

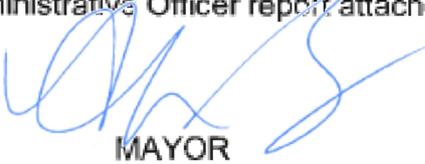
0220-00210-0272

**TRANSMITTAL**

<b>TO</b> The City Council	<b>DATE</b> 12/03/19	<b>COUNCIL FILE NO.</b>
<b>FROM</b> The Mayor		<b>COUNCIL DISTRICT</b> All

**Request from the Department of Transportation for authority to execute First Amendment to Contract C-128057 to reassign the contract from Keolis Transit Services, LLC dba MyTransit Plus to AAMCOM LLC, contingent upon AAMCOM LLC providing signed City contracting disclosure documents, and subject to the approval of the City Attorney as to form and legality.**

Transmitted for further processing. See the City Administrative Officer report attached.



(Ana Guerrero for)

MAYOR

RHL:RC:06200055t

**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

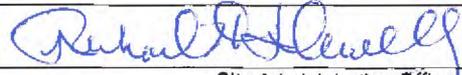
To: Mayor	Date: 12-03-19	C.D. No. All	CAO File No.: 0220-00210-0272				
Contracting Department/Bureau: Department of Transportation		Contact: Martha D'Andrea (213) 972-8447					
Reference: Department of Transportation report dated November 8, 2019; request for report from Mayor dated November 18, 2019							
Purpose of Contract: Coordination of Cityride Paratransit Program and Transit Technology Service							
Type of Contract: ( ) New contract (X) Amendment, Contract No. C-128057		Contract Term Dates: September 1, 2016 to August 31, 2021					
Contract/Amendment Amount: \$ 0							
Proposed amount \$ 0 + Prior award(s) \$ 6,012,223 = Total \$ 6,012,223							
Source of funds: Proposition A Local Transit Assistance Fund							
Name of Contractor: AAMCOM LLC							
Address: 800 North Pacific Coast Highway, Redondo Beach, CA 90277							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program			X
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances		X	
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Disclosure Ordinances		X	
5. Risk Management review completed		X		12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: 0%				14. California Iran Contracting Act of 2010	X		

**RECOMMENDATION**

That the Mayor and Council authorize the General Manager of the Department of Transportation (LADOT) to execute the First Amendment to Contract C-128057 to reassign the contract from Keolis Transit Services, LLC (Keolis) dba MyTransit Plus to AAMCOM LLC, contingent upon AAMCOM providing signed disclosure documents for all remaining City contracting requirements, and subject to the approval of the City Attorney as to form and legality.

**SUMMARY**

In August 2016, the Mayor and City Council approved a five-year contract for the Cityride Paratransit Program Coordinator with Keolis (C.F. 16-0804). The Cityride Program provides fare subsidy for paratransit and taxi programs for eligible older adults and persons with disabilities. LADOT staff reports that there are 32,000 active Cityride clients that depend on the program for transportation. The contractor, as Program Coordinator, provides Cityride program registration and related technical support services. Keolis is currently in the fourth year of the five-year contract that is set to expire on August 31, 2021.

			
RC	Analyst	06200055	City Administrative Officer

On September 16, 2019, Keolis informed LADOT staff that it would be moving its headquarters from Los Angeles to Boston and that as of December 15, 2019, Keolis would no longer provide the Cityride Paratransit Program Coordinator services. Instead of terminating the Cityride contract and potentially allowing service to lapse, Keolis requested that the City accept a recommendation to assign the contract to another contractor, as permitted by the original executed contract.

Keolis has recommended reassignment of the current Cityride Paratransit Program Coordinator contract to AAMCOM LLC (AAMCOM) under all the existing terms, conditions, budget, and fee schedules. The Keolis recommendation was based on AAMCOM's experience as a local call management services company providing customer service and technical support and their involvement in transportation and transit projects and programs with other local and regional government agencies in California. LADOT staff reports that AAMCOM will also be retaining the services of the existing Cityride staff under Keolis (Project Manager, Database Manager, and Senior, Lead, and Transit Specialists) to continue the administration of the Cityride Program. LADOT staff met with the contractor's management team and determined that they have the necessary experience and resources in place to effectively and immediately perform the required services. In addition, LADOT staff plan to meet frequently with AAMCOM to monitor performance and ensure a smooth transition.

LADOT staff did inquire with other current contractors, such as MV Transit and Ilium, to gauge their interest in assuming the contract but neither firm could commit to the proposed scope. AAMCOM has not previously held a contract with the City of Los Angeles.

LADOT recommends acceptance of the proposed reassignment of the Cityride Paratransit Program Coordinator contract in order to prevent any lapse in Cityride service. This Office concurs with the LADOT recommendation. There are no other recommended changes to the scope or compensation of the contract at this time. Per the City Administrative Code and in compliance with Mayoral Executive Directive No. 3, Council approval is required to amend the contract since the original contract was approved for a five-year term by the Mayor and Council.

Prior to executing the proposed Amendment, LADOT should ensure that AAMCOM has submitted evidence of compliance with all required City contract compliance documents are on file, specifically signed disclosure documents.

## **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. Funding is available for the proposed contract within the Proposition A Local Transit Assistance Fund. Funding for subsequent years of the contract will be provided in those fiscal year budgets. The recommendation complies with City Financial Policies in that sufficient special fund revenues are available and eligible for that purpose.

*RHL:RC:06200055*

Attachment:  
LADOT report dated November 8, 2019

**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL MEMORANDUM**

**Date:** November 8, 2019

**To:** The Honorable Eric Garcetti, Mayor  
Office of the Mayor  
Attention: Helcen Ramirez, Legislative Coordinator

**From:** Seleta J. Reynolds,  General Manager  
Department of Transportation

**Subject:** **FIRST AMENDMENT TO AGREEMENT C-128057 REASSIGNING CONTRACT AND SERVICES FROM KEOLIS TRANSIT SERVICES, LLC TO AAMCOM LLC FOR THE CONTINUED OPERATION OF THE CITYRIDE PARATRANSIT PROGRAM COORDINATOR**

**SUMMARY**

The City of Los Angeles Department of Transportation (LADOT) is requesting authorization to execute a First Amendment to Agreement C-128057 to reassign the Cityride Paratransit Program Coordinator contract from Keolis Transit Services, LLC to AAMCOM LLC.

**RECOMMENDATION**

That the City Council, subject to the approval of the Mayor:

Authorize the LADOT General Manager to execute the First Amendment to Agreement C-128057 reassigning the contract to AAMCOM LLC, subject to the approval of the City Attorney as to form and legality.

**BACKGROUND**

On August 17, 2016, the City Council approved the Cityride Paratransit Program Coordinator five-year contract with Keolis Transit Services, LLC (Keolis) dba MyTransit Plus (C.F. 16-0804). The Cityride Program provides fare subsidy for our paratransit and taxi programs for eligible older adults and persons with disabilities. Keolis provides Cityride program registration and fulfillment of Cityride fare value for Cityride participants. Keolis also provides technical support services, as needed, for the Charter Bus Program. Keolis began its fourth year of the contract on September 1, 2019.

On September 16, 2019, Keolis informed LADOT that its headquarters is moving from Los Angeles to Boston and as of December 15, 2019 will no longer perform the services of the Cityride Paratransit Program Coordinator contract. Instead of terminating the contract leaving the City without a Cityride Program, Keolis requested if LADOT would agree to a contract reassignment as allowed in the contract. LADOT recommends acceptance of the proposed reassignment in order to continue the operation of the Cityride program. Our 32,000 active clients depend on the Cityride program for transportation to doctor's appointments, grocery stores, and other life-sustaining trips.

**DISCUSSION**

Keolis recommended reassignment of Agreement C-128057 to AAMCOM LLC, a contractor located close to the current location in the City of Redondo Beach. LADOT staff met with the contractor's management team and determined that AAMCOM LLC has the resources in place and has the necessary qualifications and experience to effectively perform the services vacated by Keolis. Further, AAMCOM LLC can immediately provide the services listed in the agreement, thereby avoiding any interruption in Cityride program services.

AAMCOM LLC has agreed to assume the contract terms of Agreement C-128057, including all terms and conditions, all existing budget and fee schedules, and Keolis' proposal dated June 2, 2016 for the Cityride Paratransit Program Coordinator and Transit Technology Services RFP. The current five-year contract will expire on August 31, 2021.

**FISCAL IMPACT**

Funding for the Cityride Paratransit Program Coordinator is included in the FY 2019-2020 Proposition A local Transit Assistance (PALTA) Paratransit Program Coordinator Fund No. 385 Account S241. This project, therefore, does not create an impact on the City's General Fund budget.

SJR:mmd

**FIRST AMENDMENT TO  
AGREEMENT C-128057  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
AAMCOM LLC  
FOR THE OPERATION OF  
CITYRIDE PARATRANSIT PROGRAM COORDINATOR  
AND TRANSIT TECHNOLOGY SERVICE PROGRAM**

**FIRST AMENDMENT TO THE AGREEMENT C-128057  
BETWEEN  
THE CITY OF LOS ANGELES  
AND AAMCOM LLC  
FOR THE OPERATION OF  
CITYRIDE PARATRANSIT PROGRAM COORDINATOR  
AND TRANSIT TECHNOLOGY SERVICE PROGRAM**

**THIS FIRST AMENDMENT** to Agreement C-128057 between the City of Los Angeles (hereinafter referred to as the "City"), a municipal corporation, acting by and through the Department of Transportation (hereinafter referred to as "LADOT") and AAMCOM LLC, a Limited Liability Company (hereinafter referred to as "Contractor") is entered into with reference to the following:

**WHEREAS**, the City is desirous to continue obtaining Cityride Paratransit Program Coordinator and Transit Technology Services; and

**WHEREAS**, on April 15, 2016, the LADOT issued a Request for Proposals (RFP) in accordance with City Charter §372 seeking qualified Contractors to perform said services; and

**WHEREAS**, the City requested that the Contractor has the management and technical expertise and other assets necessary for the operation of the Cityride Paratransit Program Coordinator Transit Technology Service; and in the time and manner set forth in the RFP and Proposal; and

**WHEREAS**, the parties entered into Agreement C-128057 on August 24, 2016, wherein the Contractor, Keolis Transit Services, LLC, agreed to provide services requested in the time and manner set forth in the RFP and Proposal incorporated into this agreement; and

**WHEREAS**, on October 20, 2019, Keolis Transit Services, LLC is relocating its headquarters (Exhibit 1) and requests the City approve reassignment of Contract C-128057 to AAMCOM LLC; and

**WHEREAS**, the LADOT in this First Amendment to Agreement C-128057 agree to the reassignment of the Agreement to AAMCOM LLC as the Contractor to the Agreement, update the City's Standard Provisions for City Contracts (Rev. 10/17) [v.3], and add other contracting language as required by ordinance of all City contracts; and

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants and agreements herein contained, the parties agree to amend the existing agreement as follows:

1. **Section I, INTRODUCTION AND CONDITIONS PRECEDENT, Subsection A, Parties to the Agreement, Paragraph 2** is hereby amended by its entirety to read:
  2. The Contractor, known as AAMCOM LLC, located at 800 North Pacific Coast Highway, Redondo Beach, California 90277.
  
2. **Section I, INTRODUCTION AND CONDITIONS PRECEDENT, Subsection B, Representatives of the Parties and Services of Notices, Paragraph 1**, is hereby amended in its entirety to read:
  1. The Representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands, and communications shall be given are as follows:
    - a. The representative of the City shall be, unless otherwise stated in the Agreement:  
  
Seleta J. Reynolds, General Manager  
Los Angeles Department of Transportation  
100 South Main Street, 10<sup>th</sup> Floor  
Los Angeles, California 90012  
  
With copies to:  
  
Corrine Ralph, Chief of Transit Programs  
Bureau of Transit Services  
Los Angeles Department of Transportation  
100 South Main Street, 10<sup>th</sup> Floor  
Los Angeles, California 90012
    - b. The representative of the Contractor shall be:  
  
Steven Diels, President  
AAMCOM LLC  
800 North Pacific Coast Highway  
Redondo Beach, California 90277
  
3. **Appendix A, Standard Provisions for City Contracts**, is hereby replaced in its entirety by the Appendix A attached hereto.
  
4. **Section VI, STANDARD CONTRACT PROVISIONS, Subsection B, Standard Provisions and Mandatory City Requirements**, is hereby amended in its entirety to read:

Hereby incorporated by reference into this contract are the Standard Provisions for City Contracts, (Rev. 10/17) [v.3] which are attached hereto as Appendix A and the Mandatory City Contract Requirements, General City Reservations, and Protest Procedures, revised 05/15, which is included herein by reference hereto as Appendix B.

5. **Section VII, MISCELLANEOUS**, Paragraph 5, is hereby amended in its entirety to read:

Disputes regarding the interpretation or application of any provisions shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties. The City shall make every effort to limit the negotiating period for a time not to exceed 30 days. Failure to come to a negotiated settlement will allow the aggrieved party to seek recourse in the courts of law.

6. The Agreement is hereby amended by adding a new **SECTION VIII. CITY COMPLIANCE REQUIREMENTS, Subsection A. Disclosure of Border Wall Contracting Ordinance**, immediately following Section VII, Miscellaneous, to read as follows:

Contractor shall comply with Los Angeles Administrative Code Section 10.50 et seq., "Disclosure of Border Wall Contracting". City may terminate this Contract at any time if City determines that Contractor failed to fully and accurately complete the required affidavit and disclose all Border Wall Bids and Border Wall Contracts, as defined in Los Angeles Administrative Code Section 10.50.1.

Contractor shall complete and upload a Disclosure of Border Wall Contracting Ordinance Affidavit on [LABAVN.org](http://LABAVN.org).

7. The Agreement is hereby amended by adding a new **SECTION VIII. CITY COMPLIANCE REQUIREMENTS, Subsection B. Disclosure of Contracts and Sponsorship of the National Rifle Association Ordinance**, immediately following SECTION VIII. CITY COMPLIANCE REQUIREMENTS, Subsection A. Disclosure of Border Wall Contracting Ordinance to read as follows:

Contractor shall comply with Los Angeles Administrative Code Section 10.52 et seq., 'Disclosure of Contracts and Sponsorship of the National Rifle Association Ordinance.' City [or the Department, etc.] may terminate this Contract at any time if City [or the Department, etc.] determines that Contractor failed to fully and accurately complete the required affidavit and disclose all Contracts and Sponsorships with the National Rifle Association, as defined in LAAC Section 10.52.

Contractor shall complete and upload a Disclosure Ordinance Affidavit, on [www.labavn.org](http://www.labavn.org).

8. The Agreement is hereby amended by adding a new **SECTION VIII. CITY COMPLIANCE REQUIREMENTS, Subsection C. Fair Chance Initiative for Hiring Ordinance**, immediately

following SECTION VIII. CITY COMPLIANCE REQUIREMENTS, Subsection B. Disclosure of Contracts and Sponsorship of the National Rifle Association Ordinance to read as follows:

Contractor shall be subject to the Fair Chance Initiative for Hiring Ordinance (Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance). The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Fair Chance Initiative for Hiring Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Contractor seeking additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

9. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES**

**AAMCOM LLC, a Limited Liability Company**

By: \_\_\_\_\_  
Seleta J. Reynolds  
General Manager  
Department of Transportation

By\*: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
MICHAEL N. FEUER, City Attorney

By\*\*: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Nagle  
Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**  
HOLLY L. WOLCOTT, City Clerk

NOTE: If Contractor is a corporation, two signatures are required.

By: \_\_\_\_\_

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
\*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: \_\_\_\_\_

City Agreement Number: C-128057

Council File Number: 16-0804

# EXHIBIT 1



November 7, 2019

By E-mail and Regular Mail

Corinne Ralph  
Chief of Transit Programs  
City of Los Angeles – Department of Transportation  
100 S. Main Street, 10<sup>th</sup> floor  
Los Angeles, CA 90012

Re: Agreement Between the City of Los Angeles and Keolis Transit Services LLC for the Operation of Cityride Paratransit Program Coordinator and Transit Technology Service Program (the "Contract")

Dear Ms. Ralph:

In connection with a realignment of corporate priorities, Keolis Transit Services has decided to divest itself of its business unit that performs the Contract. We have found a partner to whom we will assign the existing contract in its current form. AAMCOM, LLC ("AAMCOM"), a local, experienced call management services company has agreed to assume the Contract and provide the customer service support and technical support and related services under the Contract in accordance with its existing terms. Please visit AAMCOM's website at <http://www.aamcom.com/>. AAMCOM and its staff have been involved in the development and management of transportation and transit projects and programs for over 15 years. AAMCOM pioneered the privatization of freeway call box answering and 511 Motorist Aid call answering with the Los Angeles Service Authority for Freeway Emergencies (LA SAFE) as a prime contractor. AAMCOM successfully partnered with LASAFE as a subcontractor to roll out the Los Angeles Motorist Aid and Transportation Information Service (LA MATIS). AAMCOM currently answers 100% of privatized freeway callbox answering systems in the State of California for such agencies as SACCOG, MTC, MTA's LA SAFE, SBCAG, SANDAG, RCTC, SBCTA. The Director of Operations at AAMCOM ran transportation projects for MTA as well as contract management of MTA and LA SAFE transit and transportation programs such as the Dodger Express bus program. AAMCOM and Keolis have a history of successful partnerships. AAMCOM and Keolis recently worked closely to transition SANDAG, SACCOG, SBCAG and MTC callbox and motorist aid call answering. AAMCOM performs call answering and project management for other government related projects such as its recently completed campaign for the Air National Guard.

In accordance with Section I.D.5 of the Contract, your consent is required in order for us to complete the divestiture and assign the contract. We will work very closely with AAMCOM and with you to ensure a seamless transition for you. We will continue to perform the services under the Contract until your consent has been given and we have agreement regarding a closing date (the "Transfer Date"). After the Transfer Date, AAMCOM will continue to perform the services under the existing Contract. We are

Keolis Transit Services, LLC  
6053 W. Century Blvd. 9th Floor  
Los Angeles, CA 90045

Corinne Ralph  
November 7, 2019  
Page 2

currently targeting a Transfer Date to occur in December 2019 or early January 2020.

We will keep you informed about the transaction timing and Transfer Date and will work with you to ensure a smooth transition.

Please note that AAMCOM has agreed to assume the obligation to perform services under the Contract starting with the Transfer Date. Keolis has agreed to retain liabilities and obligations under the Contract prior to that date. If you have any issues or concerns with the services provided prior to the Transfer Date, please contact us.

If you have any questions or concerns, please call me at 1-857-800-1023 ([aline.frantzen@keolisna.com](mailto:aline.frantzen@keolisna.com)) or our General Counsel, Susan Herlick at 301-529-0675 ([susan.herlick@keolisna.com](mailto:susan.herlick@keolisna.com)).

Sincerely,

Aline Frantzen  
President and Chief Executive Officer



cc: Steven Diels, AAMCOM

## APPENDIX A

**STANDARD PROVISIONS FOR CITY CONTRACTS**

**TABLE OF CONTENTS**

PSC-1 Construction of Provisions and Titles Herein ..... 1

PSC-2 Applicable Law, Interpretation and Enforcement..... 1

PSC-3 Time of Effectiveness..... 1

PSC-4 Integrated Contract ..... 2

PSC-5 Amendment..... 2

PSC-6 Excusable Delays..... 2

PSC-7 Waiver..... 2

PSC-8 Suspension ..... 3

PSC-9 Termination ..... 3

PSC-10 Independent Contractor ..... 5

PSC-11 Contractor's Personnel..... 5

PSC-12 Assignment and Delegation ..... 6

PSC-13 Permits..... 6

PSC-14 Claims for Labor and Materials ..... 6

PSC-15 Current Los Angeles City Business Tax Registration Certificate Required .... 6

PSC-16 Retention of Records, Audit and Reports..... 6

PSC-17 Bonds..... 7

PSC-18 Indemnification..... 7

PSC-19 Intellectual Property Indemnification ..... 7

PSC-20 Intellectual Property Warranty..... 8

PSC-21 Ownership and License..... 8

PSC-22 Data Protection ..... 9

**TABLE OF CONTENTS (Continued)**

<b>PSC-23</b>	<b><u>Insurance</u></b> .....	<b>9</b>
<b>PSC-24</b>	<b><u>Best Terms</u></b> .....	<b>9</b>
<b>PSC-25</b>	<b><u>Warranty and Responsibility of Contractor</u></b> .....	<b>10</b>
<b>PSC-26</b>	<b><u>Mandatory Provisions Pertaining to Non-Discrimination in Employment</u></b> .....	<b>10</b>
<b>PSC-27</b>	<b><u>Child Support Assignment Orders</u></b> .....	<b>10</b>
<b>PSC-28</b>	<b><u>Living Wage Ordinance</u></b> .....	<b>11</b>
<b>PSC-29</b>	<b><u>Service Contractor Worker Retention Ordinance</u></b> .....	<b>11</b>
<b>PSC-30</b>	<b><u>Access and Accommodations</u></b> .....	<b>11</b>
<b>PSC-31</b>	<b><u>Contractor Responsibility Ordinance</u></b> .....	<b>12</b>
<b>PSC-32</b>	<b><u>Business Inclusion Program</u></b> .....	<b>12</b>
<b>PSC-33</b>	<b><u>Slavery Disclosure Ordinance</u></b> .....	<b>12</b>
<b>PSC-34</b>	<b><u>First Source Hiring Ordinance</u></b> .....	<b>12</b>
<b>PSC-35</b>	<b><u>Local Business Preference Ordinance</u></b> .....	<b>12</b>
<b>PSC-36</b>	<b><u>Iran Contracting Act</u></b> .....	<b>12</b>
<b>PSC-37</b>	<b><u>Restrictions on Campaign Contributions in City Elections</u></b> .....	<b>12</b>
<b>PSC-38</b>	<b><u>Contractors' Use of Criminal History for Consideration of Employment Applications</u></b> .....	<b>13</b>
<b>PSC-39</b>	<b><u>Limitation of City's Obligation to Make Payment to Contractor</u></b> .....	<b>13</b>
<b>PSC-40</b>	<b><u>Compliance with Identity Theft Laws and Payment Card Data Security Standards</u></b> .....	<b>14</b>
<b>PSC-41</b>	<b><u>Compliance with California Public Resources Code Section 5164</u></b> .....	<b>14</b>
<b>PSC-42</b>	<b><u>Possessory Interests Tax</u></b> .....	<b>14</b>
<b>PSC-43</b>	<b><u>Confidentiality</u></b> .....	<b>15</b>
<b>Exhibit 1</b>	<b><u>Insurance Contractual Requirements</u></b> .....	<b>16</b>

## STANDARD PROVISIONS FOR CITY CONTRACTS

### **PSC-1. Construction of Provisions and Titles Herein**

All titles, subtitles, or headings in this Contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions of this Contract. The language of this Contract shall be construed according to its fair meaning and not strictly for or against **CITY** or **CONTRACTOR**. The word "**CONTRACTOR**" includes the party or parties identified in this Contract. The singular shall include the plural and if there is more than one **CONTRACTOR**, unless expressly stated otherwise, their obligations and liabilities shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

### **PSC-2. Applicable Law, Interpretation and Enforcement**

Each party's performance shall comply with all applicable laws of the United States of America, the State of California, and **CITY**, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing. This Contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. **CONTRACTOR** shall comply with new, amended, or revised laws, regulations, or procedures that apply to the performance of this Contract with no additional compensation paid to **CONTRACTOR**.

In any action arising out of this Contract, **CONTRACTOR** consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this Contract is held void, illegal, unenforceable, or in conflict with any federal, state or local law or regulation, the validity of the remaining parts, terms or provisions of this Contract shall not be affected.

### **PSC-3. Time of Effectiveness**

Unless otherwise provided, this Contract shall take effect when all of the following events have occurred:

- A. This Contract has been signed on behalf of **CONTRACTOR** by the person or persons authorized to bind **CONTRACTOR**;
- B. This Contract has been approved by the City Council or by the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this Contract as to form; and
- D. This Contract has been signed on behalf of **CITY** by the person designated by the City Council, or by the board, officer or employee authorized to enter into this Contract.

**PSC-4. Integrated Contract**

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter of this Contract, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in the provisions of PSC-5 hereof.

**PSC-5. Amendment**

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of PSC-3.

**PSC-6. Excusable Delays**

Neither party shall be liable for its delay or failure to perform any obligation under and in accordance with this Contract, if the delay or failure arises out of fires, floods, earthquakes, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by the party or any of the party's Subcontractors), freight embargoes, terrorist acts, insurrections or other civil disturbances, or other similar events to those described above, but in each case the delay or failure to perform must be beyond the control and without any fault or negligence of the party delayed or failing to perform (these events are referred to in this provision as "Force Majeure Events").

Notwithstanding the foregoing, a delay or failure to perform by a Subcontractor of **CONTRACTOR** shall not constitute a Force Majeure Event, unless the delay or failure arises out of causes beyond the control of both **CONTRACTOR** and Subcontractor, and without any fault or negligence of either of them. In such case, **CONTRACTOR** shall not be liable for the delay or failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit **CONTRACTOR** to perform timely. As used in this Contract, the term "Subcontractor" means a subcontractor at any tier.

In the event **CONTRACTOR'S** delay or failure to perform arises out of a Force Majeure Event, **CONTRACTOR** agrees to use commercially reasonable best efforts to obtain the goods or services from other sources, and to otherwise mitigate the damages and reduce the delay caused by the Force Majeure Event.

**PSC-7. Waiver**

A waiver of a default of any part, term or provision of this Contract shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

**PSC-8. Suspension**

At CITY'S sole discretion, CITY may suspend any or all services provided under this Contract by providing CONTRACTOR with written notice of suspension. Upon receipt of the notice of suspension, CONTRACTOR shall immediately cease the services suspended and shall not incur any additional obligations, costs or expenses to CITY until CITY gives written notice to recommence the services.

**PSC-9. Termination**

**A. Termination for Convenience**

CITY may terminate this Contract for CITY'S convenience at any time by providing CONTRACTOR thirty days written notice. Upon receipt of the notice of termination, CONTRACTOR shall immediately take action not to incur any additional obligations, costs or expenses, except as may be necessary to terminate its activities. CITY shall pay CONTRACTOR its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by CONTRACTOR to effect the termination. Thereafter, CONTRACTOR shall have no further claims against CITY under this Contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights CITY is entitled to, shall become CITY property upon the date of the termination. CONTRACTOR agrees to execute any documents necessary for CITY to perfect, memorialize, or record CITY'S ownership of rights provided herein.

**B. Termination for Breach of Contract**

1. Except as provided in PSC-6, if CONTRACTOR fails to perform any of the provisions of this Contract or so fails to make progress as to endanger timely performance of this Contract, CITY may give CONTRACTOR written notice of the default. CITY'S default notice will indicate whether the default may be cured and the time period to cure the default to the sole satisfaction of CITY. Additionally, CITY'S default notice may offer CONTRACTOR an opportunity to provide CITY with a plan to cure the default, which shall be submitted to CITY within the time period allowed by CITY. At CITY'S sole discretion, CITY may accept or reject CONTRACTOR'S plan. If the default cannot be cured or if CONTRACTOR fails to cure within the period allowed by CITY, then CITY may terminate this Contract due to CONTRACTOR'S breach of this Contract.
2. If the default under this Contract is due to CONTRACTOR'S failure to maintain the insurance required under this Contract, CONTRACTOR shall immediately: (1) suspend performance of any services under this Contract for which insurance was required; and (2) notify its employees and Subcontractors of the loss of insurance coverage and Contractor's obligation to suspend performance of

services. **CONTRACTOR** shall not recommence performance until **CONTRACTOR** is fully insured and in compliance with **CITY'S** requirements.

3. If a federal or state proceeding for relief of debtors is undertaken by or against **CONTRACTOR**, or if **CONTRACTOR** makes an assignment for the benefit of creditors, then **CITY** may immediately terminate this Contract.
4. If **CONTRACTOR** engages in any dishonest conduct related to the performance or administration of this Contract or violates **CITY'S** laws, regulations or policies relating to lobbying, then **CITY** may immediately terminate this Contract.
5. Acts of Moral Turpitude
  - a. **CONTRACTOR** shall immediately notify **CITY** if **CONTRACTOR** or any Key Person, as defined below, is charged with, indicted for, convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local laws ("Act of Moral Turpitude").
  - b. If **CONTRACTOR** or a Key Person is convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, an Act of Moral Turpitude, **CITY** may immediately terminate this Contract.
  - c. If **CONTRACTOR** or a Key Person is charged with or indicted for an Act of Moral Turpitude, **CITY** may terminate this Contract after providing **CONTRACTOR** an opportunity to present evidence of **CONTRACTOR'S** ability to perform under the terms of this Contract.
  - d. Acts of Moral Turpitude include, but are not limited to: violent felonies as defined by Penal Code Section 667.5, crimes involving weapons, crimes resulting in serious bodily injury or death, serious felonies as defined by Penal Code Section 1192.7, and those crimes referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2); in addition to and including acts of murder, rape, sexual assault, robbery, kidnapping, human trafficking, pimping, voluntary manslaughter, aggravated assault, assault on a peace officer, mayhem, fraud, domestic abuse, elderly abuse, and child abuse, regardless of whether such acts are punishable by felony or misdemeanor conviction.

- e. For the purposes of this provision, a Key Person is a principal, officer, or employee assigned to this Contract, or owner (directly or indirectly, through one or more intermediaries) of ten percent or more of the voting power or equity interests of **CONTRACTOR**.
  6. In the event **CITY** terminates this Contract as provided in this section, **CITY** may procure, upon such terms and in the manner as **CITY** may deem appropriate, services similar in scope and level of effort to those so terminated, and **CONTRACTOR** shall be liable to **CITY** for all of its costs and damages, including, but not limited to, any excess costs for such services.
  7. If, after notice of termination of this Contract under the provisions of this section, it is determined for any reason that **CONTRACTOR** was not in default under the provisions of this section, or that the default was excusable under the terms of this Contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to PSC-9(A) Termination for Convenience.
  8. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- C. In the event that this Contract is terminated, **CONTRACTOR** shall immediately notify all employees and Subcontractors, and shall notify in writing all other parties contracted with under the terms of this Contract within five working days of the termination.

**PSC-10. Independent Contractor**

**CONTRACTOR** is an independent contractor and not an agent or employee of **CITY**. **CONTRACTOR** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **CITY**.

**PSC-11. Contractor's Personnel**

Unless otherwise approved by **CITY**, **CONTRACTOR** shall use its own employees to perform the services described in this Contract. **CITY** has the right to review and approve any personnel who are assigned to work under this Contract. **CONTRACTOR** shall remove personnel from performing work under this Contract if requested to do so by **CITY**.

**CONTRACTOR** shall not use Subcontractors to assist in performance of this Contract without the prior written approval of **CITY**. If **CITY** permits the use of Subcontractors, **CONTRACTOR** shall remain responsible for performing all aspects of this Contract and paying all Subcontractors. **CITY** has the right to approve **CONTRACTOR'S** Subcontractors, and **CITY** reserves the right to request replacement of any

Subcontractor. CITY does not have any obligation to pay CONTRACTOR'S Subcontractors, and nothing herein creates any privity of contract between CITY and any Subcontractor.

**PSC-12. Assignment and Delegation**

**CONTRACTOR** may not, unless it has first obtained the written permission of CITY:

- A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

**PSC-13. Permits**

**CONTRACTOR** and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications and other documents necessary for **CONTRACTOR'S** performance of this Contract. **CONTRACTOR** shall immediately notify CITY of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to **CONTRACTOR'S** performance of this Contract.

**PSC-14. Claims for Labor and Materials**

**CONTRACTOR** shall promptly pay when due all amounts owed for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against any CITY property (including reports, documents, and other tangible or intangible matter produced by **CONTRACTOR** hereunder), and shall pay all amounts due under the Unemployment Insurance Act or any other applicable law with respect to labor used to perform under this Contract.

**PSC-15. Current Los Angeles City Business Tax Registration Certificate Required**

For the duration of this Contract, **CONTRACTOR** shall maintain valid Business Tax Registration Certificate(s) as required by CITY'S Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.

**PSC-16. Retention of Records, Audit and Reports**

**CONTRACTOR** shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form or as otherwise approved by CITY. These records shall be retained for a period of no less than three years from the later of the following: (1) final payment made by CITY, (2) the expiration of this Contract or (3) termination of this Contract. The records will be subject to examination and audit by authorized CITY personnel or CITY'S representatives at any time. **CONTRACTOR** shall provide any reports requested by CITY regarding

performance of this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

In lieu of retaining the records for the term as prescribed in this provision, **CONTRACTOR** may, upon **CITY'S** written approval, submit the required information to **CITY** in an electronic format, e.g. USB flash drive, at the expiration or termination of this Contract.

#### **PSC-17. Bonds**

All bonds required by **CITY** shall be filed with the Office of the City Administrative Officer, Risk Management for its review and acceptance in accordance with Los Angeles Administrative Code ("LAAC") Sections 11.47 *et seq.*, as amended from time to time.

#### **PSC-18. Indemnification**

Except for the active negligence or willful misconduct of **CITY**, or any of its boards, officers, agents, employees, assigns and successors in interest, **CONTRACTOR** shall defend, indemnify and hold harmless **CITY** and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including **CONTRACTOR'S** employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by **CONTRACTOR**, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

#### **PSC-19. Intellectual Property Indemnification**

**CONTRACTOR**, at its own expense, shall defend, indemnify, and hold harmless the **CITY**, and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity, and proprietary information: (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by **CONTRACTOR**, or its Subcontractors, in performing the work under this Contract; or (2) as a result of **CITY'S** actual or intended use of any Work Product (as defined in PSC-21) furnished by **CONTRACTOR**, or its Subcontractors, under this Contract. The rights and remedies of **CITY** provided in this section shall not be exclusive

and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

**PSC-20. Intellectual Property Warranty**

**CONTRACTOR** represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

**PSC-21. Ownership and License**

Unless otherwise provided for herein, all finished and unfinished works, tangible or not, created under this Contract including, without limitation, documents, materials, data, reports, manuals, specifications, artwork, drawings, sketches, blueprints, studies, memoranda, computation sheets, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas, matters and combinations thereof, and all forms of intellectual property originated and prepared by **CONTRACTOR** or its Subcontractors under this Contract (each a "Work Product"; collectively "Work Products") shall be and remain the exclusive property of **CITY** for its use in any manner **CITY** deems appropriate. **CONTRACTOR** hereby assigns to **CITY** all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared under this Contract. **CONTRACTOR** further agrees to execute any documents necessary for **CITY** to perfect, memorialize, or record **CITY'S** ownership of rights provided herein.

**CONTRACTOR** agrees that a monetary remedy for breach of this Contract may be inadequate, impracticable, or difficult to prove and that a breach may cause **CITY** irreparable harm. **CITY** may therefore enforce this requirement by seeking injunctive relief and specific performance, without any necessity of showing actual damage or irreparable harm. Seeking injunctive relief or specific performance does not preclude **CITY** from seeking or obtaining any other relief to which **CITY** may be entitled.

For all Work Products delivered to **CITY** that are not originated or prepared by **CONTRACTOR** or its Subcontractors under this Contract, **CONTRACTOR** shall secure a grant, at no cost to **CITY**, for a non-exclusive perpetual license to use such Work Products for any **CITY** purposes.

**CONTRACTOR** shall not provide or disclose any Work Product to any third party without prior written consent of **CITY**.

Any subcontract entered into by **CONTRACTOR** relating to this Contract shall include this provision to contractually bind its Subcontractors performing work under this Contract such that **CITY'S** ownership and license rights of all Work Products are preserved and protected as intended herein.

**PSC-22. Data Protection**

- A. **CONTRACTOR** shall protect, using the most secure means and technology that is commercially available, **CITY**-provided data or consumer-provided data acquired in the course and scope of this Contract, including but not limited to customer lists and customer credit card or consumer data, (collectively, the "City Data"). **CONTRACTOR** shall notify **CITY** in writing as soon as reasonably feasible, and in any event within twenty-four hours, of **CONTRACTOR'S** discovery or reasonable belief of any unauthorized access of City Data (a "Data Breach"), or of any incident affecting, or potentially affecting City Data related to cyber security (a "Security Incident"), including, but not limited to, denial of service attack, and system outage, instability or degradation due to computer malware or virus. **CONTRACTOR** shall begin remediation immediately. **CONTRACTOR** shall provide daily updates, or more frequently if required by **CITY**, regarding findings and actions performed by **CONTRACTOR** until the Data Breach or Security Incident has been effectively resolved to **CITY'S** satisfaction. **CONTRACTOR** shall conduct an investigation of the Data Breach or Security Incident and shall share the report of the investigation with **CITY**. At **CITY'S** sole discretion, **CITY** and its authorized agents shall have the right to lead or participate in the investigation. **CONTRACTOR** shall cooperate fully with **CITY**, its agents and law enforcement.
- B. If **CITY** is subject to liability for any Data Breach or Security Incident, then **CONTRACTOR** shall fully indemnify and hold harmless **CITY** and defend against any resulting actions.

**PSC-23. Insurance**

During the term of this Contract and without limiting **CONTRACTOR'S** obligation to indemnify, hold harmless and defend **CITY**, **CONTRACTOR** shall provide and maintain at its own expense a program of insurance having the coverages and limits not less than the required amounts and types as determined by the Office of the City Administrative Officer of Los Angeles, Risk Management (template Form General 146 in Exhibit 1 hereto). The insurance must: (1) conform to **CITY'S** requirements; (2) comply with the Insurance Contractual Requirements (Form General 133 in Exhibit 1 hereto); and (3) otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. **CONTRACTOR** shall comply with all Insurance Contractual Requirements shown on Exhibit 1 hereto. Exhibit 1 is hereby incorporated by reference and made a part of this Contract.

**PSC-24. Best Terms**

Throughout the term of this Contract, **CONTRACTOR**, shall offer **CITY** the best terms, prices, and discounts that are offered to any of **CONTRACTOR'S** customers for similar goods and services provided under this Contract.

**PSC-25. Warranty and Responsibility of Contractor**

**CONTRACTOR** warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within **CONTRACTOR'S** profession, doing the same or similar work under the same or similar circumstances.

**PSC-26. Mandatory Provisions Pertaining to Non-Discrimination in Employment**

Unless otherwise exempt, this Contract is subject to the applicable non-discrimination, equal benefits, equal employment practices, and affirmative action program provisions in LAAC Section 10.8 et seq., as amended from time to time.

- A. **CONTRACTOR** shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and **CITY**. In performing this Contract, **CONTRACTOR** shall not discriminate in any of its hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.
- B. The requirements of Section 10.8.2.1 of the LAAC, the Equal Benefits Ordinance, and the provisions of Section 10.8.2.1(f) are incorporated and made a part of this Contract by reference.
- C. The provisions of Section 10.8.3 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Equal Employment Practices" provisions of this Contract.
- D. The provisions of Section 10.8.4 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Affirmative Action Program" provisions of this Contract.

Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-27. Child Support Assignment Orders**

**CONTRACTOR** shall comply with the Child Support Assignment Orders Ordinance, Section 10.10 of the LAAC, as amended from time to time. Pursuant to Section 10.10(b) of the LAAC, **CONTRACTOR** shall fully comply with all applicable State and Federal employment reporting requirements. Failure of **CONTRACTOR** to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment or Notices of Assignment, or the failure of any principal owner(s) of **CONTRACTOR** to comply with any Wage and Earnings Assignment or Notices of Assignment applicable to them personally, shall constitute a default by the **CONTRACTOR** under this Contract. Failure of **CONTRACTOR** or principal owner to cure

the default within 90 days of the notice of default will subject this Contract to termination for breach. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-28. Living Wage Ordinance**

**CONTRACTOR** shall comply with the Living Wage Ordinance, LAAC Section 10.37 *et seq.*, as amended from time to time. **CONTRACTOR** further agrees that it shall comply with federal law proscribing retaliation for union organizing. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-29. Service Contractor Worker Retention Ordinance**

**CONTRACTOR** shall comply with the Service Contractor Worker Retention Ordinance, LAAC Section 10.36 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-30. Access and Accommodations**

**CONTRACTOR** represents and certifies that:

- A. **CONTRACTOR** shall comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 *et seq.*, the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 *et seq.*, the Fair Housing Act, and its implementing regulations and any subsequent amendments, and California Government Code Section 11135;
- B. **CONTRACTOR** shall not discriminate on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability;
- C. **CONTRACTOR** shall provide reasonable accommodation upon request to ensure equal access to CITY-funded programs, services and activities;
- D. Construction will be performed in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. Part 40; and
- E. The buildings and facilities used to provide services under this Contract are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

**CONTRACTOR** understands that CITY is relying upon these certifications and representations as a condition to funding this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-31. Contractor Responsibility Ordinance**

**CONTRACTOR** shall comply with the Contractor Responsibility Ordinance, LAAC Section 10.40 *et seq.*, as amended from time to time.

**PSC-32. Business Inclusion Program**

Unless otherwise exempted prior to bid submission, **CONTRACTOR** shall comply with all aspects of the Business Inclusion Program as described in the Request for Proposal/Qualification process, throughout the duration of this Contract. **CONTRACTOR** shall utilize the Business Assistance Virtual Network ("BAVN") at <https://www.labavn.org/>, to perform and document outreach to Minority, Women, and Other Business Enterprises. **CONTRACTOR** shall perform subcontractor outreach activities through BAVN. **CONTRACTOR** shall not change any of its designated Subcontractors or pledged specific items of work to be performed by these Subcontractors, nor shall **CONTRACTOR** reduce their level of effort, without prior written approval of **CITY**.

**PSC-33. Slavery Disclosure Ordinance**

**CONTRACTOR** shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-34. First Source Hiring Ordinance**

**CONTRACTOR** shall comply with the First Source Hiring Ordinance, LAAC Section 10.44 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-35. Local Business Preference Ordinance**

**CONTRACTOR** shall comply with the Local Business Preference Ordinance, LAAC Section 10.47 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

**PSC-36. Iran Contracting Act**

In accordance with California Public Contract Code Sections 2200-2208, all contractors entering into, or renewing contracts with **CITY** for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

**PSC-37. Restrictions on Campaign Contributions and Fundraising in City Elections**

Unless otherwise exempt, if this Contract is valued at \$100,000 or more and requires approval by an elected **CITY** office, **CONTRACTOR**, **CONTRACTOR'S** principals, and **CONTRACTOR'S** Subcontractors expected to receive at least \$100,000 for performance under the Contract, and the principals of those Subcontractors (the "Restricted Persons")

shall comply with Charter Section 470(c)(12) and LAMC Section 49.7.35. Failure to comply entitles CITY to terminate this Contract and to pursue all available legal remedies. Charter Section 470(c)(12) and LAMC Section 49.7.35 limit the ability of the Restricted Persons to make campaign contributions to and engage in fundraising for certain elected CITY officials or candidates for elected CITY office for twelve months after this Contract is signed. Additionally, a CONTRACTOR subject to Charter Section 470(c)(12) is required to comply with disclosure requirements by submitting a completed and signed Ethics Commission Form 55 and to amend the information in that form as specified by law. Any CONTRACTOR subject to Charter Section 470(c)(12) shall include the following notice in any contract with any Subcontractor expected to receive at least \$100,000 for performance under this Contract:

**"Notice Regarding Restrictions on Campaign Contributions and Fundraising in City Elections**

You are a subcontractor on City of Los Angeles Contract # \_\_\_\_\_. Pursuant to the City of Los Angeles Charter Section 470(c)(12) and related ordinances, you and your principals are prohibited from making campaign contributions to and fundraising for certain elected City of Los Angeles ("CITY") officials and candidates for elected CITY office for twelve months after the CITY contract is signed. You are required to provide the names and contact information of your principals to the CONTRACTOR and to amend that information within ten business days if it changes during the twelve month time period. Failure to comply may result in termination of this Contract and any other available legal remedies. Information about the restrictions may be found online at [ethics.lacity.org](http://ethics.lacity.org) or by calling the Los Angeles City Ethics Commission at (213) 978-1960."

**PSC-38. Contractors' Use of Criminal History for Consideration of Employment Applications**

CONTRACTOR shall comply with the City Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, LAAC Section 10.48 *et seq.*, as amended from time to time. Any subcontract entered into by CONTRACTOR for work to be performed under this Contract must include an identical provision.

**PSC-39. Limitation of City's Obligation to Make Payment to Contractor**

Notwithstanding any other provision of this Contract, including any exhibits or attachments incorporated therein, and in order for CITY to comply with its governing legal requirements, CITY shall have no obligation to make any payments to CONTRACTOR unless CITY shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Contract. CONTRACTOR agrees that any services provided by CONTRACTOR, purchases made by CONTRACTOR or expenses incurred by CONTRACTOR in excess of the appropriation(s) shall be free and without charge to CITY and CITY shall have no obligation to pay for the services, purchases or expenses. CONTRACTOR shall have no obligation to provide any services,

provide any equipment or incur any expenses in excess of the appropriated amount(s) until CITY appropriates additional funds for this Contract.

**PSC-40. Compliance with Identity Theft Laws and Payment Card Data Security Standards**

**CONTRACTOR** shall comply with all identity theft laws including without limitation, laws related to: (1) payment devices; (2) credit and debit card fraud; and (3) the Fair and Accurate Credit Transactions Act ("FACTA"), including its requirement relating to the content of transaction receipts provided to Customers. **CONTRACTOR** also shall comply with all requirements related to maintaining compliance with Payment Card Industry Data Security Standards ("PCI DSS"). During the performance of any service to install, program or update payment devices equipped to conduct credit or debit card transactions, including PCI DSS services, **CONTRACTOR** shall verify proper truncation of receipts in compliance with FACTA.

**PSC-41. Compliance with California Public Resources Code Section 5164**

California Public Resources Code Section 5164 prohibits a public agency from hiring a person for employment or as a volunteer to perform services at any park, playground, or community center used for recreational purposes in a position that has supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes as referenced in the Penal Code, and articulated in California Public Resources Code Section 5164(a)(2).

If applicable, **CONTRACTOR** shall comply with California Public Resources Code Section 5164, and shall additionally adhere to all rules and regulations that have been adopted or that may be adopted by CITY. **CONTRACTOR** is required to have all employees, volunteers and Subcontractors (including all employees and volunteers of any Subcontractor) of **CONTRACTOR** working on premises to pass a fingerprint and background check through the California Department of Justice at **CONTRACTOR'S** sole expense, indicating that such individuals have never been convicted of certain crimes as referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2), if the individual will have supervisory or disciplinary authority over any minor.

**PSC-42. Possessory Interests Tax**

Rights granted to **CONTRACTOR** by CITY may create a possessory interest. **CONTRACTOR** agrees that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, **CONTRACTOR** shall pay the property tax. **CONTRACTOR** acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.

**PSC-43. Confidentiality**

All documents, information and materials provided to **CONTRACTOR** by **CITY** or developed by **CONTRACTOR** pursuant to this Contract (collectively "Confidential Information") are confidential. **CONTRACTOR** shall not provide or disclose any Confidential Information or their contents or any information therein, either orally or in writing, to any person or entity, except as authorized by **CITY** or as required by law. **CONTRACTOR** shall immediately notify **CITY** of any attempt by a third party to obtain access to any Confidential Information. This provision will survive expiration or termination of this Contract.

**EXHIBIT 1**

**INSURANCE CONTRACTUAL REQUIREMENTS**

**CONTACT** For additional information about compliance with City Insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978-RISK (7475) or go online at [www.lacity.org/cao/risk](http://www.lacity.org/cao/risk). The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low cost alternative for contractors who are unable to obtain City-required insurance.

**CONTRACTUAL REQUIREMENTS**

**CONTRACTOR AGREES THAT:**

**1. Additional Insured/Loss Payee.** The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interests May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

**2. Notice of Cancellation.** All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

**3. Primary Coverage.** CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

**4. Modification of Coverage.** The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

**5. Failure to Procure Insurance.** All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

**6. Workers' Compensation.** By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, 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 that it will comply with such provisions at all time during the performance of the work pursuant to this Contract.

**7. California Licensee.** All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker or through an insurer otherwise acceptable to the CITY. Non-admitted coverage must contain a **Service of Suit** clause in which the underwriters agree to submit as necessary to the jurisdiction of a California court in the event of a coverage dispute. Service of process for this purpose must be allowed upon an agent in California designated by the insurer or upon the California Insurance Commissioner.

**8. Aggregate Limits/Impairment.** If any of the required insurance coverages contain annual aggregate limits, CONTRACTOR must give the CITY written notice of any pending claim or lawsuit which will materially diminish the aggregate within thirty (30) days of knowledge of same. You must take appropriate steps to restore the impaired aggregates or provide replacement insurance protection within thirty (30) days of knowledge of same. The CITY has the option to specify the minimum acceptable aggregate limit for each line of coverage required. No substantial reductions in scope of coverage which may affect the CITY'S protection are allowed without the CITY'S prior written consent.

**9. Commencement of Work.** For purposes of insurance coverage only, this Contract will be deemed to have been executed immediately upon any party hereto taking any steps that can be considered to be in furtherance of or towards performance of this Contract. The requirements in this Section supersede all other sections and provisions of this Contract, including, but not limited to, PSC-3, to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

## Required Insurance and Minimum Limits

Name: \_\_\_\_\_

Date: 07/02/2019

Agreement/Reference: Agreement: Cityride Paratransit Program Coordinator and Transit Technology Service

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

	Limits
<hr/>	
<input checked="" type="checkbox"/> <b>Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)</b>	WC <u>Statutory</u>
	EL <u>\$1,000,000</u>
<input checked="" type="checkbox"/> Waiver of Subrogation in favor of City <span style="margin-left: 200px;"><input type="checkbox"/> Longshore &amp; Harbor Workers</span> <input type="checkbox"/> Jones Act	
<hr/>	
<input checked="" type="checkbox"/> <b>General Liability</b> <u>City of Los Angeles must be named as a additional insured</u>	<u>\$1,000,000</u>
<input checked="" type="checkbox"/> Products/Completed Operations <span style="margin-left: 200px;"><input type="checkbox"/> Sexual Misconduct _____</span> <input type="checkbox"/> Fire Legal Liability _____ <input type="checkbox"/> _____	
<hr/>	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> (for any and all vehicles used for this contract, other than commuting to/from work)	<u>\$1,000,000</u>
<hr/>	
<input checked="" type="checkbox"/> <b>Professional Liability</b> (Errors and Omissions)	<u>\$1,000,000</u>
Discovery Period <u>12 Months After Completion of Work or Date of Termination</u>	
<hr/>	
<input type="checkbox"/> <b>Property Insurance</b> (to cover replacement cost of building - as determined by insurance company)	
<input type="checkbox"/> All Risk Coverage <span style="margin-left: 200px;"><input type="checkbox"/> Boiler and Machinery</span> <input type="checkbox"/> Flood _____ <span style="margin-left: 200px;"><input type="checkbox"/> Builder's Risk</span> <input type="checkbox"/> Earthquake _____ <span style="margin-left: 200px;"><input type="checkbox"/> _____</span>	
<hr/>	
<input type="checkbox"/> <b>Pollution Liability</b>	
<input type="checkbox"/> _____	
<hr/>	
<input type="checkbox"/> <b>Surety Bonds - Performance and Payment (Labor and Materials) Bonds</b>	<u>100% of the contract price</u>
<hr/>	
<input type="checkbox"/> <b>Crime Insurance</b>	
<hr/>	
<b>Other:</b> <u>Cyber Liability = \$1 Million</u>	
_____	
_____	
_____	
_____	