AMOUNT column. In the event of any error or discrepancy between the Unit Price and the calculated EXTENDED AMOUNT, the Unit Price shall govern. The amounts shown in the EXTENDED AMOUNT column must be added together in arriving at the Total Bid Price, including any Bid Options amount (if applicable). Any mathematical errors that appear on the face of the bid will be corrected by the City and the City will use the mathematically corrected total in its bid evaluation.

Amounts for Allowance bid items must be entered in the exact amount in the EXTENDED AMOUNT column.

The prices included within the Schedule of Bid Prices include all costs for labor, materials, tools, equipment, services, subcontractors, suppliers, taxes, insurance, shipment, delivery, overhead, profit and all other costs necessary to perform the work in accordance with the Contract Documents.

B. The Total Bid Price shall be the sum of the amounts bid for each of the designated portions of the work, including the

Base Bid and any Bid Options. The contract shall be awarded on the basis of the Total Bid Price.

1.02 BID PRICES

A. The Contractor's bid prices provided on a unit price basis shall remain firm and shall not be subject to adjustment, unless and until the actual quantity of work is increased or decreased by Contract Change Order in an amount greater than 25% from the estimated quantity indicated for such item.

1.03 UNBALANCED BIDS

All prices provided for each bid item shall be inclusive of all direct costs of the covered work (including all direct costs of subcontractors and suppliers), plus a proportionate share of the costs for general requirements, overhead, insurance, applicable taxes, and any other indirect costs and profit.

Bidders are strongly discouraged from submitting unbalanced bids. As used herein, the term "unbalanced bid" is defined as any bid that does not include a reasonable proportionate allocation of indirect costs and profit to each bid item indicated in the Schedule of Bid Prices. The City reserves the right to reject any unbalanced bid if the City determines that there is a reasonable doubt that an acceptance of the bid will not result in the lowest ultimate cost to the City with regard to the work. The City reserves the right to delete any bid item in its entirety and/or significantly reduce the quantity of work under a bid item. The City makes no representation that any work under a bid item will be performed during the course of the Project or that the work will be performed at the quantities indicated in the Schedule of Bid Prices. Contractor shall not be entitled to payment of the indirect costs and profit included for said bid item. All bid items shall be considered distinct and severable from the remaining bid items and each Bidder acts at its peril if its bid is unbalanced.

BID FORMS

Due on or before the date of Bid Opening

Each of the following Bid Forms must be completed as part of each Bidder's bid and shall be submitted before the specified time and date of the Bid Opening as identified in the Notice Inviting Bids.

1. Bid Submittal Worksheet
2. List of Subcontractors
3. Bidder's Information Sheet
4. Non-Collusion Certification
5. Acknowledgement of Insurance Requirements

BID SUBMITTAL WORK SHEET - BID NO. 990-0426-23A

**CITY OF ANTIOCH
Clean Agent Fire Suppression System Installation in City Hall Server Room
Bid No. 990-0426-23A**

Any labor and materials related to each line item shall be included at contractors' discretion.

Contractor is responsible for permitting fees.

Item No.	Unit	Quantity	Description	Unit Price	Extended Amount
1.			Documentation and permitting fees.....	\$	\$
2.			Removal of old system.....	\$	\$
3.			Complete room prep prior to installation of new system.....	\$	\$
4.			Installation of new system.....	\$	\$
5.			Labor and materials.....	\$	\$
6.			*Testing.....	\$	\$
TOTAL BID PRICE				\$	

*If third party is utilized, please include within subcontractors list.

TOTAL BID PRICE: _____
(WRITTEN IN WORDS)

Estimated number of days to complete project = _____

Maximum warranty available (in years) = _____

If work is not guaranteed to be completed by the end of this fiscal year (June 30, 2023), provide explanation as to why:

All costs associated with the work required in the Plans and Specifications must be included in the bid items. This certifies that the prices in the proposal include all work as shown in the Plans and Specifications necessary to complete the work, in place and in full working order.

Company Name: _____

Primary Contact: _____ Title: _____

Authorized Signature: _____

LIST OF SUBCONTRACTORS**CITY OF ANTIOCH****Clean Agent Fire Suppression System Installation in City Hall Server Room****Bid No. 990-0426-23A**

The Contractor is required to furnish the following information in accordance with the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California. This list and information shall include all subcontractors that will perform work, provide labor, or render services to the Contractor in connection with the project in an amount in excess of one-half of one percent of the total amount of Contractor's Total Bid Price.

Do not list alternative subcontractors for the same work. Use additional sheets if necessary.

NAME OF SUBCONTRACTOR	LICENSE NUMBER	LOCATION OF/ PLACE OF BUSINESS	TYPE & PERCENTAGE OF WORK
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**CITY OF ANTIOCH
Clean Agent Fire Suppression System Installation in City Hall Server Room
Bid No. 990-0426-23A**

The undersigned contractor declares that it has carefully examined the locations of the proposed work, plans and specifications, special provisions and read the accompanying instructions to contractors. The undersigned submitter certifies that he/she is, at the time of presenting this Bid, and shall be, throughout the length of the contract, licensed by the state of California to do the type of work required under the terms of the contract documents. Submitter further certifies that he/she is skilled and regularly engaged in the general class of work called for in the contract documents.

In accordance with the requirements, the submitter represents that he/she is competent, knowledgeable and has special skills on the nature, extent, and inherent conditions of the work to be performed. Submitter further acknowledges that there are certain peculiar and inherent conditions which may create, during maintenance operations, unusual or peculiar unsafe conditions hazardous to persons and property. Submitter acknowledges that he/she is aware of such risks and that he/she has the skill and experience to foresee and to adopt protective measures to perform the maintenance services adequately and safely with respect to such hazards.

Does proposed Bid conform to all requirements listed in this document and drawings? _____
If NO, explain non-conforming specifications in detail on separate sheet.

Terms or Cash Discount (if other than net 30 days)_____

Company Name_____

Contact Name_____

Title_____

Address_____

City/State/Zip_____

Telephone_____ FAX_____

Email Address_____

Contractor's License No._____ Exp. Date_____

City of Antioch Business License No._____ Exp. Date_____

Signature_____ Date_____

Bid must be in a sealed envelope with the Bid number, DIR Number, closing date, and time on the outside envelope.

DELIVER BID SUBMITTAL TO:

CITY OF ANTIOCH, CITY CLERKS OFFICE
Bid NO. 990-0426-23A
200 H St, 1st Floor
Antioch, CA 94509

NON-COLLUSION AFFIDAVIT

THIS PAGE MUST BE NOTARIZED

CITY OF ANTIOCH

Clean Agent Fire Suppression System Installation in City Hall Server Room

Bid No. 990-0426-23A

The contractor, by its officers and agents or representatives present at the time of filing this Bid, being duly sworn on their oaths say, that neither they nor any of them have in any way directly or indirectly entered into any arrangement or agreement with any other proposer, or with any public officer of the CITY OF ANTIOCH whereby such affiant or affiants or either of them has paid or is to pay to such proposer or public officer any sum of money, or has given or is to give to such other proposer or public officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly entered into any arrangement or agreement with any other proposer or proposers, which tends to or does lessen or destroy free competition in the letting of the contract sought for on the attached Bids; that no Bid has been accepted from any subcontractor or supplier through any Bid depository, the By-Laws, Rules or Regulations of which prohibit or prevent the Contractor from considering any Bid from any subcontractor or supplier which is not processed through said Bid depository, or which prevent any subcontractor or supplier from Bids to any Contractor who does not use the facilities or accept Bids from or through such Bid depository; that no inducement of any form or character other than that which appears upon the face of the Bid will be suggested, offered, paid or delivered to any person of the contract, nor has this proposer any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contracts sought by this Bid

NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me by:

This _____ day of _____, 20_____

Notary Public

ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS**INCLUDED IN THE BID PRICE IS FULL COMPENSATION
FOR PROCURING THE FOLLOWING REQUIRED INSURANCE
SUBJECT TO THE CONDITIONS AND ENDORSEMENTS
SET FORTH IN THE SPECIFICATIONS**

- a. PERSONAL INJURY AND PROPERTY DAMAGE LIABILITY INSURANCE of not less than limits of FIVE MILLION DOLLARS (\$5,000,000) per occurrence and FIVE MILLION DOLLARS (\$5,000,000) in the annual aggregate
- b. RAILROAD PROTECTIVE LIABILITY INSURANCE - All exclusion on the liability policy limiting coverage for work near a railroad shall be removed or a Railroad Protective Liability policy in favor of the City shall be provided. Limits for such coverage shall be no less than \$5,000,000 (*Required if the Contractor's services include work within 50 feet of a railroad right of way*)
- c. AUTOMOBILE LIABILITY INSURANCE of not less than limits of FIVE MILLION DOLLARS (\$5,000,000) per occurrence/accident
- d. WORKERS' COMPENSATION INSURANCE, as per statutory requirement.
- e. EMPLOYER'S LIABILITY INSURANCE of not less than the limits of ONE MILLION DOLLARS (\$1,000,000) per accident and ONE MILLION DOLLARS (\$1,000,000) each employee by disease.
- f. BUILDER'S RISK / COURSE OF CONSTRUCTION INSURANCE - Insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions. (*If Required – Typical for vertical construct projects*)
- g. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS INSURANCE of not less than the limits of (*If Required – Typical for Design/Build projects*) ONE MILLION DOLLARS (\$1,000,000) per occurrence and ONE MILLION DOLLARS (\$2,000,000) policy aggregate.
- h. POLLUTION LEGAL LIABILITY / ASBESTOS LEGAL LIABILITY INSURANCE of not less than the limits of (*If Required – Typical for environmentally hazardous conditions or work*) ONE MILLION DOLLARS (\$1,000,000) per occurrence and ONE MILLION DOLLARS (\$2,000,000) policy aggregate.

Signature of Bidder/Title**ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

Date**END OF**

Attachment “A”

CITY OF ANTIOCH FIRE SUPPRESSION SYSTEM AGREEMENT

EXAMPLE

1. PARTIES AND DATE.

This Agreement (“**Agreement**”) is made and entered into this [***INSERT DAY***] day of [***INSERT MONTH***], [***INSERT YEAR***] (“**Effective Date**”) by and between the City of Antioch, a municipal corporation organized under the laws of the State of California with its principal place of business at 200 H Street, Antioch California 94509 (“**City**”) and [***INSERT NAME***], a [***[INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY]***] with its principal place of business at [***INSERT ADDRESS***] (“**Contractor**”). City and Contractor are sometimes individually referred to as “**Party**” and collectively as “**Parties**” in this Agreement.

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain maintenance services required by the City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing [***INSERT TYPE OF SERVICES***] services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of City. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

2.2 Project.

City desires to engage Contractor to render such services for the [***INSERT NAME OF PROJECT***] project (“**Project**”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional [***INSERT TYPE OF SERVICES***] maintenance services necessary for the Project (“**Services**”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

[**CONTRACT NAME**]

Attachment "A"

3.1.2 [Insert Term or Time of Performance].

The term of this Agreement shall be from [Insert start date] to [Insert end date], unless earlier terminated as provided herein. The City reserves the right to review the Contractor's performance at the end of each year and cancel all or part of the Agreement.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

3.2.4 City's Representative. The City hereby designates ***INSERT NAME OR TITLE***, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.5 Contractor's Representative. Contractor hereby designates ***INSERT NAME OR TITLE***, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.6 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

Attachment "A"

3.2.7 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-contractors who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.8 Period of Performance and Liquidated Damages. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Contractor shall perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be provided separately in writing to the Contractor. Contractor agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such completion schedule or Project milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged, and agreed that the City will suffer damage. Pursuant to Government Code Section 53069.85, Contractor shall pay to the City as fixed and liquidated damages, and not as a penalty, the sum of [***INSERT WRITTEN DOLLAR AMOUNT***] Dollars (\$[***INSERT NUMERICAL DOLLAR AMOUNT***]) per day for each and every calendar day of delay beyond the Performance Time or beyond any completion schedule or Project milestones established pursuant to this Agreement.

3.2.9 Disputes. Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which Contractor may be required to do, or respecting the size of any payment to Contractor during the performance of this Agreement, Contractor shall continue to perform the Work while said dispute is decided by the City. If Contractor disputes the City's decision, Contractor shall have such remedies as may be provided by law.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Contractor shall be solely responsible for all costs arising therefrom. City is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of

Attachment "A"

prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify, and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement and shall not violate any such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or

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age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.2.10.6 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Contractor shall specifically be aware of the CARB limits and requirements' application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify City against any fines or penalties imposed by CARB or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.2.10.7 Water Quality.

(A) Management and Compliance. To the extent applicable, Contractor's Services must account for, and fully comply with, all local, state and federal laws, rules and regulations that may impact water quality compliance, including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); laws, rules and regulations of the Environmental Protection Agency and the State Water Resources Control Board; the City's ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the state.

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or City to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section, unless such non-compliance is the result of the sole established negligence, willful misconduct or active negligence of the City, its officials, officers, agents, employees or authorized volunteers.

(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by City, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, City will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance. Contractor shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under Exhibit "D" (Insurance Requirements), attached hereto and incorporated herein by this reference. In addition, Contractor shall

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not allow any subcontractor to commence work on any subcontract until it has secured all insurance required therein.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 Bonds.

3.2.13.1 Performance Bond. If required by law or otherwise specifically requested by City in Exhibit "D" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Agreement a Performance Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.2 Payment Bond. If required by law or otherwise specifically requested by City in Exhibit "D" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Agreement a Payment Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.3 Bond Provisions. Should, in City's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the affected bond within 10 days of receiving notice from City. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the City, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Agreement until any replacement bonds required by this Section are accepted by the City. To the extent, if any, that the total compensation is increased in accordance with the Agreement, the Contractor shall, upon request of the City, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the City. To the extent available, the bonds shall further provide that no change or alteration of the Agreement (including, without limitation, an increase in the total compensation, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor, will release the surety. If the Contractor fails to furnish any required bond, the City may terminate this Agreement for cause.

3.2.13.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a

Attachment "A"

California-admitted surety with a current A.M. Best's rating no less than A:VIII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

3.2.14 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed [***INSERT WRITTEN DOLLAR AMOUNT***] (\$[***INSERT NUMERICAL DOLLAR AMOUNT***]) without written approval of City's [***INSERT TITLE***]. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.3.5 California Labor Code Requirements

a. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code

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provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the City. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to City, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished documents and data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.4.4 Agreement Subject to Appropriation of Funds. The Contractor understands and accepts that at all times: the Agreement is subject to appropriation of funds by the Antioch City Council. The Agreement may terminate without penalty, liability or expense of any kind to the City at the end of

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any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, the Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. The City has no obligation to make appropriations for the Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and City Council. Contractor's assumption of risk of possible non-appropriation is a part of the consideration for the Agreement. This section controls against any and all other provisions of the Agreement.

3.5 General Provisions.

3.5.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

INSERT NAME, ADDRESS & CONTACT PERSON

City:

INSERT DEPARTMENT NAME / CONTACT PERSON

City of Antioch
P. O. Box 5007
Antioch, CA 94531-5007

City:

City of Antioch
P. O. Box 5007
Antioch, CA 94531-5007
Attn: City Attorney

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.2 Indemnification.

3.5.2.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

CONTRACT NAME

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3.5.2.2 Additional Indemnity Obligations. Contractor shall defend, with counsel of City's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions, or other proceedings of every kind covered by Section 3.5.2.1 that may be brought or instituted against City or its officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse City for the cost of any settlement paid by City or its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorneys' fees and costs, including expert witness fees. Contractor shall reimburse City and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its officials' officers, employees, agents, or volunteers.

3.5.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Contra Costa County, California. In addition to any and all Agreement requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

3.5.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.5 City's Right to Employ Other Contractors. City reserves right to employ other contractors in connection with this Project.

3.5.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.7 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to City include its officials, officers,

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employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.5.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.5.11 No Third-Party Beneficiaries. Except to the extent expressly provided for in Section 3.5.7, there are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.5.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.15 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to recover from the losing party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

3.5.16 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

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3.5.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.19 Wage Theft Prevention.

3.5.19.1 Contractor, and any subcontractor it employs to complete work under this Agreement, shall comply with all applicable federal, state, and local wage and hour laws. Applicable laws may include, but are not limited to, the Federal Fair Labor Standards Act and the California Labor Code.

3.5.19.2 BY SIGNING THIS AGREEMENT, CONTRACTOR AFFIRMS THAT IT HAS DISCLOSED ANY FINAL JUDGMENTS, DECISIONS OR ORDERS FROM A COURT OR INVESTIGATORY GOVERNMENT AGENCY, FINDING IN THE FIVE (5) YEARS PRIOR TO EXECUTING THIS AGREEMENT THAT CONTRACTOR OR ITS SUBCONTRACTORS HAS VIOLATED ANY APPLICABLE WAGE AND HOUR LAWS. CONTRACTOR FURTHER AFFIRMS THAT IT OR ITS SUBCONTRACTOR(S) HAS EITHER FULLY SATISFIED EACH JUDGMENT, DECISION OR ORDER, OR, IF ANY JUDGMENT, DECISION OR ORDER HAS NOT BEEN FULLY SATISFIED, CONTRACTOR AFFIRMS THAT IT OR ITS SUBCONTRACTOR(S) IS CURRENTLY SATISFYING SAID JUDGMENT, DECISION OR ORDER THROUGH A PAYMENT OR ALTERNATIVE PLAN APPROVED BY THE APPLICABLE COURT/GOVERNMENT AGENCY AND THAT CONTRACTOR OR ITS SUBCONTRACTOR(S) ARE IN COMPLIANCE WITH SAID PLAN AS OF THE DATE OF EXECUTING THIS AGREEMENT.

3.5.19.3 If at any time during the term of this Agreement, a court or investigatory government agency issues a final judgment, decision or order finding that Contractor or a subcontractor it employs to perform work under this Agreement has violated any applicable wage and hour law, or Contractor learns of such a judgment, decision, or order that was not previously disclosed in its bid/Bid, Contractor shall inform the City no more than fifteen (15) calendar days after the judgment, decision or order becomes final or from the date of learning of the final judgment, decision or order. Contractor or its subcontractor(s) shall, within thirty (30) calendar days after notifying the City, either (i) fully satisfy any such judgment, decision, or order and provide the City with documentary evidence of satisfying said judgment, decision or order; or (ii) provide the City documentary evidence of a payment or other alternative plan approved by the court/government agency to satisfy the judgment, decision or order. If the Contractor or its subcontractor is subject to a payment or other alternative plan, the Contractor or its subcontractor shall continue to submit documentary evidence every thirty (30) calendar days during the term of the Agreement demonstrating continued compliance with the plan until the judgment, decision or order has been fully satisfied.

3.5.19.4 For purposes of this Section, a "final judgment, decision, or order" refers to one for which all appeals have been exhausted or the time period to appeal has expired. Relevant investigatory government agencies include: the United States Department of Labor, the California Division of Labor Standards Enforcement, the City, or any other governmental entity or division tasked with the investigation and enforcement of wage and hour laws.

3.5.19.5 Failure to comply with any part of this Section constitutes a material breach of this Agreement. Such breach may serve as a basis for immediate termination of this Agreement and/or any other remedies available under this Agreement and/or law.

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3.5.19.6 Notice provided to the City shall be addressed to: Attention: City Manager, P. O. Box 5007, Antioch, CA 94531-5007. The Notice provisions of this Section are separate from any other notice provisions in this Agreement and, accordingly, only notice provided to the above address satisfies the notice requirements in this Section.

**SIGNATURE PAGE FOR MAINTENANCE SERVICES AGREEMENT
BETWEEN THE CITY OF ANTIOCH
AND [***INSERT CONTRACTOR NAME***]**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the [***INSERT DAY***] day of [***INSERT MONTH***], [***INSERT YEAR***].

CITY OF ANTIOCH

Approved By:

Forrest Ebbs
Acting City Manager

ATTEST:

Elizabeth Householder
City Clerk

Approved As To Form:

Thomas Lloyd Smith
City Attorney

[*INSERT CONTRACTOR NAME***]**

Signature

Name

Title

[CONTRACT NAME**]**

Attachment "B"

INSURANCE REQUIREMENTS

EXAMPLE

Please refer to the insurance requirements listed below. **Those that have an "X" indicated in the space before the requirement apply to Contractor's Agreement.**

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

Contractor shall provide its insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements.

Contractor shall furnish City with copies of original endorsements affecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements and certificates are to be received and approved by City before work commences. City has the right to require Contractor's insurer to provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Commercial General Liability (CGL):

X Coverage at least as broad as Insurance Services Office ("ISO") Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$2,000,000.00** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Coverage at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$1,000,000.00** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Coverage at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$5,000,000.00** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability:

X Coverage at least as broad as ISO Form Number CA 0001 covering, Code 1 (any auto), of if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than **\$1,000,000.00** combined single limit for bodily injury and property damage.

Attachment "B"

___ Coverage at least as broad as ISO Form Number CA 0001 covering, Code 1 (any auto), with limits no less than \$5,000,000.00 combined single limit for bodily injury and property damage.

___ Garage keepers' extra liability endorsement to extend coverage to all vehicles in the care, custody and control of the Contractor, regardless of where the vehicles are kept or driven.

Professional Liability (Errors and Omissions):

___ Insurance appropriate to the Contractor's profession, with limit no less than \$1,000,000.00 per occurrence or claim, \$2,000,000.00 aggregate.

___ (If Design/Build), with limits no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000.00 policy aggregate.

___ Insurance appropriate to the Contractor's profession, with limit no less than _____ per occurrence or claim, _____ aggregate

Workers' Compensation Insurance:

X Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000.00** per accident for bodily injury or disease. *(Not required if Contractor provides written verification it has no employees. Waiver needed.)*

The Employer's Liability policy shall be endorsed to waive any right of subrogation as respects the City, its elected and appointed officials, officers, attorneys, agents, and employees.

Builder's Risk (Course of Construction):

___ Insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions. If the project does not involve new or major reconstruction, at the option of the City, an Installation Floater may be acceptable. For such projects, a Property Installation Floater shall be obtained that provides for the improvement, remodel, modification, alteration, conversion or adjustment to existing buildings, structures, processes, machinery and equipment. The Property Installation Floater shall provide property damage coverage for any building, structure, machinery or equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at the City's site.

Contractor's Pollution Legal Liability:

___ Contractor's pollution legal liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000.00 per occurrence or claim and \$2,000,000.00 policy aggregate.

If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

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Cyber Liability Insurance

___ Cyber Liability Insurance with limits not less than \$1,000,000 per claim.

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security.

The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, and credit monitoring expenses with limits sufficient to respond to these obligations.

Surety Bonds:

Contractor shall provide the following Surety Bonds:

- Bid Bond
- Performance Bond
- Payment Bond

The Payment Bond and Performance Bond shall be in a sum equal to the contract price. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain the following provisions:

Additional Insured Status and Primary/Non-Contributory Language:

Contractor's general liability and automobile liability policies shall be primary and shall not seek contribution from the City's coverage and be endorsed to add the City and its officers, officials, employees, and agents as additional insureds under such policies using Insurance Services Office form CG 20 10 (or equivalent) on the general liability policy. For construction projects, an endorsement providing completed operations coverage for the additional insured on the general liability policy, ISO form CG 20 37 (or equivalent), is also required.

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City (if agreed to in a written contract or agreement) before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Loss Payee Status – Builder's Risk/Course of Construction Insurance (applicable to Construction Contracts only)

Contractor may submit evidence of Builder's Risk insurance in the form of Course of Construction coverage. Such coverage shall name the City as a loss payee as their interest may appear.

Attachment "B"

___ **Notice of Cancellation, Suspension or Otherwise Voiding Policies:**

Each insurance policy required above shall contain or be endorsed to contain that coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except with thirty (30) days' prior written notice by certified mail, return receipt requested to the City.

___ **Waiver of Subrogation:**

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by Contractor, its employees, agents and subcontractors.

___ **Completed Operations**

For Construction Agreements, Contractor shall maintain insurance as required by this Agreement to the fullest amount allowed by law and shall maintain insurance for a minimum of five (5) years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this Agreement, the City at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

THE FOLLOWING PROVISIONS APPLY TO ALL AGREEMENTS

Deductibles and Self-Insured Retentions ("SIR"):

Any deductibles or self-insured retentions must be declared to and approved by City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. At the option of the City, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected and appointed officials, officers, attorneys, agents, and employees; or (2) the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

All SIRs must be disclosed to Risk Management for approval and shall not reduce the limits of liability.

Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the City.

City reserves the right to obtain a full-certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise acceptable to City.

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Claims Made Policies: (note - should be applicable only to professional liability, see below)

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
4. A copy of the claims reporting requirements must be submitted to the City for review.
5. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability Policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability Policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

Subcontractors:

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Subcontractor agrees to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under this Agreement and any other contract documents. Subcontractor further agrees to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work. A copy of the City indemnity and insurance provisions will be furnished to the subcontractor upon request.

Verification of Coverage:

Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

Attachment "B"

Failure to Comply:

Each insurance policy required above shall contain or be endorsed to contain that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officials, officers, attorneys, agents, and employees.

Applicability of Coverage:

Each insurance policy required above shall contain or be endorsed to contain that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Attachment "C"

PAYMENT BOND

THIS PAGE MUST BE NOTARIZED

EXAMPLE

**CITY OF ANTIOCH
Clean Agent Fire Suppression System Installation in City Hall Server Room
Bid No. 990-0426-23A**

KNOW ALL PERSONS BY THESE PRESENTS, that

WHEREAS, the CITY OF ANTIOCH, (hereinafter referred to as "City") and _____, (hereinafter referred to as "Principal") have entered into a Contract for the _____; and

WHEREAS, under the terms of said Contract, Principal is required to furnish a bond securing payment of the claims to which reference is made in Section 3248 of the Civil Code,

NOW, THEREFORE, we, the Principal, and _____ as Surety, are held and firmly bound unto the City in the penal sum of _____ Dollars (\$ _____) lawful money of the United States, being not less than one hundred percent (100%) of the amount payable by the terms of the Contract, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such that if said Principal or any of its subcontractors fails to pay any of the persons named in Section 3181 of the Civil Code, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld, and paid over the Employment Development Department from the wages of employees of the Principal or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, the Surety will pay for the same and also will pay, in case suit is brought upon this bond, a reasonable attorney's fee, to be fixed by the court.

This bond will insure to the benefit of any of the persons named in Section 3181 of the Civil Code so as to give a right of action to such persons or their assigns if any suit is brought upon this bond.

This bond is given to comply with Sections 3247 and 3248 of the Civil Code. The liability of the Principal and Surety hereunder is governed by the provisions of said Code, all acts amendatory thereof, and all other statutes referred to therein, including Section 3225 of the Civil Code.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

Signatures on next page

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IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their seals this day of _____, 20____, the name and corporate seal of each corporate body being hereto affixed, and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Principal)

By _____
Signature

Print Name

Title

*Note:
To be signed by Principal
and Surety and acknowledgment
and notarial seal attached.*

(Surety)

(Address)

By _____
Signature

Print Name

Title

Attachment "C"

PERFORMANCE BOND

THIS PAGE MUST BE NOTARIZED

EXAMPLE

**CITY OF ANTIOCH
Clean Agent Fire Suppression System Installation in City Hall Server Room
Bid No. 990-0426-23A**

KNOW ALL PERSONS BY THESE PRESENTS, that

WHEREAS, the CITY OF ANTIOCH, (hereinafter referred to as "City") has entered into a Contract with _____, (hereinafter referred to as "Principal"), for construction of the _____ (the "Contract"); and

WHEREAS, the Principal is required under the terms of the Contract to furnish a bond of faithful performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and _____, as Surety, are held and firmly bound unto the City, in the sum of _____ Dollars (\$ _____) lawful money of the United States, to be paid to the City or its successors and assigns; for which payment, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above-bound Principal, or its heirs, executors, administrators, successors, or assigns approved by the City, shall promptly and faithfully perform the covenants, conditions and agreements in the Contract during the original term and any extensions thereof as may be granted by the City, with or without notice to Surety, and during the period of any guarantees or warranties required under the Contract, and shall also promptly and faithfully perform all the covenants, conditions, and agreements of any alteration of the Contract made as therein provided, notice of which alterations to Surety being hereby waived, on Principal's part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify, defend, protect, and hold harmless the City as stipulated in the Contract, then this obligation shall become and be null and void; otherwise it shall be and remain in full force and effect.

No extension of time, change, alteration, modification, or addition to the Contract, or of the work required thereunder, shall release or exonerate Surety on this bond or in any way affect the obligation of this bond; and Surety does hereby waive notice of any such extension of time, change, alteration, modification or addition.

Whenever Principal shall be and declared by the City to be in default under the Contract, Surety shall promptly remedy the default, or shall promptly do one of the following at City's election:

1. Undertake through its agents or independent Contractors, reasonably acceptable to the City, to complete the Contract in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including without limitation, all obligations with respect to warranties, guarantees, and the payment of liquidated damages; or
2. Reimburse the City for all costs the City incurs in completing the Contract, and in correcting, repairing, or replacing any defects in materials or workmanship and/or materials and workmanship which do not conform to the specifications in the Contract.

Surety's obligations hereunder are independent of the obligations of any other surety for the

Attachment "C"

performance of the Contract, and suit may be brought against Surety and such other sureties, jointly and severally, or against any one or more of them, or against less than all of them without impairing the City's rights against the others.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City or its successors or assigns.

In the event suit is brought upon this bond by the City, Surety shall pay reasonable attorney's fees and costs incurred by the City in such suit.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their seals this day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly executed by its undersigned representative, pursuant to authority of its governing body.

(Principal)

By _____
Signature

Print Name

Title

*Note:
To be signed by Principal
and Surety and acknowledgment
and notarial seal attached.*

(Surety)

(Address)

By _____
Signature

Print Name

Title