Attachment
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Request for Proposals
No. 20-02 Code Enforcement Abatement Services

Planning and Building Department
COUNTY OF HUMBOLDT

Request for Proposals

RFP No. PLN2024-03

Code Enforcement Abatement Services

Humboldt County, California

Released/Issued: July 26, 2024

Closing/Proposals Due: September 9, 2024

(Must be received by 5:00 p.m.)

Humboldt County Department of Planning & Building
3015 H Street
Eureka, California 95501
Hours:
Monday – Thursday: 8:30 a.m. – 2:00 p.m.
Closed Fridays

COUNTY OF HUMBOLDT
REQUEST FOR PROPOSAL
FOR CONTRACTOR/CONSULTANT
TO PROVIDE
CODE ENFORCEMENT ABATEMENT SERVICES

Release Date: July 26, 2024
Closing Date: September 9, 2024
RFP Number: PLN2024-03

CONTACT PERSON: Dean Beck
Code Enforcement Manager
Planning & Building Department
County of Humboldt
3105 H Street, Eureka, CA 95501
(707) 268-3715 Fax (707) 268-3792

Proposals to be received by 5:00 p.m. on September 9, 2024, at the address listed above.

I. INTRODUCTION

The County of Humboldt ("County") is soliciting proposals from qualified contractors and consultants to provide abatement services in cooperation with Code Enforcement for the next two years. The successful contractor(s) and consultant(s) will be placed on a list of vendors for the County to call upon when the County needs to perform an abatement of a nuisance property, summary abatement, and/or removal and storage of abandoned vehicles. The specific needs of the County will vary in complexity and scope and depend on the details of a particular project. For example, the County may have one project where solid waste and junk vehicles need to be removed from a property and another project where unpermitted grading needs to be remedied. There will likely be several abatement projects per year, and they will be rotated among the successful contractors and consultants based on scope of work and qualifications of the contractor/consultant to perform the required abatement. A professional services agreement in substantially the same format as **Attachment 1** attached hereto, will be executed with the successful individual(s) or firm(s) for abatement services. Any objections to the terms and conditions not made prior to or with submission of the proposal will be considered waived.

The County requests that interested companies and individuals review the attached materials and submit proposals according to Section III below.

II. SCOPE OF WORK

The County's objective in this RFP is to have an approved list of contractors/consultants available to abate public nuisances, summary abatements and remove and/or store abandoned vehicles on behalf of the County. The scope of work will include the following:

A. Compliance with applicable laws, ordinances, rules, and regulations: Contractor/Consultant shall comply with all federal, state, local and other applicable laws, ordinances, rules, and regulations affecting or bearing on the performance of the services.

B. Services to be performed (Contractor/Consultant does not need to be able to provide all services to submit a proposal. Contractor/Consultant must indicate which services contractor/consultant is qualified to provide):

- securing and/or demolition of nuisance structures and securing nuisance property
- removing and properly disposing of solid waste
- removing and properly disposing of hazardous waste
- removing and properly disposing of junk vehicles
- demolition and removal of unpermitted water supply systems
- demolition and removal of unpermitted sewage disposal systems
- remediation of graded and/or deforested areas
- soil testing and remediation of contaminated soils
- watershed restoration
- Summary abatements which will be assigned for exigent services to be performed.

C. Obtaining necessary permits: Contractor/Consultant is responsible for obtaining all necessary permits and licenses to complete the scope of work.

D. Documentation of work: Contractor/Consultant will document activities and expenditures and provide photographs of the area after abatement has been performed.

E. Engagement with the County: Contractor/Consultant shall confer with the County to carry out the responsibilities within the scope of the work.

III. PROPOSAL FORMAT

A. **Cover letter:** Describe your business and summarize your qualifications and experience with the services listed in the scope of work. Indicate which services you are qualified and licensed to perform.

B. **Authorized signature**: The cover letter attached to the submittal shall be signed by an authorized employee to receive consideration by including a Signature Affidavit **(Attachment B).**

C. **Company experience:** Describe the experience your company has delivering the described scope of work and standard lead time your company requires prior to starting a new project.

D. **References**: Provide three client references with contact information and description of services rendered. Proposers may use the reference data sheet **(Attachment C)** or present the information in their own format.

E. **Staff experience**: Provide resumés of the key staff that would be assigned to this job.

F. **Rates**: Provide the hourly billing rates for key personnel and standard billing rates to be applied in performance of the work. Be specific, if there are different rates for different services and whether the rates are for personnel or expenditures.

G. **Insurance requirements**: Depending on the type of services Contractor proposes to perform, Contractor will provide evidence of coverage specified by COUNTY.

H. **Sealed envelope/PDF**: All responses shall be submitted in a sealed envelope which is clearly marked with "RFP No. PLN2024-03" prior to the closing date and time, or single PDF via email to planningbuilding@co.humboldt.ca.us

I. **Late submittals**: Late submittals will not be accepted.

J. **Property of County**: All proposals, whether the submitting company is selected to perform the services or not, become the property of the County.

K. **Cost of RFP preparation**: Cost of preparation of submittal shall be borne by the respondent.

IV. SELECTION CRITERIA AND PROCESS

The County uses the competitive negotiation process, wherein the experience of each proposer is evaluated as it relates to the Scope of Work. Humboldt County Planning and Building Department staff will review the submittals and select a vendor or vendors to perform the work based on the following selection criteria:

A. Demonstrated knowledge of laws, rules and regulations can ability to comply

B. Clearly specify in proposal type of work to be performed. i.e, Towing and Storage, Grading, Demolition, etc.

C. General company and individual experience

D. Capacity to perform the scope of work

E. Cost to perform the scope of work

F. Possession of licenses and insurance certificates to perform the work

G. Ability to complete the task in a timely manner

H. Ability to work cooperatively with County staff

I. Capacity and ability to respond to time-sensitive needs associated with

summary abatements to mitigate existing threats to public health and safety

TIMELINE	DATES
RELEASE OF REQUEST FOR PROPOSAL	July 26, 2024
DEADLINE FOR PROPOSALS TO BE RECEIVED	September 9, 2024
RFP EVALUATION PROCESS CONTRACT FINALIZATION NEW CONTRACT START DATE	**THE FOLLOWING DATES ARE TENTATIVE AND MAY BE SUBJECT TO CHANGE:** September 10,2024 – September 20, 2024 TBD November 2024

County staff will notify each respondent of the final selection of the review team. Proposals received from non-selected candidates will be retained on file by the County for two years in the event the selected firm or individual is unable to fulfill the services.

V. RESERVATION OF RIGHTS

The County reserves the right to do any of the following:

1. Cancel the RFP process at any time
2. Amend or modify the Scope of Work prior to the submission of proposals as necessity may dictate
3. Cancel the RFP after opening but prior to award if the County determines that cancellation is in the best interest of the County for the reasons including, but not limited to:
   a. The service(s) are no longer required
   b. Services in the proposals received are at an unreasonable cost
   c. Proposals did not independently arrive in open competition, were collusive or were not submitted in good faith
   d. The County determines, after analysis of the statements, that needs can be satisfied through an alternative method
4. Negotiate contract terms and conditions with any qualified proposer
5. Reject any response which is in any way not in compliance with the RFP
6. Decline award of a contract

VI. CONTRACT TERMS AND CONDITIONS

The successful proposer shall enter into a contract with substantially the same terms and conditions as the Professional Services Agreement attached hereto as Attachment A, and comply with the terms and conditions required by the County. The professional services agreement between the vendor and County is subject to approval by County Counsel, Risk Manager, and the Board of Supervisors. Respondents shall identify in writing any requested exceptions to the specified terms. Objections to the terms and conditions not made prior to submission of the response are deemed waived.

VII. PUBLIC RECORDS AND TRADE SECRETS

All proposals and materials submitted become the property of the County and are subject to disclosure under the Public Records Act (Government Code §7920.000 et seq.). However, if prior to the award of a contract further negotiations are contemplated, the County must discern whether public disclosure should await the completion of the negotiations. In these circumstances the County must establish that the public interest in nondisclosure clearly outweighs the public's interest in disclosure (Government Code §§ 7929.000 & 7922.540(a); *Michaelis, Montanari and Johnson v. Superior Court (Los Angeles)* (2006) 38 Cal.4th 1065).

The Request for Proposals and all responses are considered public information with the exception noted above and for trade secrets specifically identified, which will be handled according to state statutes or other laws. Any information that contains trade secrets shall be communicated to County by the respondent. Any page of the proposal that is deemed to be a trade secret by the respondent shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters.

In the event that the County receives a request for disclosure of any such specifically identified information, prior to release of any such specifically identified information, the County will contact the proposer and will not release the specifically identified information if the proposer agrees to indemnify, defend, and hold harmless the County in any action brought to disclose such information. The proposer, by submitting such information, agrees that the failure of County to contact the proposer prior to the release of such information will not be a basis for liability by the County or any County employee to proposer.

VIII. CONFLICT OF INTEREST

Proposer warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

IX. INSURANCE REQUIREMENTS

The successful proposer shall meet the insurance requirements set forth in the Professional Services Agreement attached hereto as Exhibit 1.

X. INDEMNIFICATION

Contractor shall hold harmless, defend and indemnify County and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the County.

XI. ASSIGNMENT

Any contract resulting from this response to the RFP and any amendments or supplements thereto shall not be assignable by the successful candidate firm or individual either voluntarily or by operation of law, without the written approval of the County, and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings.

XII. INQUIRY

Direct all inquiries regarding RFP No. PLN2024-03 to:

Dean Beck
Code Enforcement Manager
Planning & Building Department
County of Humboldt
3105 H Street, Eureka, CA 95501
(707) 268-3715 Fax (707) 268-3792

Attachments:

Attachment 1 – Example of County of Humboldt Professional Services Agreement
Attachment B – RFP Signature Affidavit
Attachment C – Reference Data Sheet

PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
[NAME OF CONTRACTOR]
FOR FISCAL YEARS 2024-2025 THROUGH 2026-2027

This Agreement, entered into this ____ day of _____, 2024, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and [Name of Contractor], a [Name of State] [type of business], hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Planning and Building Department – Code Enforcement Unit ("CEU"), desires to retain a qualified professional to provide abatement services for the County; and

WHEREAS, the COUNTY has acquired jurisdiction to abate the public nuisances that exist on several private real property; and

WHEREAS, the COUNTY has provided the property owners several opportunities to voluntarily perform the abatement of the public nuisances on their real property, but have failed to do so in a timely manner; and

WHEREAS, the COUNTY has determined that the identified public nuisances must be abated; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is adequately trained, skilled, experienced and qualified to perform the abatement services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF CONTRACTOR:

   A. Professional Services. CONTRACTOR agrees to furnish specified professional abatement services for specific code enforcement abatement projects, on an on-call basis, in accordance with the criteria, schedule and fiscal requirements set forth in the project specific Task Orders, a sample of which is attached hereto as Exhibit A and incorporated herein by reference. In providing such services CONTRACTOR agrees to fully cooperate with the Planning and Building Department Director, or a designee thereof, hereinafter referred to as "Code Enforcement Manager." CONTRACTOR shall provide on an on-call basis, pursuant to the terms and conditions of this Agreement, without limitation, all of the following services:

      1. Abatement of public nuisance related to:
         a. X
         b. Y
         c. Z

2. Compliance with applicable laws, ordinances, rules and regulations: CONTRACTOR shall comply with all federal, state, local and other applicable laws, ordinances, rules and regulations affecting the property or bearing on the performance of the services.
3. Obtaining necessary permits: CONTRACTOR is responsible for obtaining all necessary permits and licenses to complete the scope of work
4. Render the property safe: Protect the property from entry of unauthorized persons during clean up and sampling work.
5. Documentation of work: CONTRACTOR will document activities and expenditures and provide photographs of the area after abatement has been performed.

B. Task Orders. Prior to issuing Task Orders pursuant to the terms and conditions of this Agreement, COUNTY will discuss the scope of services required for the specific abatement services with CONTRACTOR. CONTRACTOR shall be responsible for preparing a detailed scope of services, project schedule, project budget and schedule of rates for each Task Order issued hereunder. Once a Task Order is issued, and written authorization is given by COUNTY, CONTRACTOR shall perform the required services within the agreed upon parameters set forth therein. Documentation of work is due to the COUNTY within two weeks of the completion dates, though the COUNTY may request faster turnaround times on a project-by-project basis. Compensation paid pursuant to the terms and conditions of this Agreement will be based on the wage rates established in each individual Task Order. COUNTY does not guarantee that any specific number of Task Orders, if any, will be issued pursuant to the terms and conditions of this Agreement.

C. Prevailing Wage. CONTRACTOR acknowledges and agrees that all construction and work performed by CONTRACTOR shall be governed by and performed in accordance with the provisions of Article 2 of Chapter 1, Part 7, Division 2 of the Labor Code of the State of California (Sections 1770, *et seq*.). These provisions are not applicable to work costing not more than One Thousand Dollars ($1,000.00). For work exceeding Thirty Thousand Dollars ($30,000.00), CONTRACTOR shall comply with the apprenticeship requirements as specified in California Labor Code sections 1777.5 *et seq*.

Pursuant to Section 1770 of the California Labor Code, COUNTY has determined the Prevailing Wage Rates to be as listed by the Department of Industrial Relations, Division of Labor Statistics and Research ("DIR"), P.O. Box 420603, San Francisco, CA 94101, Phone: (415) 703-4780. CONTRACTOR shall post, or cause to be posted, a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates. Complete Certified Payroll Reports shall be submitted to the Planning and Building Department together with each application for payment. Electronic submittal of completed Certified Payroll Reports directly to the DIR is required.

2. OBLIGATIONS OF COUNTY:

A. Provision of Necessary Data and Materials. COUNTY shall provide CONTRACTOR with all background data necessary for CONTRACTOR to complete the services required by project specific Task Orders issued hereunder.

B. COUNTY Representative. COUNTY shall designate a representative with complete authority to transmit instructions and information, receive correspondence, interpret policy and define decisions pertaining to this Agreement and project specific Task Orders issued hereunder COUNTY's representative shall have overall charge and responsibility of COUNTY's activities and obligations hereunder. All correspondence pertaining to the performance of CONTRACTOR's duties and obligations contained herein shall be submitted to COUNTY's

representative.

3. TERM:

This Agreement shall begin on December 5, 2024, and shall remain in full force and effect until December 4, 2026, unless extended by a valid amendment hereto or sooner terminated as set forth herein.

4. TERMINATION:

A. Breach of Contract. If, in the opinion of COUNTY, CONTRACTOR fails to adequately perform the services required by a project specific Task Order issued hereunder within the time limits specified therein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other law applicable to its performance herein, COUNTY shall have the right to cancel or terminate this Agreement immediately, upon notice.

B. Without Cause. COUNTY may terminate this Agreement without cause, at any time, upon thirty (30) days advance written notice. Such notice shall state the effective date of the termination.

C. Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.

D. Compensation. In the event this Agreement is terminated, CONTRACTOR shall be entitled to compensation for uncompensated services provided pursuant to the terms and conditions issued hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.

5. COMPENSATION:

A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and expenses incurred, pursuant to the terms and conditions of project specific Task Orders issued hereunder, is Two Hundred Thousand Dollars ($200,000.00). CONTRACTOR agrees to perform all services required by any and all project specific Task Orders issued pursuant to the terms and conditions of this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided pursuant to the terms and conditions of project specific Task Orders issued hereunder, or terminate this Agreement as provided herein.

B. Schedule of Rates. The specific rates and costs applicable to this Agreement shall be as set forth in the Task Order for each project.

C. Additional Services. Any additional services not otherwise set forth herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without COUNTY's prior written authorization. Any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum payable amount will be reached.

6. PAYMENT:

CONTRACTOR shall submit to COUNTY progress reports and invoices which itemize all services provided as of the invoice date in accordance with the payment schedule set forth in each individual project specific Task Order issued pursuant to the terms and conditions of this Agreement. All invoices submitted by CONTRACTOR shall be in a format approved by, and shall include backup documentation as specified by, the Project Manager and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final undisputed invoice for payment not more than thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered, and expenses incurred, pursuant to the terms and conditions of project specific Task Orders issued hereunder shall be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Planning and Building Department – Code Enforcement Unit
Attention: Dean Beck, Code Enforcement Manager
3015 H Street
Eureka, CA 95501
Email: dbeck1@co.humboldt.ca.us

7. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Planning and Building Department – Code Enforcement Unit
Attention: Dean Beck, Code Enforcement Manager
3015 H Street
Eureka, CA 95501
Email: dbeck1@co.humboldt.ca.us

CONTRACTOR: [Name of Contractor]
Attention: [Name of Contact Person], [Job Title]
[Street Address]
[City], [State] [Zip Code]

8. REPORTS:

CONTRACTOR hereby agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONTRACTOR shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable local, state and federal accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

9. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONTRACTOR hereby agrees to timely prepare

accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs associated with the administration of this Agreement.

C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

10. MONITORING:

CONTRACTOR hereby agrees that COUNTY has the right to monitor any and all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR shall cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, policies, procedures or business operations are identified by COUNTY. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of CONTRACTOR's performance hereunder.

11. CONFIDENTIAL INFORMATION:

A. Disclosure of Confidential Information. CONTRACTOR hereby agrees to protect any and all confidential information obtained pursuant to the terms and conditions of this Agreement in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, but not

limited to, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.

B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

12. NON-DISCRIMINATION COMPLIANCE :

A. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require the employment of unqualified persons.

B. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq*.; California Government Code Sections 4450, *et seq*.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq*. of Title 2 of the California Code of Regulations are incorporated herein by reference as if set forth in full.

13. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONTRACTOR certifies that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

14. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONTRACTOR certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq*.), by doing all of the following:

A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.

B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:

1. The dangers of drug abuse in the workplace;

2. CONTRACTOR's policy of maintaining a drug-free workplace;
3. Any available counseling, rehabilitation and employee assistance programs; and

4. Penalties that may be imposed upon employees for drug abuse violations.

C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services pursuant to the terms and conditions of this Agreement will:

1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and

2. Agree to abide by CONTRACTOR's Drug-Free Policy as a condition of employment.

D. Effect of Non-Compliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

15. INDEMNIFICATION:

A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to CONTRACTOR's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

16. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been

complied with, are received by the Humboldt County Risk Manager or a designee thereof.

A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR or its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars ($2,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars ($1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).

3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees, and volunteers. In the event CONTRACTOR is self-insured, a Certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations Administration of Self-Insurance shall be filed with the Office of Risk Management.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

   a. Includes contractual liability.

   b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."

   c. Is the primary insurance with regard to COUNTY.

   d. Does not contain a pro-rata, excess only and/or escape clause.

   e. Contains a cross liability, severability of interest or separation of insureds clause.

2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.

3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.

4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.

5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.

6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars ($100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this Agreement shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CONTRACTOR: [Name of Contractor]
Attention: [Name of Contact Person], [Job Title]
[Street Address]
[City], [State] [Zip Code]

17. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agents, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation,

overtime, retirement, leave or workers' compensation benefits. CONTRACTOR shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

18. THIRD PARTY BENEFICIARIES:

CONTRACTOR shall require that all subconsultants hereunder agree to be bound by the applicable terms and conditions of this Agreement. However, nothing herein shall operate to confer any rights, remedies, obligations or liabilities upon any third parties.

19. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIRMENTS:

CONTRACTOR agrees to comply with any and all local, state and federal laws and regulations applicable to the services required by any and all project specific Task Orders issued pursuant to the terms and conditions of this Agreement. CONTRACTOR further agrees to comply with any and all applicable local, state and federal licensure and certification requirements.

20. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

21. REFERENCE TO LAWS AND RULES:

In the event any law, regulation, policy or procedure refereed to this Agreement is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

22. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

23. ASSIGNMENT:

CONTRACTOR shall not delegate its duties or assign its rights hereunder, either in whole or in part, without COUNTY's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by CONTRACTOR to obtain supplies, technical support or professional services.

24. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and shall inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

25. WAIVER OF DEFAULT:

The waiver by either party of any breach or violation of any requirement of this Agreement shall not

be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR which in the judgment of COUNTY were not expended in accordance with the terms of this Agreement.

26. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

27. AMENDMENT:

This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

28. STANDARD OF PRACTICE:

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances. It is hereby understood that COUNTY's acceptance of the services performed pursuant to the terms and conditions of project specific Task Orders issued hereunder shall not operate as a waiver or release of any breach of this Agreement.

29. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information, and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents and information for its records. In the event this Agreement is terminated, for any reason whatsoever, CONTRACTOR shall promptly turn over to COUNTY, without hesitation or reservation, any and all information, writings and documents pertaining to the services provided pursuant to the terms and conditions of project specific Task Orders issued hereunder.

30. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

31. ADVERTISING AND MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled

to have a representative present at such interviews. All notices required by this provision shall be given to the Project Manager.

32. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be delivered pursuant to the terms and conditions of project specific Task Orders issued hereunder. Any and all subcontracts will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification and confidentiality requirements set forth herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including work performed by third parties under subcontracts, whether approved by COUNTY or not.

33. ATTORNEY FEES:

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement from being performed, the prevailing party in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorney's fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

34. SURVIVAL:

The duties and obligations of the parties set forth in Section 4.D. – Compensation Upon Termination, Section 9 – Record Retention and Inspection, Section 11 – Confidential Information and Section 15 – Indemnification shall survive the expiration or termination of this Agreement.

35. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

36. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

37. INDEPENDENT CONSTRUCTION:

The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

38. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include, but not be limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

39. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

40. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

41. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:
(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
(2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

[NAME OF CONTRACTOR]:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____ Date: _____
John H. Ford, Director
Humboldt County Planning and Building Department
[Pursuant Board Authorization]

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____ Date: _____
Risk Management

LIST OF EXHIBITS:

Attachment A – Sample Task Order

ATTACHMENT A

SAMPLE TASK ORDER

Code Enforcement Abatement Services

____[Name of Contractor/Consultant]____
Professional Services Agreement Dated [_____ __, 20[__]]

This Task Order issued pursuant to the terms and conditions of the Professional Services Agreement dated _____ __, 20[__], by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and ____[Name of Contractor/Consultant]____, a ____[Name of State]____ ____[type of business]____, hereinafter referred to as "CONTRACTOR," is intended to supplement the terms and conditions contained in the Professional Services Agreement:

WHEREAS, the definitions, terms and conditions set forth in the Professional Services Agreement dated _____ __, 20[__], are incorporated herein by reference as if set forth in full and shall be fully binding upon the parties hereto; and

WHEREAS, notwithstanding anything contained herein, any and all definitions, terms and conditions contained in the Professional Services Agreement shall control to the exclusion of any different, contrary or conflicting definitions, terms or conditions set forth herein.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

   A. Abatement Services. [List and describe the abatement services to be performed pursuant to the terms and conditions of this Task Order, as applicable]

   C. Deliverables. [List and describe the deliverables to be submitted by CONTRACTOR pursuant to the terms and conditions of this Task Order, as applicable]

   D. Acceptance Criteria. [List and describe the standards to be achieved for each deliverable submitted by CONTRACTOR pursuant to the terms and conditions of this Task Order, as applicable]

2. REPORTING REQUIREMENTS:

   [List and describe the specific reporting requirements including photographs of prior to and after completion of the abatement of the public nuisances that CONTRACTOR must comply with pursuant to the terms and conditions of this Task Order, as applicable]

3. PROJECT SCHEDULE:

   [List and describe project milestones/timeline for performance of the abatement services required pursuant to the terms and conditions of this Task Order]

4. PROJECT BUDGET:

   A. Maximum Amount Payable. [Describe the maximum amount payable for the abatement services rendered, and costs and expenses incurred, pursuant to the terms and definitions of this Task Order]

   B.

   B. Schedule of Rates. [List and describe the specific wage rates and costs for the abatement services that will be performed pursuant to the terms and conditions of this Task Order]

   C. Payment Schedule. [Describe the frequency by which invoices will be submitted to COUNTY (i.e. annual/semi-annual/quarterly/monthly)]

   IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

   TWO SIGNATURES ARE REQUIRED FOR CALIFORNIA CORPORATIONS:
   (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
   (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR ASSISTANT TREASURER.

[CONTRACTOR'S NAME]:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date:_____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED

By: _____ Date: _____
Risk Management

COUNTY OF HUMBOLDT:

By: _____ Date: _____
John H. Ford
Director, Planning and Building Department

Submit With RFP

SIGNATURE AFFIDAVIT

NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

Government Code Section 6250 *et.seq*., the "Public Records Act", define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Invitation to Bid and declares that the attached proposal and pricing are in conformity therewith.

_____ _____

Signature **Title**

_____ _____

Name (type or print) **Date**

This firm herby acknowledges receipt / review of the following addendum(s) (If any)
Addendum # Addendum # Addendum # Addendum #

Attachment B

REFERENCE DATA SHEET

Provide a minimum of three (3) current references with name, address, contact person, and telephone number whose scope of business or services is similar to those of Humboldt County, preferably in California. Previous business with the County does not qualify.

NAME OF FIRM:			
STREET ADDRESS:			
CITY, STATE, ZIP			
CONTACT PERSON:		**EMAIL:**	
PHONE #:		**FAX #:**	
Product(s) and/or Service(s) Used:			
NAME OF FIRM:			
STREET ADDRESS:			
CITY, STATE, ZIP			
CONTACT PERSON:		**EMAIL:**	
PHONE #:		**FAX #:**	
Product(s) and/or Service(s) Used:			
NAME OF FIRM:			
STREET ADDRESS:			
CITY, STATE, ZIP			
CONTACT PERSON:		**EMAIL:**	
PHONE #:		**FAX #:**	
Product(s) and/or Service(s) Used:			