



**ALAMEDA COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT,
ZONE 7 WATER AGENCY**

REQUEST FOR QUOTATION (RFQ)

NO. B2022-34

for

HVAC Preventive Maintenance and As-Needed Repair Services

RFQ Document Released for Solicitation: January 27, 2022

Deadline for Submission of Written Questions: 2:00 p.m. PT February 3, 2022

Quotation Due by: 2:00 p.m. PT February 17, 2022

Contact:

Maria Gan, Buyer I

Telephone: 925-605-9281 Email: mgan@zone7water.com

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I. Purpose

Alameda County Flood Control and Water Conservation District, Zone 7 Water Agency (hereafter referred to as "Agency") desires to hire a qualified and reliable contractor to perform routine HVAC Preventive Maintenance and As-Needed Repair Services. The Agency will award to the lowest, responsive, and responsible bidder a three-year contract starting July 1, 2022, with an option to extend for an additional two (2) years.

All bidders shall meet the provisions, requirements and specifications listed in the Request for Quotation # B2022-34.

II. Description of the Agency

Zone 7 Water Agency (Agency) is responsible for providing flood control and water resources to the Livermore-Amador Valley. The Agency was created by the California Legislature in 1947 and Zone 7, as it is known today, was formed by a vote by local residents in 1957. Of Alameda County's 10 active zones, only Zone 7 has its own elected seven-member board of directors. As the Tri-Valley's water "wholesaler," Zone 7 sells treated water primarily to four retail water agencies - the California Water Service Company, the cities of Livermore and Pleasanton, and the Dublin San Ramon Services Agency. It also sells untreated water directly to agricultural and other customers.

III. Scope of Service

1. Provide Preventive Maintenance Services at the locations listed on Appendix A or as directed by Zone 7 Maintenance Personnel. The HVAC PM Summary, list of equipment and detailed tasks required for each type of service is on Appendix H.
2. Provide emergency response as required, usually within a 2-hr period. This is to be quoted as additional work (not included in PM agreement).

3. Provide additional HVAC services as requested by Zone 7 such as equipment replacement, trouble shooting and parts. This should be quoted as additional parts and work (not to be included in PM agreement).

IV. Vendor Qualifications and Instructions

Review all Specifications and Scope of Work on Section III above before completing and submitting quotation.

Vendor Qualifications

1. Bidder shall be regularly and continuously engaged in the HVAC Preventive Maintenance Services and Repairs for at least two years.
2. Bidder shall possess all permits, licenses, and professional credentials necessary to supply product and perform services as specified under this RFQ.
3. Bidder shall comply with applicable federal, state, and local regulations concerning equal employment opportunity requirements.
4. Bidder shall possess knowledge of regulations and ordinances regarding HVAC Preventive Maintenance Services and Repairs and shall be familiar with local conditions relating to these services in Alameda County.
5. Companies shall conform to Section 1770 of the California Labor Code and to the California Prevailing Wages Act.
6. Bidder shall be able to provide applicable insurance certificates prior to starting the contract. See Exhibit C for the minimum insurance requirements.
7. Experience performing work of a similar scope with other municipalities is desirable.

Submission of Quotation

Quotations must be received no later than 2:00 pm, Pacific Time, on February 17, 2022. Quotations shall be submitted via **EMAIL** with Subject "**Request for Quotation No. B2022-34**" to:

[Maria Gan, Buyer I](#)

[Email: mgan@zone7water.com](mailto:mgan@zone7water.com)

The following information or documentation must be submitted:

1. Appendix A, Bid Form.
2. Appendix B, Exceptions or Deviation, to list any exceptions taken to anything within this RFQ.
3. Appendix D, Public Work – Prevailing Wage Job. Current copy of valid California Contractors license.
4. Appendix E – References
5. Appendix F - Acknowledgment of Insurance

Note: Late submittals cannot be accepted. The date and time the email is received shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

V. Award, Protest and Agreement Execution

Quotation Opening

There will be no public opening of submittal quotations. All information regarding the bid responses will be held as confidential until such time as the bids has been evaluated, or if, an award has been made. After the evaluation process is concluded and a proposed intent to award determination is made, the notification of the proposed award will be emailed to all the bidders.

Quotation Evaluation

Quotations will be reviewed based on the following:

1. The grand total cost on the bid form.
2. Current valid California Contractors license and valid DIR Registration.

Quotations Withdrawals or Modifications

Quotations may be modified or withdrawn only via email received by the Agency prior to the Request for Quotation due date (Closing Date and Time).

Quotation Rejection

Zone 7 Agency reserves the right to reject any and all Quotations, to negotiate specific terms, conditions, compensation, and provisions on any agreements that may arise from this solicitation; to waive any informalities or irregularities in the Quotations; and to accept the Quotation(s) that appear(s) to be in the best interest of the Agency.

Subcontracting

If subcontracting is contemplated, this should be discussed in your Quotation. No additional subcontracting will be allowed without the express prior written consent of the Agency.

Preparation Costs

Any Quotation preparation and/or travel cost regarding this Quotation is the sole responsibility of the Bidder. All Quotation documents, prints, and any detailed drawings shall be the property of the Agency once submitted.

Notification of Intent to Award

In the event a Bidder elects to protest the Agency's selection, the protest must be submitted via email in accordance with the Agency's protest procedures.

Insurance Requirements

The successful Bidder(s) shall furnish the Agency proof of insurance requirements as specified in Appendix C.

Execution of Agreement

The Agreement shall be signed by the successful Bidder(s) and returned, together, with the required insurance documents within ten (10) calendar days after the Bidder has received the notice of award. Failure to do so shall be just cause for the annulment of the award at the sole election of the Agency. No Quotation or Agreement shall be considered binding upon the

Agency until the execution of the Agreement by the Agency Board of Directors and all conditions of the Agreement and or RFQ have been met.

Invoicing and Payment Process

The Contractor will bill after the work is performed. Invoices not including the proper purchase order or contract number, or any variations may cause a delay in payment. Payment will be made after invoices are received, approved by the staff overseeing the work and the department has processed the payment. Payments will normally be made at the end of thirty (30) days unless other terms are specifically offered by the Contractor and accepted by the Agency. The Agency does not pay in-advance or for interest or fees for late payments.

Agreement Extension

At the sole discretion of the Agency, the Agency may, upon two months prior notice to the Contractor, extend the Agreement for two successive 12-month periods. Such extensions shall be under the same terms and conditions or as negotiated and revised in writing. At such time as the Agency chooses to exercise the option to extend the Agreement, the Contractor will be notified and requested to submit a written Quotation detailing the next 12-months offered price for the agreement services. If the option for any 12-month period extension is not exercised, the agreement shall terminate at the end of the current period term.

Agreement Price Adjustment Parameters

To be eligible for an Agreement Extension, the price shall either remain the same as proposed or, upon mutual agreement, can be adjusted by the 12-Month percentage change in the Consumer Price Index (CPI) for All Urban Consumers in the San Francisco, Oakland, San Jose, California index published by the Department of Labor for the most current yearly comparison three months prior to the Agreement expiration dates. For example, if the Agreement expires in September the CPI comparison would be between the June CPI for that year and the preceding year.

Despite any changes in the CPI for any given twelve-month adjustment period, upward adjustment of Agreement amount shall not exceed 5 percent during any single twelve-month

adjustment period.

VI. General Provisions

Independent Contractor

In performance of the work, duties and obligations assumed by the Bidder, it is mutually understood and agreed that the Bidder, including any and all of the Bidder's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the Agency.

Notice Related to Proprietary/Confidential Data

No part of any bid response shall be confidential or proprietary. Bid responses submitted in response to this RFQ may be subject to public disclosure. Agency shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of the Agency. Agency reserves the right to make use of any information or ideas contained in submitted bid responses. This provision is not intended to require the disclosure of record that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, *et seq.*) or of "trade secrets" protected by the Uniform Trade Secret Act (Civil Code Section 3426, *et seq.*) Pricing information is not considered proprietary information.

Governing Law and Regulations

The services will be performed in, construed by and interpreted according to the laws of the State of California. Bidder will comply with all federal, state, and local laws, standards, regulations, licenses, and permits.

VII. Prevailing Wage/Compliance with Provisions of Laws Relative to Public Contracts

For contracts totaling \$1,000.00 or more, Contractor shall pay to persons performing labor in and about the Work an amount equal to or more than the general prevailing rate of per diem wages for (1) work of a similar character in the locality in which the Work is performed and

(2) legal holiday and overtime work in said locality. The per diem wages shall be an amount equal to or more than the stipulated rates contained in a schedule that has been ascertained and determined by the Director of the State Department of Industrial Relations and Agency to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this Contract. Contractor shall also cause a copy of this determination of the prevailing rate of per diem wages to be posted at the site of the Work.

VIII. Contractor Registration Requirements

Pursuant to Labor Code Section 1771.1(a) [A Contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5.](#) It is not a violation of this section for an unregistered Contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the Contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

(c) An inadvertent error in listing a sub-consultant who is not registered pursuant to Section 1725.5 in a proposal shall not be grounds for filing a protest or grounds for considering the proposal nonresponsive, provided that any of the following apply:

- (1) The sub-consultant is registered prior to the proposal submittal date.
- (2) Within 24 hours after the proposal submittal date, the sub-consultant is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
- (3) The sub-consultant is replaced by another registered sub-consultant pursuant to Section 4107 of the Public Contract Code.

Only vendors/contractors that are subject to the public works statutes would be required to register. A&E firms that are not doing or subcontracting out tasks subject to public work

requiring prevailing wages are not subject to registration and public works laws. Design work is not subject to prevailing wages and, therefore, not considered public work, and the firm does not have to register. For example, A&E tasks that are subject to public works laws would be surveying, soil testing, material testing, and building/construction inspection, as there is prevailing wage determination for these works.

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

Department of Industrial Relations- Contractor Registration information and web link:

<http://www.dir.ca.gov/Public-Works/PublicWorks.html>

In compliance with Senate Bill 854 and the California Labor Code, all Bidders shall include with their Bid proof of registration from the Department of Industrial Relations (DIR) that includes the contractor's Legal Name, Registration Number, License Type/Number, Registration Date and Expiration Date, for every contractor and subcontractor, regardless of tier. (Appendix D)

This service is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractors must submit their certified payroll records directly to the Division of Labor Standards Enforcement Compliance Monitoring Unit, as well as Zone 7 when requested.

IX. Definitions

Agency: Zone 7 Water Agency or its authorized representative.

Request for Quotation (RFQ): The document soliciting invitation for Quotation and includes basic Quotation information and contractual documents.

Bidder: a person, corporation, partnership, or other entity who submits a Quotation.

Closing Date and Time: The time and date deadline for submission of Quotation.

Contractor: Upon the Agency's award of the agreement a successful Bidder will become known as "Contractor".

**APPENDIX A
BID FORM**

COST SHALL BE SUBMITTED ON APPENDIX A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the term of any contract that is a result of this bid. This quote is valid for a minimum of 90 days.

Item	PM Quotes Per Site	Quarterly Service x3	Annual Service x1	Total 07/01/22 - 06/30/23	Total 07/01/23 - 06/30/24	Total 07/01/24 - 06/30/25	OPTIONAL (\$, %, or Cost Price Index)	
							Total 07/01/25 - 06/30/26	Total 07/01/26 - 06/30/27
1	Del Valle Water Treatment Plant - 901 E. Vineyard Ave., Livermore	\$	\$	\$				
2	Patterson Pass Water Treatment Plant - 8750 Patterson Pass Rd., Livermore	\$	\$	\$				
3	Parkside Distribution Office Site - 5997 Parkside Dr., Pleasanton	\$	\$	\$				
4	Demineralization Site - 2655 Stoneridge Dr. Pleasanton	\$	\$	\$				
5	Chain of Lakes 1 - 2755 El Charro Rd., Pleasanton	\$	\$	\$				
6	Chain of Lakes 2 - 2655 El Charro Rd. Pleasanton	\$	\$	\$				
7	Chain of Lakes 5 - 2655 El Charro Rd. Pleasanton	\$	\$	\$				
	TOTAL			\$	\$	\$		
	GRAND TOTAL OF 3 YEARS			\$				

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				OPTIONAL (\$, %, or Cost Price Index)			
	07/01/22 - 06/30/23	07/01/23 - 06/30/24	07/01/24 - 06/30/25	07/01/25 - 06/30/26	07/01/26 - 06/30/27		
Standard Service Hourly Rate:	\$					Specify Days and Times:	
Emergency Service Hourly Rate:	\$					Specify Days and Times:	
Overtime Service Hourly Rate:	\$					Specify Days and Times:	
Parts Markup	%						

Bidder Name:			
Bidder Company:			
Bidder Address:			
Telephone No.		Email:	
Signature:		Date Quote Submitted:	

**APPENDIX B
EXCEPTIONS OR DEVIATIONS**

List below exceptions and/or deviation, if any, to the RFQ and its exhibits and submit with your bid response.

The District is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

Item No.	Reference To:		Description
	Page No.	Paragraph No.	

_____	_____	_____
Bidder Name	Bidder Signature	Date

APPENDIX C

MINIMUM INSURANCE REQUIREMENT

To the extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify Zone 7 Water Agency, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from Zone 7 Water Agency's sole negligence or willful acts.

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

Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Zone 7 Water Agency) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Zone 7 Water Agency, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Zone 7 Water Agency; but this provision applies regardless of whether or not the Zone 7 Water Agency has received a waiver of subrogation from the insurer.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Zone 7 Water Agency requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Zone 7 Water Agency.

Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Zone 7 Water Agency, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Zone 7 Water Agency, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Member Water Agency its directors, officers, employees and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Zone 7 Water Agency.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Zone 7 Water Agency. The Zone 7 Water Agency may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Zone 7 Water Agency.

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by Zone 7 Water Agency.

Verification of Coverage – Contractor shall furnish the Zone 7 Water Agency with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Zone 7 Water Agency before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Zone 7 Water Agency reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

Subcontractors - Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Zone 7 Water Agency its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Safety:

In the performance of this contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act, related to their scope of work and operations. In case of conflict in regulations, the most stringent shall apply

**APPENDIX D
PUBLIC WORK – PREVAILING WAGE**

Contracts exceeding \$1,000 with the District are considered "Public Works" when they include services for construction, alteration, demolition or repair work, and maintenance services.

The District has requested a quote or has contracted for the following project:

HVAC Preventive Maintenance and As-Needed Repair Services

This is a notice that contractor/s and subcontractor/s must register with the California Department of Industrial Relations (DIR) and that:

- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2018) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

Contractors must list any Subcontractors they intend to use for the Project:

Contact Name:	Phone No:
Company Name:	Fax No:
Address:	
Contractor's License No:	DIR Registration No:
Work Classifications:	

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Contact Name:	Phone No:
Company Name:	Fax No:
Address:	
Contractor's License No:	DIR Registration No:
Work Classifications:	

The project listed above requires payments of not less than the general prevailing rates for per diem wages, overtime work, legal holidays, other employee payments, and travel & subsistence if applicable, in the locality in which the work is to be performed for each craft, classification, or type of worker needed as required in the California Labor Code. Such rates of wages are on file with the Department of Industrial Relations and in the office of the District and are available to any interested party upon request.

Contractors shall promptly notify the District in writing, about any classifications of labor not listed in the prevailing wage determination but necessary for the performance of the work.

Contractors will post a copy of the determination of prevailing rates at the job site/s.

If the contract totals \$30,000 or more and requires 20 or more working days, the prime contractor will comply with and be responsible for compliance with all applicable provisions of Labor Code section 1777.5 for all apprenticeable occupations.

Each contractor and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Each payroll record shall contain or be verified by a written declaration that is made under penalty of perjury. The District requires copies of these records for verification, prior to making related payments to the contractor (this is in addition to the electronic reporting required by the DIR).

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By signing below the contractor attests that he has read and understands this document, that he is aware of the public work and prevailing wage requirements as set forth in the California Labor Code Sections 1720 et seq.; that he is an owner, officer, or other duly authorized representative of the firm; that he and each of his subcontractors is registered with the California DIR; and that he is aware of the provisions of Section 3700 of the 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 will comply with such provisions before commencing the performance of the work of this contract.

Representative Signature:	Date:
Print Name and Title:	
Company Name:	Phone No:
Address:	
Contractor's License No:	DIR Registration No:
Work Classifications:	

Classifications

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> ASBESTOS | <input type="checkbox"/> BOILERMAKER | <input type="checkbox"/> BRICKLAYERS | <input type="checkbox"/> CARPENTERS |
| <input type="checkbox"/> CARPET/LINOLEUM | <input type="checkbox"/> CEMENT MASONS | <input type="checkbox"/> DRYWALL FINISHER | <input type="checkbox"/> DRYWALL/LATHERS |
| <input type="checkbox"/> ELECTRICIANS | <input type="checkbox"/> ELEVATOR MECHANIC | <input type="checkbox"/> GLAZIERS | <input type="checkbox"/> IRON WORKERS |
| <input type="checkbox"/> LABORERS | <input type="checkbox"/> MILLWRIGHTS | <input type="checkbox"/> OPERATING ENG | <input type="checkbox"/> PAINTERS |
| <input type="checkbox"/> PILE DRIVERS | <input type="checkbox"/> PIPE TRADES | <input type="checkbox"/> PLASTERERS | <input type="checkbox"/> ROOFERS |
| <input type="checkbox"/> SHEET METAL | <input type="checkbox"/> SOUND/COMM | <input type="checkbox"/> SURVEYORS | <input type="checkbox"/> TEAMSTER |
| <input type="checkbox"/> TILE WORKERS | | | |

The contractor may also be required to furnish certificate/s of liability and/or workers compensation insurances.

Additional information about these requirements and the new public works program regarding compliance monitoring, administration and enforcement of prevailing wage laws are available on the Department of Industrial Relations website at <http://www/dir.ca.gov/dlse/dlsepublicworks.html>.

APPENDIX E

REFERENCES

List references of projects that your company is currently working on or completed in the last 5 years of similar size and scope of work for this Quotation:

COMPANY NAME			
Contact Name		Contact Email	
Contact Phone			
Scope of Work			
Agreement Amount		Agreement Start/End Date:	
COMPANY NAME			
Contact Name		Contact Email	
Contact Phone			
Scope of Work			
Agreement Amount		Agreement Start/End Date:	
COMPANY NAME			
Contact Name		Contact Email	
Contact Phone			
Scope of Work			
Agreement Amount		Agreement Start/End Date:	

Subcontractors to be utilized, if applicable:

COMPANY NAME			
Contact Name		Contact Email	
Contact Phone		Years of Business	
Specialty			

COMPANY NAME			
Contact Name		Contact Email	
Contact Phone		Years of Business	
Specialty			

APPENDIX F

ACKNOWLEDGMENT OF INSURANCE

BIDDER HEREBY CERTIFIES that the Bidder has reviewed and understands the insurance coverage requirements specified in this Informal Request for Quote. Should the Bidder be awarded the contract for the work, Bidder certifies that the Bidder can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Zone 7 Water Agency/Alameda County as Additional Insured for the work specified.

Name of Bidder (Person, Firm, or Corporation)

Signature of Bidder's Authorized Representative

Name & Title of Authorized Representative

**APPENDIX G
CONTRACT TEMPLATE**

MAINTENANCE / SMALL CONSTRUCTION CONTRACT

between

**ALAMEDA COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT, ZONE 7**

and

Contractor

for

Project/Program Name

Contract No. _____

Dated _____

This Maintenance Services Agreement ("**Agreement**") is entered into as of _____, by and between the Alameda County Flood Control and Water Conservation District, Zone 7 commonly known as ZONE 7 WATER AGENCY, (the "**Agency**"), a public body, corporate and politic, duly organized and existing under and by virtue of the laws of the State of California and _____, a **DESCRIBE BUSINESS ENTITY AND STATE OF REGISTRATION, E.G., CALIFORNIA PROFESSIONAL CORPORATION** ("**Contractor**") (collectively with Agency, the "**Parties**"), at Livermore, California.

RECITALS

WHEREAS, the Agency is engaging in _____ ("**Project**"); and

WHEREAS, the Agency requires a highly qualified contractor with the requisite knowledge, skill, ability and expertise to provide the necessary services for the Project ("**Services**"); and

WHEREAS, Contractor represents to the Agency that it is fully qualified and available to perform the Services for and as requested by the Agency.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms and conditions herein, the Parties agree as follows:

1. SCOPE OF WORK

- 1.1. **The Services.** Contractor shall provide all Services set out in Appendix A, Scope of Work, attached hereto and incorporated herein by reference, to the satisfaction of the Agency.
- 1.2. **Independent Contractor.** Contractor is acting hereunder as an independent contractor and not as an agent, employee, or partner of the Agency. Neither Contractor nor any of Contractor's employees or agents are eligible to receive workers' compensation, medical, indemnity or retirement benefits from the Agency, including but not limited to enrollment in the Alameda County Employees' Retirement Association (ACERA). Except as expressly provided herein, Contractor is not eligible to receive overtime, vacation or sick pay. Contractor shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent, employee, or partner of the Agency.
- 1.3. **Extra Services.** Before performing any services outside the Scope of Work ("**Extra Services**"), Contractor shall submit a written request for approval of such Extra Services. Contractor shall not perform any such Extra Services, unless and until the Agency provides prior written approval for the same. The Agency shall have no responsibility to compensate Contractor for any Extra Services performed by Contractor without such prior written approval.
- 1.4. **Methods.** Contractor shall have the sole and absolute discretion in determining the methods, details and means of performing the Services required by the Agency. The Agency shall not have any right to direct the methods, details and means of the Services; however, Contractor must receive prior written approval from the Agency before assigning or changing any assignment of Contractor's project manager or key personnel

and before using any subcontractors ("**Subcontractors**") or entering into any Subcontractor agreements for services or materials under this Agreement or any work authorizations.

- 1.5. **Review.** Contractor shall furnish the Agency with reasonable opportunities from time to time to ascertain whether the Services of Contractor are being performed in accordance with this Agreement. All work done and materials furnished by Contractor shall be subject to final review and approval by the Agency. The Agency's review and approval of the Services shall not, however, relieve Contractor of any of its obligations under this Agreement.

2. COMPENSATION

- 2.1. **Amount.** As consideration for the Services described above, the Agency will pay Contractor an amount not to exceed \$ _____ ("**Maximum Amount**"). DESCRIBE ANY PERIODIC BILLING REQUIREMENTS, EXPECTATIONS OR OTHER PARTICULARS, E.G., NOT TO EXCEED \$ _____ PER MONTH, OR CONTRACTOR SHALL NOTIFY THE AGENCY WHEN TOTAL INVOICED AMOUNT EQUALS 80% OF MAXIMUM AMOUNT.

Payments will be made at the rates set forth in the Fee Schedule which is attached hereto as **Appendix B** and incorporated herein by Reference. Contractor shall submit an invoice within ten (10) days after the end of each month during the term of this Agreement describing the Services performed for which payment is requested.

- 2.2. **Invoicing.** Any and all invoices from Contractor for the Services shall identify and describe the activities performed by Contractor and state: the total cost of the Services for the period of the invoice; the hours worked; the name and title of the person(s) performing the work; the hourly rate for the person(s) performing the work; the accrued reimbursable expenses; and the budget amount and percentage remaining (after invoice payment), without reduction for retentions. The invoice shall also identify expenses for which reimbursement is requested and attach supporting documentation, including original receipts and/or bills. Any expenses exceeding five hundred dollars (\$500) shall require written approval from the Agency. Reimbursable costs shall not include any administrative or overhead expenses and shall be reimbursable as described in the Fee Schedule.

Costs or expenses not designated or identified in the Fee Schedule shall not be reimbursable unless otherwise provided in this Agreement. Only actual time in providing the Services will be charged. The Agency will not make any payments for Contractor's travel time incurred in providing the Services, and Contractor agrees not to invoice the Agency for any travel time incurred in providing the Services.

The Agency shall review and approve all invoices prior to payment. Contractor agrees to submit additional supporting documentation to support its invoice(s) if requested by the Agency. If the Agency does not approve an invoice, the Agency shall send a notice to the Contractor setting forth the reason(s) the invoice was not approved. Contractor may re-invoice the Agency to cure the defects identified in the Agency notice. The revised

invoice will be treated as a new submittal. If the Agency contests all or any portion of an invoice, the Agency and the Contractor shall use their best efforts to resolve the contested portion of the invoice.

The Agency shall pay approved invoice amounts within thirty (30) days of receipt. The Agency's determinations regarding verification of Contractor's performance, accrued reimbursable expenses, and percentage of completion shall be binding and conclusive. Contractor's time records, invoices, receipts and other documentation supporting the invoices shall be available for review by the Agency upon reasonable notice and shall be retained by Contractor for three (3) years after completion of the Project.

All invoices submitted for payment must indicate the Agreement number must either be emailed to accountspayable@zone7water.com or a hard copy mailed to Zone 7 Water Agency, 100 North Canyons Parkway, Livermore, CA 94551, Attention: Accounts Payable.

- 2.3. **Withholding Payment.** In the event the Agency has reasonable grounds for believing Contractor will be unable to materially perform the Services under this Agreement or unable to complete the Services within the Maximum Amount described in this Agreement, or if the Agency becomes aware of a potential claim against Contractor or the Agency arising out of Contractor's negligence, intentional act or breach of any provision of this Agreement, including a potential claim against Contractor by the Agency, then the Agency may withhold payment of any amount payable to Contractor that the Agency determines is related to such inability to complete the Services, negligence, intentional act, or breach.

3. TAXES; INSURANCE; PERMITS; LICENSES

- 3.1. **Taxes.** Contractor shall be solely responsible for the payment of any and all federal, state and local income tax, social security tax, workers' compensation insurance, state disability insurance, and any other taxes or insurance Contractor, as an independent contractor, is responsible for paying under federal, state or local law. Contractor is aware of the provisions of Section 3700 et seq. of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Contractor shall comply with such provisions before commencing the performance of the Services under the Agreement. Contractor and its Sub-Contractors shall maintain applicable workers' compensation insurance for their employees in effect during all work covered by the Agreement.
- 3.2. **Permits and Licenses.** Contractor shall procure and maintain all permits, licenses and other government-required certification necessary for the performance of the Services, all at the sole cost of Contractor. None of the items referenced in this section shall be reimbursable to Contractor under the Agreement. Contractor shall comply with any and all applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

4. RISK TRANSFER PROVISIONS

- 4.1. **Workers' Compensation Insurance.** By its signature hereunder, Contractor 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 it will comply with such provisions before commencing the performance of any work under this Agreement.
- 4.2. **Indemnification.** To the fullest extent permitted by law, Contractor assumes liability for and agrees to immediately defend, indemnify and hold harmless the Agency, its directors, officers, employees, agents or authorized volunteers, and each of them (collectively "**Agency Indemnified Parties**") from and against:
 - 4.2.1. Any and all claims, actions, damages, demands, liabilities, judgments, expenses, penalties and losses arising out of the performance (or the actual or alleged non-performance) of the Services by Contractor, including its agents, employees, and Subcontractors, under this Agreement, for damages to persons or property arising from, pertaining to, or relating to Contractor's or Contractor's agents, employees, or Subcontractors' negligent acts or omissions or willful misconduct or the failure of Contractor or Contractor's agents, employees, or Subcontractors to comply with any professional standard of care applicable to Contractor's services.
 - 4.2.2. Any and all claims, actions, damages, demands, liabilities, judgments, expenses, penalties and losses arising out of or related to the presence, generation, deposit, emission, discharge, spill or release of any Hazardous Materials by Contractor or any of Contractor's agents, employees, or Subcontractors while performing any of the Services or otherwise related to or arising out of the scope of this Agreement.
 - 4.2.2.1. As used herein, "Hazardous Materials" means any substance, material or waste which is or becomes subject to regulations by any agency or political subdivision of the state, any municipality, or the United States, including but not limited to the following:
 - a. Any material or substance defined as a "hazardous substance" pursuant to any federal, state, or local law or regulations, including but not limited to Section 25316 of the California Health and Safety Code;
 - b. A "Hazardous material," as defined in Section 25501(n) of the California Health and Safety Code;
 - c. A "Regulated substance," as defined in Section 25532(j) of the California Health and Safety Code;
 - d. "Hazardous waste," as defined in Section 25117 of the California Health and Safety Code;
 - e. "Extremely hazardous waste," as defined in Section 25115 of the California Health and Safety Code;

- f. Petroleum and petroleum-based derivatives;
 - g. Asbestos;
 - h. Polychlorinated biphenyls (PCBs);
 - i. Any substance designated as a "hazardous substance" for purposes of Section 311 of the Federal Water Pollution Control Act, 33 U.S.C. §1321, as now or hereafter amended;
 - j. A "hazardous waste" pursuant to Section 1004 or Section 3001 of the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6903, 6921, as now or hereafter amended;
 - k. A "hazardous substance," as defined by Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, as now or hereafter amended;
 - l. A "regulated substance," as defined by Section 9001 of the Solid Waste Disposal Act, 42 U.S.C. § 6991, as now or hereafter amended;
 - m. A "toxic pollutant" under Section 307 of the Federal Water Pollution Control Act, 33 U.S.C. § 1317, as now or hereafter amended;
 - n. A "hazardous air pollutant" under Section 112 of the Clean Air Act, 42 U.S.C. § 7412, as now or hereafter amended;
 - o. A "hazardous material" under the Hazardous Material Transportation Act, 49 U.S.C. § 1802(2), as now or hereafter amended;
 - p. And any other material or substance which presents a risk to human health or the environment or is regulated under any other applicable federal, state or local laws, ordinances, or regulations now in force or as may be passed or promulgated in the future.
- 4.2.3. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the intentional or negligent violation of any governmental law or regulation, compliance with which is the responsibility of Contractor.
- 4.2.4. Any and all losses, expenses, damages (including damages to the work itself), costs of defense, including attorneys' fees and other costs of legal counsel acceptable to the Agency, which any of the Agency Indemnified Parties may incur with respect to the failure, neglect, or refusal of Contractor to perform the Services or its obligations under the Agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by the Agency in any lawsuit to which it is a party.

- 4.2.5. Upon the Agency's tender of defense pursuant to Contractor's indemnity and defense obligations under this Section 4.2, Contractor shall immediately defend, at its own cost, expense and risk, any and all such suits, actions or other legal proceedings, with counsel acceptable to the Agency. Contractor shall further defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of performance or non-performance of the Services, and shall not tender such claims to the Agency or any of the Agency Indemnified Parties.
- 4.2.6. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against the Agency or any of the Agency Indemnified Parties, in any and all such aforesaid suits, actions, or other legal proceedings arising as provided in this Section 4.2.
- 4.2.7. Contractor shall reimburse the Agency and any of the Agency Indemnified Parties for any and all legal expenses and costs incurred by each of them in connection therewith.
- 4.2.8. Contractor's obligations to indemnify the Agency and the Agency Indemnified Parties pursuant to this Section 4.2 shall survive the expiration or earlier termination of this Agreement, shall remain in full force and effect as long as permitted by law, and shall not be restricted or limited to insurance proceeds, if any, received by the Agency or any Agency Indemnified Parties.
- 4.2.9. Notwithstanding the foregoing, Contractor shall not be responsible for any claims, liabilities or demands to the extent that such claims arise from the sole active negligence or willful misconduct of the Agency, provided, however, that the Agency's comparative negligence will not relieve Contractor of its obligation to defend unless the claims, liabilities or demands at issue are the result of the sole active negligence or willful misconduct of Agency.

5. GENERAL CONDITIONS

- 5.1. **Laws, Regulations and Permits.** Contractor shall give all notices required by law and comply with all laws, ordinances, rules, and regulations pertaining to the conduct of the work performed under this Agreement. Contractor shall be liable for all violations of the law in connection with work furnished by the Contractor. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, Contractor shall bear all costs arising therefrom. If Contractor observes that the drawings or specifications are at variance with any law or ordinance, rule or regulation, it shall promptly notify the Agency engineer in writing and any necessary changes shall be made by written instruction or change order.
- 5.2. **Safety.** Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its work, Contractor shall at all times exercise all necessary precautions for the safety of its employees or agents appropriate to the nature of the work and the conditions under which the work is to be performed, and shall be in compliance with all applicable federal, state and local statutory and regulatory

requirements including State of California, Department of Industrial Relations, Division of Occupational Safety and Health (“**Cal/OSHA**”) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as applicable, shall include but shall not be limited to: adequate life protection and life-saving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

- 5.2.1. The Contractor shall be responsible for the safeguarding of all utilities. At least two working days before beginning work, the Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. The Contractor shall immediately notify the Agency and the utility owner if it disturbs, disconnects, or damages any utility.
- 5.2.2. In accordance with Section 6705 of the California Labor Code, the Contractor shall submit to the Agency specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by the Agency in writing prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the Construction Safety Orders of Cal/OSHA the plan shall be prepared by a California registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the Cal/OSHA Construction Safety Orders, or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping or other provisions of the Safety Orders. In no event shall the Contractor use a shoring, sloping, or protective system less effective than that required by said Construction Safety Orders. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavations or trench work requiring a Cal/OSHA permit are to be undertaken, the Contractor shall submit its permit with the excavation/trench work safety plan to the Agency before work begins.
- 5.2.3. The names and telephone numbers of at least two medical doctors practicing in the vicinity and the telephone number of the local ambulance service shall be prominently displayed adjacent to telephones.
- 5.3. **Labor Compliance Requirements.** Contractor must comply with all labor compliance requirements, including but not limited to prevailing wage requirements, SB 854, Labor Code sections 1771.1(a) & 1725.5, Public Works Contractor Registration Program, and Electronic Certified Payroll Records to Labor Commissioner. Additional information about these requirements and the new public works program regarding compliance monitoring,

administration and enforcement are available at the Department of Industrial Relations. **[For Public Works Contracts]** Copies of the rate of per diem prevailing wage shall be on file at the principal office of the Agency and shall be made available to any interested party upon request.

6. REQUIRED INSURANCE

- 6.1. **Minimum Limits of Insurance.** Contractor shall procure and maintain for the full term of this Agreement, and for five (5) years thereafter, insurance against claims for injuries or death to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by the Contractor, its agents, representatives, employees, or Subcontractors.
- 6.2. **Liability Insurance.** Contractor shall provide and maintain at all times during the performance of the work under this Agreement, the following commercial general liability, professional liability, automobile liability insurance, Contractor's Environmental Pollution Liability and Builders Risk (if applicable), and Workers' Compensation and Employer's Liability Insurance. All of the insurance shall be provided on policy forms and through companies satisfactory to the Agency.
- 6.3. **Coverage.** Contractor's insurance coverage shall be at least as broad as the following or as provided in Appendix C:
 - 6.3.1. Coverage for Professional Liability appropriate to the Contractor's profession covering Contractor's wrongful acts, negligent actions, errors and omissions. The retroactive date (if any) is to be no later than the effective date of this Agreement.
 - 6.3.2. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001).
 - 6.3.3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (non-owned and hired automobiles).
 - 6.3.4. Coverage for Contractor's Pollution Liability appropriate for the hazardous material/waste activity contemplated in the Agreement. The retroactive date is to be no later than the effective date of this Agreement.
- 6.4. **Limits.** At all times during the term of this Agreement, the Contractor shall maintain insurance with limits no less than the following. If Contractor maintains broader coverage and/or higher limits than the minimums limits set forth below, the Agency requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the Agency.
 - 6.4.1. **General Liability.** – Five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater, for bodily injury,

personal injury and property damage and products & completed operations liability. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the Agency) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.

- 6.4.2. **Automobile Liability.** One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
- 6.4.3. **Excess Liability.** The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Agency (if agreed to in a written contract or agreement) before the Agency's own primary or self-insurance shall be called upon to protect it as a named insured.
- 6.4.4. **Contractor's Pollution Liability.** – (If the Project involves environmental hazards) with limits no less than five million dollars (\$5,000,000) per occurrence or claim and ten million dollars (\$10,000,000) policy aggregate.
- 6.4.5. **Builder's Risk (Course of Construction).** (If necessary) insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the Project and no coinsurance penalty provision.
- 6.5. **Required Provisions.** The general liability, automobile liability, and contractor's pollution policies are to contain, or be endorsed to contain, the following provisions:
 - 6.5.1. The Agency, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 10 01 and CG 20 37 10 01) with respect to liability arising out of Services performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance.
 - 6.5.2. All Subcontractors hired by Contractor must also have the same forms or coverage at least as broad, and naming the Agency Indemnified Parties as additional insureds (via as broad as ISO CG 20 38 04 13), with respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its directors, officers, employees, or authorized volunteers.

- 6.5.3. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the Agency, its directors, officers, employees, or authorized volunteers using the ISO CG 20 01 04 13 or coverage at least as broad. Any insurance, self-insurance, or other coverage maintained by the Agency, its directors, officers, employees, or authorized volunteers shall not contribute to any such claims.
 - 6.5.4. Any failure by Contractor of Subcontractors to comply with the reporting or other provisions of Contractor's insurance policies, including breaches and warranties, shall not affect coverage provided to the Agency, its directors, officers, employees, or authorized volunteers.
 - 6.5.5. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - 6.5.6. Such liability insurance shall indemnify the Contractor and its Subcontractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or its Subcontractors for damages on account of bodily injury (including death), property damage, personal injury, completed operations, and products liability.
 - 6.5.7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, and completed operations liability.
 - 6.5.8. The automobile liability policy shall cover all owned, non-owned, and hired automobiles. The automobile liability policy is to contain or be endorsed to contain the following provisions:
 - a. Pollution Liability – Broadened Coverage for Covered Autos using ISO Form CA 9948 or insurer's equivalent.
 - b. Endorsement for Motor Carrier Policies of Insurance for Public Liability Under Sections 29 and 30 of the Motor Carrier Act of 1980 – Form MCS 90.
 - 6.5.9. Each insurance policy required by this Agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after thirty (30) days' (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the Agency.
 - 6.5.10. All of the insurance shall be provided on policy forms and through companies satisfactory to the Agency.
- 6.6. **Workers' Compensation and Employer's Liability Insurance.** The Contractor and all Subcontractors shall cover or insure, under the applicable laws relating to workers' compensation insurance, all of their employees employed directly by them or through

Subcontractors in carrying out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof, or any other applicable workers' compensation laws, rules, or regulations under state or federal law. Contractor shall provide employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident, one million dollars (\$1,000,000) disease policy limit, and one million dollars (\$1,000,000) disease each employee.

- 6.7. **Waiver of Subrogation.** - Contractor's insurers for all policies identified above agree to waive all rights of subrogation against the Agency, its elected or appointed officers, officials, agents, authorized volunteers, and employees for losses paid under the terms of such policies which arise out of or relate to work performed pursuant to this Agreement. This provision shall apply regardless of whether or not the Agency has received a waiver of subrogation from the insurer.
- 6.8. **Deductibles and Self-Insured Retentions.** Any deductible or self-insured retention ("**SIR**") must be declared to and approved in writing by the Agency. At the option of the Agency, the insurer shall either reduce or eliminate such deductibles or SIRs. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.
- 6.9. **Acceptability of Insurers.** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or equivalent or as otherwise approved by the Agency.
- 6.10. **Evidence of Insurance.** Prior to execution of the Agreement, the Contractor shall file with the Agency certificates of insurance (Acord Form 25 or equivalent) signed by the insurers' representatives evidencing the coverage required by this Agreement. Such evidence shall include (1) attached additional insured endorsements with primary & non-contributory wording, (2) Workers' Compensation waiver of subrogation, and (3) a copy of the CGL declarations or endorsement page listing all policy endorsements, and confirmation that coverage includes or has been modified to include the Required Provisions set forth in Section 6.4 above. The Agency reserves the right to obtain complete, certified copies of all required insurance policies, at any time. Contractor shall maintain the Insurance required by this Agreement for a period of not less than 10 years following the termination of completion of this agreement. Contractor further waives all rights of subrogation under this agreement. Contractor's failure to continually satisfy the insurance requirements set forth in this Agreement shall constitute a material breach of this Agreement. Contractor shall, upon demand of the Agency, deliver to the Agency such policy or policies of insurance and the receipts for payment of premiums thereon.
- 6.11. **Continuation of Coverage.** If any of the required coverages expire during the term of this Agreement, Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the Agency at least ten (10) days

prior to the expiration date. Failure to comply with this requirement shall constitute a material breach of this Agreement. The insurance requirements in this Agreement do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's obligations under this Agreement. All insurance or self-insurance coverage and limits applicable to a given loss or available to the named insured shall be available and applicable to the additional insured. The insurance obligations under this Agreement are independent of and in addition to the defense and indemnity obligations contained elsewhere in this Agreement and shall not in any way act to limit or restrict the defense or indemnity or additional insured obligations of the Contractor or the Contractor's insurance carrier, and shall be for the greater of (1) the full extent of the insurance or self-insurance coverages and limits carried by or available to the Contractor or (2) the minimum insurance coverage and amounts shown in this Agreement. Agency reserves the right in its sole discretion to add such other parties as may be required in the future to the indemnity and additional insured requirements of this Agreement.

- 6.12. **Subcontractors.** In the event that Contractor employs any Subcontractors as part of the Services covered by this Agreement, it shall be Contractor's responsibility to require and confirm that each Subcontractor meets the minimum insurance requirements specified above. Contractor shall, upon demand of Agency, deliver to Agency copies of such Subcontractor policy or policies of insurance and the receipts for payment of premiums thereon.
- 6.13. **Responsibility for Work.** Until the completion and final acceptance by the Agency of all the work under and implied by this Agreement, the work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erectments, and repairs occasioned or rendered necessary by causes of any nature whatsoever. Contractor shall provide and maintain builder's risk insurance (or an installation floater) covering all risks of direct physical loss, damage, or destruction to the work, to insure against such losses until final acceptance of the work by the Agency. Such insurance shall insure at least against the perils of fire and extended coverage, theft, vandalism and malicious mischief, and collapse. The Agency, its directors, officers, employees, and authorized volunteers shall be named insureds on any such policy. The making of progress payments to the Contractor shall not be construed as creating an insurable interest by or for the Agency or be construed as relieving the Contractor or its subcontractors of responsibility for loss from any direct physical loss, damage or destruction occurring prior to final acceptance of the work by the Agency. Contractor shall waive all rights of subrogation against the Agency, its directors, officers, employees, or authorized volunteers.

7. LABOR AND MATERIALS

Contractor shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Services to be performed under this Agreement. Contractor shall give its full attention and supervision to the fulfillment of the provisions of this Agreement by its employees and Subcontractors and shall be responsible for the timely performance of the Services required by this Agreement.

Contractor's standard schedule of fees and charges is included in the Fee Schedule attached hereto as Appendix B and incorporated herein by reference. All compensation for Contractor's Services under this Agreement shall be pursuant to the Fee Schedule.

8. TERM OF THE AGREEMENT

- 8.1. **Term.** This Agreement between the Agency and Contractor is for a term of **NUMBER OF MONTHS**, beginning **DATE** and ending **DATE**, subject to the termination provisions herein.
- 8.2. **Termination.** The Agency may terminate this Agreement for any reason by giving Contractor at least thirty (30) days' **or earlier (depending on nature of services)** prior written notice of such termination. Such termination shall not relieve the Agency from responsibility for payment for Services rendered by Contractor prior to the date of termination but shall relieve the Agency of its obligations for the full payment of compensation due under the Agreement for the Services of Contractor after the notice of termination.
- 8.3. **Termination for Cause.** The Agency may terminate the Agreement for cause, effective immediately upon written notice of such termination to Contractor, based upon the occurrence of any of the following events:
 - 8.3.1. Material breach of the Agreement by Contractor;
 - 8.3.2. Cessation of Contractor to be licensed, as required by law;
 - 8.3.3. Failure of Contractor to substantially comply with any applicable federal, state or local laws or regulations;
 - 8.3.4. The voluntary or involuntary filing of any petition under any law for the relief of debtors with respect to Contractor;
 - 8.3.5. Conviction of Contractor of any crime other than minor traffic offenses.
- 8.4. **Compensation Upon Termination.** If the Services of Contractor are terminated, in whole or in part, Contractor shall be compensated as provided herein for all Services and approved Extra Services performed prior to the date of such termination.

9. CALIFORNIA LABOR CODE REQUIREMENTS

- 9.1. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. ("**Prevailing Wage Laws**"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws, if applicable. Contractor shall defend, indemnify and hold the Agency and the Agency Indemnified Parties free and harmless from any and all claims,

liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws in connection with the Services contemplated in this Agreement. It shall be mandatory upon the Contractor and all sub-Contractors to comply with all California Labor Code provisions, which include but are not limited to those regarding prevailing wages, employment of apprentices, hours of labor, and debarment of Contractors and subcontractors.

- 9.2. If the services are being performed as part of an applicable "public works" or "maintenance" project, in addition to the foregoing, then pursuant to California Labor Code Sections 1725.5 and 1771.1, the Contractor and all sub-Contractors must be registered with the Department of Industrial Relations ("**DIR**"). Contractor shall maintain registration for the entire term of this Agreement and shall require the same of any Subcontractors. The Services may also be subject to compliance monitoring and enforcement by the DIR. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

10. INTERESTS OF CONTRACTOR

- 10.1. Contractor represents and warrants that it presently has no interests, and covenants that it will not acquire any interests, direct or indirect, financial or otherwise, that would conflict with the performance of the Services to be provided by Contractor under this Agreement. Contractor further covenants that, in the performance of this Agreement, it will not employ any Subcontractor or employee with any such interest. Contractor certifies that no one who has or will have any financial interest under this Agreement or within Contractor is a director, officer or employee of the Agency.
- 10.2. Although Contractor is retained as an independent contractor, Contractor's employees or agents may still be required under the California Political Reform Act and the Agency Conflict of Interest Code to file annual financial disclosure statements. Contractor agrees that its employees and/or agents will file with the Agency in a timely manner those financial disclosure statements that the Agency determines Contractor is required to file pursuant to the Political Reform Act. Failure to file such financial disclosure statements by Contractor and any of its employees or agents is grounds for termination of this Agreement.

11. COMPLETED WORK AND WORK PRODUCT

In the event of termination or completion of the Services under the Agreement, Contractor shall, at the Agency's request, promptly surrender to the Agency all completed work and work in progress and all materials, records and notes developed, procured, or produced pursuant to the Agreement. Contractor may retain copies of such work product as a part of its record of professional activity.

12. CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE

- 12.1. **Confidential Nature of Materials.** Contractor understands that all documents, records, reports, data, or other materials provided by the Agency to the Contractor

pursuant to the Agreement (collectively "**Materials**") , including but not limited to draft reports, final report(s) and all data, information, documents, graphic displays and other items that are not proprietary to the Contractor and that are utilized or produced by the Contractor pursuant to the Agreement are to be considered confidential for all purposes.

- 12.2. **No Disclosure of Confidential Materials.** The Contractor shall be responsible for protecting the confidentiality and maintaining the security of the Agency documents and records in its possession. All Materials shall be deemed confidential and shall remain the property of the Agency. The Contractor understands the sensitive nature of the above and agrees that neither Contractor nor its officers, partners, employees, agents or Subcontractors will release, disseminate, or otherwise publish said reports or other such data, information, documents, graphic displays, or other materials except as provided herein or as authorized in writing by the Agency. The Contractor agrees not to make use of such Materials for any purpose not related to the performance of the Services under the Agreement. The Contractor shall not make written or oral disclosures thereof, other than as necessary for its performance of the Services hereunder, without the prior written approval of the Agency. Disclosure of confidential Materials shall not be made to any individual, agency, or organization except as provided for in the Agreement or as may be required by law, or by a court of competent jurisdiction.
- 12.3. **Protections to Ensure Control over Materials.** All Materials saved or stored by the Contractor in an electronic form shall be protected by adequate security measures to ensure that such Materials are safe from theft, loss, destruction, erasure, alteration, and any unauthorized viewing, duplication, or use. Such security measures shall include, but not be limited to, the use of current virus protection software, firewalls, data backup, passwords, and internet controls.
- 12.4. **Survival of Confidentiality Provisions.** The provisions of this Section 12 shall survive the termination or completion of the Agreement.

13. OWNERSHIP OF DOCUMENTS AND DISPLAYS

All original written or recorded data, documents, graphic displays, reports or other materials which contain information relating to the Contractor's performance hereunder and which are originated and prepared for the Agency pursuant to the Agreement shall be "work for hire" and shall be the property of the Agency. The Contractor hereby assigns all of its right, title and interest therein to the Agency, including but not limited to any copyright interest. In addition, the Agency reserves the right to use, duplicate and disclose in whole, or in part, in any manner and for any purpose whatsoever all such data, documents, graphic displays, reports or other materials delivered to the Agency pursuant to this Agreement and to authorize others to do so. To the extent that the Contractor utilizes any of its property (including, without limitation, any hardware or software of Contractor or any proprietary or confidential information of Contractor or any trade secrets of Contractor) in performing services hereunder, such property shall remain the property of Contractor, and the Agency shall acquire no right or interest in such property.

14. ASSIGNMENT PROHIBITED

The Contractor shall not assign, transfer, convey, or otherwise dispose of its rights, obligations, title or interest in or to this Agreement or any part thereof without the prior written consent of the Agency, which consent may be withheld at the Agency's sole discretion.

15. REPRESENTATIVES OF THE PARTIES AND SERVICE OF NOTICES

15.1. **Designated Representatives.** The Agency representative designated below shall be the principal representative of the Agency for purposes of the Services that are the subject of this Agreement. Contractor shall designate, in writing, Contractor's project engineer and/or project manager for the performance of the Services under this Agreement, which designation shall be subject to the Agency's reasonable approval.

The representatives of the Parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:

ZONE 7 WATER AGENCY Representative:

Name
Title
Zone 7 Water Agency
100 N. Canyons Parkway
Livermore, CA 94551

Contractor:

Name
Title
Firm Name
Address
Firm Tax ID

15.2. **Notices.** Formal notices, demands and communications to be given hereunder by either Party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested to the address set forth above and shall be deemed communicated as of the date of mailing. If the name or address of the person to whom such notices, demands or communications shall be given changes, written notice of such change shall be given, in accordance with this section within five (5) business days.

16. MISCELLANEOUS PROVISIONS

16.1. **Integration.** This Agreement represents the complete Agreement of the parties with regard to the subject thereof and supersedes and cancels any and all prior negotiations, agreements, arrangements, or understandings between the parties, whether written or oral.

16.2. **No Waiver.** No provision of this Agreement shall be deemed waived by either party hereto unless expressly waived in a writing signed thereby. The waiver by either party hereto of any breach of any term, covenant or condition herein contained shall not be

deemed to be a waiver of any subsequent breach of same or any other term, covenant or condition herein contained.

- 16.3. **Modification.** This Agreement may only be amended or modified by a writing signed by all parties hereto.
- 16.4. **Attorneys' Fees.** In any proceeding arising out of this Agreement, the prevailing party in such proceeding shall be entitled to its reasonable attorneys' fees and costs in any amount determined by the court.
- 16.5. **Choice of Laws; Venue.** This Agreement shall in all respects be governed by and construed pursuant to the laws of the State of California. Any action arising out of or relating to this Agreement or the Services shall be brought in the Superior Court for the State of California, County of Alameda.
- 16.6. **Counterparts.** This Agreement may be executed in separate counterparts that, together, shall constitute and be one and the same instrument.
- 16.7. **No Third Party Beneficiaries.** This Agreement is for the sole benefit of the parties hereto and their permitted assigns (if any), and nothing herein expressed or implied shall give or be construed to give to any person, other than the parties hereto and such permitted assigns, any legal or equitable rights hereunder.
- 16.8. **No Presumption Regarding Drafter.** The parties to this Agreement acknowledge that its terms and provisions have been negotiated and discussed among them and that the Agreement reflects their mutual agreement regarding its subject matter. Therefore, neither party shall be deemed to be the drafter of this Agreement nor shall there be any presumption for or against the drafter in the interpretation or enforcement of this Agreement.

Zone 7 RFQ No. B2022-34

IN WITNESS WHEREOF, the Parties have executed this Agreement at the place and as of the date first written above.

ALAMEDA COUNTY FLOOD CONTROL and WATER
CONSERVATION DISTRICT, Zone 7, commonly
known as ZONE 7 WATER AGENCY ("Agency")

Valerie L. Pryor Date
General Manager

Contractor

Signature Date

Print Name & Title

Address

Telephone

TIN or SS Number

APPENDIX H PM SUMMARY, LIST OF EQUIPMENT AND DETAILED TASKS

LIST OF HVAC EQUIPMENT FOR SERVICE

1. DEL VALLE SITE (DC)

Equipment	Equipment Description	PM Service	Class	Manufacturer	Model	Mfr S/N	Equipment Specifications
DC-AHU-001	AIR HANDLER UNITS - AHU #1 SIDE OF BLDG	A	AIR HANDLER	MARVAIR	AVP42ACD09C-1000 BI	KH55764	
DC-AHU-002	AIR HANDLER UNITS - AHU #2	A	AIR HANDLER	McQUAY	(MOTOR) 00318EP3E182T		3P 60Hz, 3.0/2.2 HP, 208/230, 460V, FRAME-182T, 1201 BC27191, RPM 1725
DC-AHU-002A	SIDE OF BUILDING -	A	AIR HANDLER	MARVAIR	AVP42ACD09C-1000 BI	KH55763	
DC-AHU-003	AIR HANDLER UNITS - AHU #3	A	AIR HANDLER	McQUAY	(MOTOR #) 00518EP3E184t		FRAME 184T, 12/00 AY41239, 5.0(3.7)HP, 1745 RPM, 208/230 460 13.0/6.48 AMPS
DC-AHU-004	AIR HANDLER UNITS - AHU #4	A	AIR HANDLER	McQUAY	(MODEL #) M3661T	(SPEC.) 06C101W385H1	3 HP, 208-230/460, 8.5-8.2/4.1, RPM 1750, FRAME 182T
DC-AHU-005	AIR HANDLER UNITS - AHU #5	A	AIR HANDLER	McQUAY	(MOTOR) 00318EP3E182T		208-230/460V, 7.8/3.90, HP-3.0(2.2), FRAME 182T
DC-AHU-006	AIR HANDLER UNITS - AHU #6	A	AIR HANDLER	McQUAY	(MOTOR #) 6-355867-01		FRAME 182T, 3HP, 230/460, 7.8/3.9 AMPS
DC-AHU-007	AIR HANDLER UNITS - AHU #7	A	AIR HANDLER	TRANE	MCCB014UAOCOUA	K03L066OA	
DC-AHU-008	AIR HANDLER UNITS - AHU #8	A	AIR HANDLER	TRANE	LPCAA10F2CORNOL	TO3L71857	BLOWER MOTOR 6.60 FLA 5.00 HP
DC-AHU-009	SWAMP COOLER #1 (AHU) ON ROOF MAINT BLDG	G	AC-UNIT	PHOENIX	D1425	1036593	BOTTOM OF SWAMP COOLER RUSTING, MOTOR INFO - MAGNETEK, CAT #M134, PH 2.0-.5, VOLT 480V, FR-M145T, AMPS 3.2/1.3, PH3, TYPE - SCM, SERIAL - BH11-162
DC-AHU-010	SWAMP COOLER #2 (AHU) ON ROOF MAINT BLDG	G	AC-UNIT	PHOENIX	D1425	1036596	MOTOR INFO - MAGNETEK, CAT #M134, H.P-2.0-.5, VOLT 480, FR-M145t, AMPS 32/1.3, PH 3, TYPE SCM, SERIAL BH11-162
DC-BOLR-001	BOILER #1	D	BOILER	PARKER BOILER	T1730	55081	SALES ORDER - 963624, 1,730,000 MAX INPUT RATING, 865,000 MIN INPUT RATING, PROPANE GAS FUEL TYPE, 18-MAX GAS MANIFOLD PRES, 1-5PSI REQUIRED FUEL INLET
DC-BOLR-002	BOILER #2	D	BOILER	PARKER BOILER	T1730	55082	1,730,000 MAXIMUM INPUT RATING, 865,000 MANIMUM INPUT RATING, PROPANE GAS - TYPE OF FUEL, 18-MAX GAS MANIFOLD PRESSURE, 1-5PSI REQUIRED FUEL INLET SUPPLY PRESSURE
DC-CHLR-001	AIR COOLED CHILLER # 1	F	CHILLER	TRANE	RTAA1004YN01A3DOBDE	V02K06260	
DC-COND-002	CONDENSER UNIT	F	CONDENSER	LIEBERT	PFH020A-PL3	0310N75011	
DC-AC-001	ROOF TOP CONDENSER	F	FAN	TRANE	TTA036D400AO	R174NME3F	condenser unit
DC-FAN-002	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 135BICCW	4VK0307	
DC-FAN-004	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 105 BI CW	4VK0309	
DC-FAN-004A	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 135 BI CCW	4VK0308	
DC-FAN-005	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 150 BT CW	4VK0310	
DC-FAN-006	EXHAUST FAN	A	FAN	SNYDER GENERAL	165 BI ???	4VK0311	
DC-FAN-007	EXHAUST FAN	A	FAN	SNYDER GENERAL	105 BI CW	4VK0312	
DC-FAN-008	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 135 BI CW	4VK0313	
DC-FAN-009	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 165 BICCW	EVKO314	EXHAUST FAN FOR LAB
DC-FAN-012	EXHAUST FAN	A	FAN	SNYDER GENERAL	TYPE 135 BI CCW	4VK0315	
DC-FAN-013	EXHAUST FAN	A	FAN	SNYDER GENERAL	365 BI CW	4VK0316	
DC-FAN-014	EXHAUST FAN	A	FAN	DAYTON	4YY17	06F01135	
DC-FAN-015	EXHAUST FAN	A	FAN	CENTURY AC MOTOR	7-165 420-20	B211-01	CAT-C666, 3/4 HP, FR. J56, RPM 1725, 208-230/115V, 5.4-5.5/11.0
DC-FAN-026	EXHAUST FAN FAN LRA-26 ROOF TOP	A	FAN	GREEN HECK	CUBE-101-AX-QD	03J09965	
DC-FAN-68810	ROOF-MOUNTED UPBLAST - OZONE GENERATION BLDG ROOF	A	FAN	GREEN HECK	CUBE-200-15		AIRFLOW 4200 CFM, FAN RPM 945, MOTOR 1.5 HP/1725 RPM
DC-FAN-68820	ROOF-MOUNTED UPBLAST - OZONE GENERATION BLDG ROOF	A	FAN	GREEN HECK	CUBE-200-15		AIRFLOW 4200 CFM, FAN RPM 945, MOTOR 1.5 HP/1725 RPM
DC-FAN-13880	ROOF-MOUNTED UPBLAST - OZONE CONTACTOR BLDG ROOF	A	FAN	GREEN HECK	CUBE-180-20		AIRFLOW 4100 CFM, FAN RPM 1385, MOTOR 2.0 HP/1725 RPM
DC-FAN-13885	ROOF-MOUNTED UPBLAST - OZONE CONTACTOR BLDG ROOF	A	FAN	GREEN HECK	CUBE-180-20		AIRFLOW 4100 CFM, FAN RPM 1385, MOTOR 2.0 HP/1725 RPM
DC-HTR-001	MAINT SHOP WAREHOUSE HEATER #1	E	FAN	JANITROL	WHE-75	901H6339	PROPANE GAS, INPUT BTU 75,000, VOLTS 115V, 1 PH, 1.4 AMPS

DC-HTR-002	MAINT SHOP WAREHOUSE HEATER #2	E	HEATER	JANITROL	WHE-75	N/A	SAME AS #1, PROPANE GAS, INPUT BTU 75,000, VOLTS 115V, 1 PH, 1.4 AMPS
DC-HVAC-027	MAINT TRAILER AC/HTR UNIT - WALL MOUNT	C	HEATER	BARD	WH361-B09XX4XXX	133M961041733-02	
DC-HVAC-028	MAINT TRAILER AC/HTR UNIT - WALL MOUNT	C	HEATER	BARD	WH361-B09XX4XXX	133M961041735-02	
DC-HTR-68881	ELECTRIC, HORIZONTAL AIR DISCHARGE - OZONE GENERATION ROOM	E	HEATER	MODINE	HER 50		5 KW, AIRFLOW 380 CFM, MOTOR 1/40 HP, 480/3/60
DC-HTR-68882	ELECTRIC, HORIZONTAL AIR DISCHARGE - OZONE GENERATION ROOM	E	HEATER	MODINE	HER 50		5 KW, AIRFLOW 380 CFM, MOTOR 1/40 HP, 480/3/60
DC	DV CENTRIFUGE HVAC	C	HVAC UNIT	BARD	W36A2-C0G	311L133062438-02	
DC-AC-68871	ROOF TOP PACKAGED AC UNIT - OZONE GENERATION BLDG ROOF FOR GENERATION ROOM	C	HVAC UNIT	AAON	RN-011-3-A-EA19		AIRFLOW 4100 CFM, SUPPLY FAN MOTOR 2 HP
DC-AC-68872	ROOF TOP PACKAGED AC UNIT - OZONE GENERATION BLDG ROOF FOR MECHANICAL ROOM	C	HVAC UNIT	AAON	RQ-004-3-W-EA19		AIRFLOW 1350 CFM, SUPPLY FAN MOTOR 1 HP
DC-AC-68873	ROOF TOP PACKAGED AC UNIT - OZONE GENERATION BLDG ROOF FOR ELECTRICAL ROOM	C	HVAC UNIT	AAON	RQ-003-3-W-EA19		AIRFLOW 1200 CFM, SUPPLY FAN MOTOR 1 HP
DC-AC-68874	ROOF TOP PACKAGED AC UNIT - OZONE GENERATION BLDG ROOF FOR ELECTRICAL ROOM	C	HVAC UNIT	AAON	RQ-003-3-W-EA19		AIRFLOW 1200 CFM, SUPPLY FAN MOTOR 1 HP
DC-PMP-001	PUMP	B	PUMP	ITT BELL & GOSSETT	80 3x9.5 9.5BF	30111	3p 60Hz, Hp 7.5, RPM 3495, FR 213JM, 208-230/460V, 21.4-19.4/9.7
DC-PMP-001A	BOILER ROOM HOT WATER PUMP	B	PUMP	PACO	CAT # 16-20705-130101-2741	30485A	
DC-PMP-002	BOILER ROOM PUMP	B	PUMP	US MOTORS	AE44	UJ7S1AM	FR-213JM, HP 7.5, RPM 3495, 208-230/460V, 21.4-19.4/9.7
DC-PMP-002A	WATER PUMP	B	PUMP	BELL & GOSSETT	80 3X9.5 9.5BF	30112	HP-10, FR-215 JM, 230/460, 24.8/12.4
DC-PMP-002B	MOTOR & PUMP ASSB. #2	B	PUMP	PACO PUMPS	CAT # 16-20705-130101-2741	304858	96 GPM, TDH 94, IMP DIA 5.00"
DC-PMP-003	BOILER ROOM CIRCULATION PUMP	B	PUMP	ITT BELL & GOSSETT	80 2X7 5.125	PH001105	HP 3/4, RPM 1750
DC-PMP-004	BOILER ROOM CIRCULATION PUMP	B	PUMP		SPEC NO. M35E915-048861		HP .75, 115/208-230, 10.2/5.1-5.1, RPM 1725, FRAME 143JM 60Hz
DC-PMP-005	PACKAGE UNIT	B	PUMP	TRANE	WSC060A4ROAOWDOO	309100752L	
DC-VLV-952	HW VAV-1		VALVE	BELIMO	B209 + LR24-3		HEATING WATER, GPM 1.5, CV(0.74), 2-WAY 1/2"
DC-VLV-953	HW VAV-3		VALVE	BELIMO	B209 + LR24-3		HEATING WATER, GPM 1.2, CV(.74), 2-WAY 1/2"
DC-VLV-954	HW VAV-5A		VALVE	BELIMO	B211 + LR24-3		HEATING WATER, GPM 3.2, CV(1.9), 2-WAY 1/2"
DC-VLV-955	HW VAV-6		VALVE	BELIMO	B209 + LR24-3		HEATING WATER, GPM 2.3, CV(1.9), 2-WAY 1/2"
DC-VLV-956	HW VAV-8		VALVE	BELIMO	B209 + LR24-3		HEATING WATER, GPM .6, CV(.74), 2-WAY 1/2"
DC-VLV-957	HW VAV-10		VALVE	BELIMO			HEATING WATER, GPM 1.0, CV(.74), 2-WAY 1/2"
DC-VLV-958	CHW VAV-12		VALVE	BELIMO	B209 + LR24-3		CHILLED WATER, GPM .4, CV(.74), 2-WAY 1/2"
DC-VLV-959	TEMP CONTROL VALVE		VALVE	BELIMO	B210 + LR24-SR		HEATING WATER RECIRCULATING VALVE, GPM 1.4, CV(1.4), 2-WAY 1/2"
DC-VLV-960	TEMP CONTROL VALVE		VALVE	BELIMO	B224 + LR24-SR		AIR HANDLER 2 CHILL WATER CONTROL VALVE, GPM 24, CV(19), 2WAY 1"
DC-VLV-961	TEMP CONTROL VALVE		VALVE	BELIMO	B210 + LR24-SR		HEATING WATER RECIRCULATING VALVE, GPM 1.9, CV(1.2), 2-WAY 1/2"
DC-VLV-962	TEMP CONTROL VALVE		VALVE	BELIMO	B239 + LR24-SR		AIR HANDLER CHILL WATER CONTROL VALVE, GPM 43, CV(29), 2-WAY 1 1/2"
DC-VLV-963	TEMP CONTROL VALVE		VALVE	BELIMO	B223 + LR24-SR		AIR HANDLER CHILL WATER CONTROL VALVE, GPM 17, CV (10), 2-WAY 1"
DC-VLV-964	TEMP. CONTROL VALVE		VALVE	BELIMO	B238 + LR24-SR		AIR HANDLER CHILL WATER CONTROL VALVE, GPM 29, CV(19), 2-WAY 1 1/2"
DC-VLV-965	TEMP CONTROL VALVE		VALVE	BELIMO	B224 + LR24-SR		AIR HANDLER CHILL WATER CONTROL VALVE, GPM 24, 1"SIZE, CV(19), 2-WAY
DC-VLV-966	TEMP. CONTROL VALVE		VALVE	BELIMO	B210-LR24xSR		HEATING WATER RECIRCULATING VALVE, 2-WAY 1/2", GPM 1.7, CV(1.2)
DC-VLV-967	ON AIR HANDLER AHU-7		VALVE	BELIMO	B239 + LR24-SR		AIR HANDLER VALVE, GPM 44, CV(29), 2-WAY 1 1/2"
DC-VLV-968	ON AIRHANDLER AHU-8		VALVE	BELIMO	B239 + LR24-SR		AIR HANDLER CHILLED WATER VALVE, 2-WAY, GPM=40, 1 1/2", CV(29)
DC-VLV-969	BOILER WATER BY-PASS VALVE		VALVE	BELIMO	G765 + GM24-SR		2-WAY 2'12" ???
DC-VLV-970	BOILER WATER DISCHARGE FLOW VALVE		VALVE	BELIMO	F665 + GM24		2 1/2" 2-WAY

2. PATTERSON PASS SITE (PC)							
PC-AC-001	SPLIT SYSTEM	C	AC-UNIT	mitsubishi electric	MS24WN	3001985	SUMP PUMP / M#VCMA-15UL 115 V, SONDESENSE UNIT HAS NO INFO, MITSUBISHI ELECTRIC MR. SLIM
PC-AC-002	PACKAGE UNIT	C	PUMP	BDP COMPANY	655AEX048000ABBG	4297G40230	
PC-AC-003	CONDENSER UNIT/AHV	C	CONDENSER	TRANE	TTA180R400CC	P32520PAH	MOTOR INFO-MEG M#00518EP3E184T FR 184T 5.0(3.7) Hp 208-230/460 13.0/648 AMPS A/H SERIAL #K89F19324 / M# DWCADGESAAEBEOAAABOOK TRANE
PC-BOLR-001	BOILER	D	BOILER	BRYAN	R6.9-0-03		
PC-FAN-001	EXHAUST FAN	A	FAN	LOREN	195R5B	EF2-2518	
PC-FAN-001A	EXHAUST FAN	A	FAN	FASCO	7151-2309		115V, 60Hz, P.1, 1/8-1/20 Hp, 3.2-1.86 AMPS, RPM 1100-840
PC-FAN-002	EXHAUST FAN	A	FAN	GENERAL ELECTRIC	SKC37RN24	C261	HP 1/2, 115/230N, 60H, RPM 1725, FR-56, 8.2-4.1 AMPS
PC-FAN-003	N/A	A	FAN	FASCO	7108-2183	76-27-611M	60Hz, 1P, 1/25 Hp, 1.65 AMPS, RPM 1580
PC-FAN-004	EXHAUST FAN	A	FAN	FASCO	7108-2183	76-27-611M	115V, 1/25 Hp, 1.65 AMPS, RPM 1580, 1p, 60Hz
PC-FAN-005	EXHAUST FAN	A	FAN	GE	SKCP39KGC647AS		HP 1/5, 115/230, Ph. 1, rpm 1075, 3.2 1.6 AMPS
PCHTR-001	HEATER	E	HEATER	TRANE	VHSA060S8AAAC	D85C10572	
PCHTR-002	HEATER	E	HEATER	TRANE	VHSA060S8AAAC	D85C10572	
PCHTR-003	HEATER	E	HEATER	TRANE	VHSA060S8AAAC	D85C10572	
PC-PMP-002	PUMP	B	PUMP	BELL & GOSSETT	SERIES HV BNFI L89	102213	
PC-PMP-010	RECIRC PUMP	B	PUMP	BELL & GOSSETT	1R241 (PUMP INFO)		NO MOTOR INFO ONLY B&G
PC-PMP-018	BOILER PUMP	B	PUMP	BELL & GOSSETT	80A56A17D58E	PART # 903580	PUMP INFO - B&G BELL & GOSSETT PUMP 60 SIZE 1 1/2 X 5 1/4, 608s C10, ID# 172713
PU-HTR-001	PACKAGE UNIT	C	PUMP	TRANE	WSC036A4R8A0GD20000	21310057IL	
PU-HTR-003	HEAT PUMP	C	PUMP	TRANE	WSC060A4RB	213100635L	
3. PARKSIDE DISTRIBUTION OFFICE SITE (PS)							
PS-AC-001	ELECTRIC HEAT/COOLING	C	AC-UNIT	TRANE	WCC048F300BF	R121L1DZH	
PS-AC-003	PACKAGE UNIT	C	AC-UNIT	TRANE	WCC060F300BE	P301PRM2H	
PS-AC-004	PACKAGE UNIT	C	AC-UNIT	BRYANT	601APX060000AAAG	4000G10824	
PS-AC-005	PACKAGE UNIT/ELECTRIC HEAT	C	AC-UNIT	CARRIER	500d006520 DA	2485G43301	
PS-PMP-005	HEAT PUMP	C	PUMP	CARRIER	50YOO24310	R511680	
PS-PMP-006	HEAT PUMP	C	PUMP	CARRIER	50QD006520 DA	1985G33968	OFF AT DISCONNECT
4. DEMINERALIZATION SITE (DM)							
DM-AC-001	COOLING COIL (WATER)	C	AC-UNIT	TRANE	GEVE04241C01B0BLD01	W11B03033	
DM-AHU-100	A/H UNIT	A	AIR HANDLER	HAAKON	AIRPAK	08-5151-860-C	
DM-AHU-1130	A/H UNIT	A	AIR HANDLER	HAAKON INDUSTRIES	AIRPAK	08-5151-861-C	
DM-AHU-1830	A/H UNIT	A	AIR HANDLER	McINTYRE COIL COMPANY	CAH1830	3840	BELT OFF OF MOTOR. NEEDS NEW BELT ASAP.
DM-FAN-1100	EXHAUST FAN	A	FAN	GREEN HECK	QEI-30	11468877	
DM-FAN-1120	2nd FLOOR EXHAUST FAN	A	FAN	GREEN HECK	BSQ130HP	11465348	
DM-FAN-1130	EXHAUST FAN	A	FAN	GREEN HECK	QEI-22	11468878	
DM-FAN-1140	OUTSIDE ON WALL	A	FAN	GREEN HECK	CWB-101-4-X	114657270810	
DM-FAN-131A	EXHAUST FAN	A	FAN	GREEN HECK	G-075-D-X	11643687-0901	
DM-FAN-131B	EXHAUST FAN	A	FAN	GREEN HECK	G-075-D-X	11643686-0901	
DM-FAN-1810	EX FAN FOR CHEMICAL ROOM	A	FAN	GREEN HECK	CUBE-180-7	115225360810	
DM-FAN-1820	EXHAUST FOR CHEM	A	FAN	GREEN HECK	CVBE-180-7	115225350810	

DM-FAN-1830	EXHAUST FAN	A	FAN	GREEN HECK	CWB-098-4-X	11465740089	
DM-FAN-1840	EXHAUST FAN	A	FAN	GREEN HECK	QB-098	11465740	
DM-FAN-210	EXHAUST FAN	A	FAN	GREEN HECK	G-131-A-X	114657120810	
5. CHAIN OF LAKES 1 (WC01)							
WC01-AC-001	COL WELLS-1, AC UNIT FOR RTU-231	C	AC-UNIT	-	-	-	
WC01-AHU-001	AIR HANDLING UNIT (SPIT SYSTEM)	A	AIR HANDLER	JOHNSON CONTROLS	J10F4EHA33A	(S)NOE9802852	
WC01-COND-001	CONDENSER UNIT	C	CONDENSER	JOHNSON CONTROLS	J10EZFBA46TCA	(S)NOF9914537	
WC01-FAN-1932	EXHAUST FAN	A	FAN	LOREN COOK COMPANY	300XMWHS30XMWHS	284SC66173-00/0002001	
WC01-FAN-1933	EXHAUST FAN	A	FAN	VERANTIS	FLR-18	2604-001	
WC01-FAN-1934	EXHAUST FAN	A	FAN	VERANTIS	FLR-18	2604-001	
WC01-FAN-1935	EXHAUST FAN	A	FAN	VERANTIS	FLR-18	2604-002	RPM 1560, MAX 2670
WC01-FAN-1936	EXHAUST FAN	A	FAN	LOREN COOK COMPANY	140 SW 14S10D	284SC66173-00/0000701	.167 HP 115V PH.1 60Hz 1050 RPM
WC01-HTR-003	SPACE HEATER	E	HEATER	Q-MARK	MUH108	4104-0275-029	208V, .6 AMPS, 10 KILOWATTS, 1/3 PHASE
WC02-HTR-001	SPACE HEATER	E	HEATER	Q-MARK	MUH108	4104-0275-029	208 60H .8 AMPS, 1/3 PHASE, 10 KILOWATTS, DHTE-CODE 0109
WC02-HTR-002	SPACE HEATER	E	HEATER	Q-MARK	MUH108	4104-0276-029	208V, .6 AMPS, 1/3 PHASE, 10 KILOWATTS
6. CHAIN OF LAKES 2 (WC02)							
WC02-AC-001	COL WELL - 2 AC UNIT FOR RTU-231	C	AC-UNIT	-	-	-	
WC02-AHU-001	A/H UNIT	A	AIR HANDLER	JOHNSON CONTROLS	J10F4EHA33A	(S)NOE9802857	
WC02-COND-002	CONDENSER UNIT	C	CONDENSER	JOHNSON CONTROLS	J10EZFBA46TCA	(S)NOF9914536	
7. CHAIN OF LAKES 5 (WC05)							
WC05-AHU	COL 5 Electrical Room HVAC	A	AIR HANDLER	YORK	PC120C00A4AA2A	N1G3922612	
WC05-CON	COL 5 Electrical Room HVAC	C	CONDENSER	YORK	NC120C00D6AAA3A	N1F4784589	

HVAC PREVENTIVE MAINTENANCE EQUIPMENT PER FACILITY AND SERVICE

Equipment Per Facility	Service to be Performed
	(See attached list of tasks per service)
1. Del Valle Site (DC)	
Air handlers/Exhaust fans	A
Hot water recirc pumps/Chilled water pumps	B
Air conditioning/heating units	C
Boilers, propane	D
Electric/Propane heaters hanging type	E
Chillers	F
Swamp coolers	G
2. Patterson Pass Site (PC)	
Air handlers/Exhaust fans	A
Hot water recirculation pumps	B
Air conditioning/heating units	C
Boilers, diesel	D
Electric area heaters, hanging type	E
3. Parkside Distribution Office Site (PS)	
Air handlers/Exhaust fans	A
Air conditioning/heating units	C
4. Demineralization Site (DM)	
Air handlers/Exhaust fans	A
Air conditioning/heating units	C
5. Chain of Lakes Site (WC01)	
Air handlers/Exhaust fans	A
Air Conditioning/heating units	C
Electric area heaters, hanging type	E
6. Chain of Lakes 2 (WC02)	
Air handlers/Exhaust fans	A
Air Conditioning/heating units	C

7. Chain of Lakes 5 (WC05)	
Air handlers/Exhaust fans	A
Air Conditioning/heating units	C

NOTES:	
1. Zone 7 provides filters. Contractor to request re-order.	
2. Some devices have variable speed drives. Please include these devices in the annual inspection and service as part of equipment schedule.	
3. Smaller devices necessary for system operation shall be inspected and maintained annually according to manufacturers recommendations. Operation of these items, such as VAV boxes, water control valves, air and liquid flow switches, and other system monitoring devices and instrumentation shall be maintained and inspected once per year. Communication between Trane SCADA system and monitored or controlled devices should be confirmed quarterly. Inspect smoke detectors in lab building air ducts on a quarterly basis. Adjust or clean as necessary.	
4. Annual and Quarterly Service scheduling to be determined with Zone 7 Maintenance Supervisor.	

HVAC PREVENTIVE MAINTENANCE DETAILED TASKS PER SERVICE

	July	October	Jan	Apr
	Quarterly	Annually	Quarterly	Quarterly
SERVICE A - AIR HANDLER / EXHAUST FAN (USE AS APPROPRIATE TO UNIT)				
Check for proper installation of filters, note any problems	X	X	X	X
Replace pleated air filters	X	X	X	X
Inspect for blockages, clean condensate pan and drain as needed	X	X	X	X
Check fan belts for proper tension. (Replace if needed)	X	X	X	X
Visual inspect coil surface for damage and debris	X	X	X	X
EMS Check	X	X	X	X
Lubricate the motor and fan shaft bearings		X		
Clean coil surface using shop-vac or coil cleaner		X		
Check for proper operation of damper linkages		X		
Check operation of temperature and pressure controls if possible		X		
Inspect wire connections and tighten if needed		X		
Check cleanliness of the fan wheels and fan shaft, clean as required		X		
Visual inspect for damper linkages		X		

SERVICE B - HOT WATER PUMP/CHILLED WATER PUMP				
Check for unusual vibrations, noises, odors, surface temperatures, etc.	X	X	X	X
Check seals and packing	X	X	X	X
Check gauge pressure to ensure proper flow	X	X	X	X
Check all gaskets for leakage	X	X	X	X
Check pump and motor bearings, lubricate if necessary		X		
Check starter contacts for wear, arcing and overheating		X		
Check motor amps against nameplate		X		
Clean associated strainer		X		

SERVICE C - AC UNIT / HEAT PUMPS (USE AS APPROPRIATE TO UNIT)				
Visual inspect DX piping for oil leakage	X	X	X	X
Visual/sound operation inspection	X	X	X	X
Inspect fan belts. Replace if needed	X	X	X	X
Replace air filters if applicable	X	X	X	X
Inspect coil. Clean if needed	X	X	X	X
Measure & record system superheat		X		
Check and tighten motor terminals, motor starter contacts & wiring (CAUTION: use wrench on back-up nuts when checking the tightness of the motor terminal stud nuts)		X		
Record motor amps. Note nameplate		X		
Inspect control panel wiring to verify that all electrical connections are tight		X		
Complete leak test using hand held detector & bubbles if necessary. Notify maintenance supervisor of any leaks		X		
Clean air cooled condensers with coil cleaner		X		
Clean condensate pan and drain line		X		
Check setting & control point of the following controls that apply to unit:		X		
- high pressure switch - low pressure switch				
- oil pressure switch - anti-cycle timer				
- crankcase heater (amp draw) - thermostatic expansion valve				
- freeze control - hot gas bypass				
- compressor capacity control valve				

SECTION D - BOILER				
Check gauges for accuracy and proper operation	X	X	X	X
Test all operating and safety controls for proper operation	X	X	X	X
Inspect boiler shell for leakage	X	X	X	X
Test safety valve for operation (blow down)	X	X	X	X

Check low water cut-off for proper operation	X	X	X	X
Insure boiler controls and safety limits are operating properly	X	X	X	X
Perform flue gas analysis in chimney		X		
Check chimney for soot and corrosion		X		
Clean all heating surfaces and fire passes		X		
Check flame for composition and shade		X		
Inspect nozzles and clean orifices		X		
Check and adjust fuel/air ratio if needed		X		
Check pilot and ignitors . Clean if needed		X		
Check and inspect pressure switches		X		

SECTION E - ELECTRIC/PROPANE HEATERS SERVICE (USE AS APPROPRIATE TO UNIT)				
Remove debris in and around unit		X		
Check and adjust fans, gas valves & controls		X		
Check bearings, lubricate as required		X		
Check and tighten electrical connections		X		

SECTION F - CHILLER				
Check the evaporator and condenser refrigerant pressure	X	X	X	X
Check the liquid line sight glasses.	X	X	X	X
Measure the system superheat and system subcooling	X	X	X	X
Remove refrigerant at the liquid line service valve (if operating conditions indicate a refrigerant overcharge)	X	X	X	X
Inspect the entire system for unusual conditions	X	X	X	X
Inspect the condenser coils for dirt and debris. Clean if needed	X	X	X	X
Manually rotate condenser fans to insure proper clearance on the fan openings	X	X	X	X
Check the oil level and refrigerant charge.		X		
Have a qualified laboratory perform a compressor oil analysis to determine system moisture content and acid level		X		
Test leak the chiller		X		
Check safety and operating controls		X		
Inspect electrical components and deficiencies		X		
Inspect all piping components for leakage and damage. Clean out any inline strainers		X		
Clean and repaint any areas that show signs of corrosion		X		
Clean the condenser coils.		X		
Clean the condenser fans. Check the fan assemblies for proper clearance in the fan openings and for motor shaft misalignment, abnormal end-play, vibration, and noise		X		

SERVICE G - SWAMP COOLER INSPECTION				
Check overall operation of units	X	X	X	X
Install new pads and test operate in preparation for summer operation (if needed)	X	X	X	X
Check operation of control circuit	X	X	X	X
Inspect and clean pickup screen (if needed)	X	X	X	X
Check fan belt tensions and adjust (if necessary and if applicable)	X	X	X	X
Check electrical wiring, motors and electrical components		X		
Clean out base of coolers, drain off any water and prep for winter			X	