

**NON-PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
PACIFIC COAST FARMERS MARKET ASSOCIATION  
FOR  
MANAGEMENT OF DOWNTOWN SAN LEANDRO FARMERS MARKET**

THIS AGREEMENT for Farmers Market management services is made by and between the City of San Leandro (“City”) and Pacific Coast Farmers Market Association (“Contractor”) (together sometimes referred to as the “Parties”) as of January 30, 2023 (the “Effective Date”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2023, the date of completion specified in Exhibit A, and Contractor shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Contractor to complete the services required by this Agreement shall not affect the City’s right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged.
- 1.3 **Assignment of Personnel.** Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Contractor shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Contractor’s obligations hereunder.
- 1.5 **City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Contractor’s attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Contractor must submit completed self-certification form and comply with the LWO if covered.
- 1.6 **Public Works Contractor Registration.** Contractor agrees, in accordance with Section 1771.1 of the California Labor Code, that Consultant or any subconsultant 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 Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to California 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. 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 California Labor Code section 1725.5. Contractor agrees, in accordance with Section 1771.4 of the California Labor Code, that if the work under this Agreement qualifies as public work, it is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**Section 2. COMPENSATION.** City hereby agrees to pay Contractor a sum not to exceed **\$6,000.00**, notwithstanding any contrary indications that may be contained in Contractor's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Contractor's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Contractor for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Contractor for services rendered pursuant to this Agreement. Contractor shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Contractor shall not bill City for duplicate services performed by more than one person.

Contractor and City acknowledge and agree that compensation paid by City to Contractor under this Agreement is based upon Contractor's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Contractor. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Contractor and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

**2.1 Invoices.** Contractor shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;

- The total number of hours of work performed under the Agreement by Contractor and each employee, agent, and subcontractor of Contractor performing services hereunder;
- The Contractor's signature;
- Contractor shall give separate notice to the City when the total number of hours worked by Contractor and any individual employee, agent, or subcontractor of Contractor reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Contractor and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Contractor and City, if applicable.

**2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Contractor.

**2.3 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

**2.4 Total Payment.** City shall pay for the services to be rendered by Contractor pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Contractor in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Contractor submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

**2.5 Hourly Fees.** Fees for work performed by Contractor on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.

**2.6 Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

**2.7 Payment of Taxes.** Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

- 2.8 Payment upon Termination.** In the event that the City or Contractor terminates this Agreement pursuant to Section 8, the City shall compensate the Contractor for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Contractor shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Contractor is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.
- 2.10 Liquidated Damages.** Failure of Contractor to respond to problems referred to it by City within the time limits established in Subsection 1.2 of this Agreement shall result in liquidated damages as set forth in Exhibit A.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Contractor shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Contractor only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein. Contractor shall make a written request to City to use facilities or equipment not otherwise listed herein.

- 3.1 Safety Requirements.** In accordance with generally accepted construction practices and state law, Contractor shall be solely and completely responsible for conditions on the jobsite, including safety of all persons and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

Contractor shall take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage. Contractor shall provide protection for all persons including, but not limited to, its employees and employees of its subcontractors; members of the public; and employees, agents, and representatives of the City and regulatory agencies that may be on or about the work.

The services of the City in conducting review and inspection of Contractor's performance is not intended to include review of the adequacy of Contractor's work methods, equipment, bracing or scaffolding, or safety measures, in, on, or near any Contractor jobsite.

All work and materials shall be in strict accordance with all applicable state, city, county, and federal rules, regulations and codes, with specific attention to the United States Department of Labor Occupational Health and Safety Administration (OSHA) requirements. Contractor shall be solely responsible for compliance with all city, county, and state explosive transport, storage, and blasting requirements and for any damages caused by such operations.

Contractor is hereby informed that work on City property could be hazardous. Contractor shall carefully instruct all personnel working on City property that all conditions of the property are potentially hazardous work areas as to potential dangers and shall provide such necessary safety equipment and instructions as are necessary to prevent injury to

personnel and damage to property. Special care shall be exercised relative to work underground.

In addition to complying with all other safety regulations, Contractor shall abide by any and all other City requirements contained in any specifications, special conditions or manuals, which shall be made available by City upon request.

Contractor shall provide and maintain all necessary safety equipment such as fences, barriers, signs, lights, walkways, guards, and fire prevention and fire-fighting equipment and shall take such other action as is required to fulfill its obligations under this section. It is the intent of the City to provide a safe working environment under normal conditions. CONTRACTOR IS ADVISED THAT CITY'S OPERATIONS AND PROPERTY ARE INHERENTLY HAZARDOUS BECAUSE OF CONDITIONS SUCH AS CONFINED SPACES, POTENTIALLY EXPLOSIVE ATMOSPHERES, AND POSSIBLE EXPOSURE TO PATHOGENS.

Contractor shall maintain all portions of the jobsite in a neat, clean, and sanitary condition at all times. If required by the City, toilets shall be furnished by Contractor where needed for use of its employees and their use shall be strictly enforced. Contractor shall not use the City's existing sanitary facilities, unless previously authorized by the City.

Contractor shall keep adequate first aid facilities and supplies available and instruction in first aid for its employees shall be given.

City reserves the right to require that Contractor bring onto the project or engage the services of a licensed safety engineer at any time during the term of this Agreement. If Contractor does not have a licensed safety engineer on staff, then City may require that Contractor engage a subcontractor or subconsultant as the project's safety engineer. Contractor shall bear all costs in connection with meeting the requirements of this section.

**Section 4. INSURANCE REQUIREMENTS.** Before fully executing this Agreement, Contractor, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Contractor shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's bid. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Contractor shall maintain all required insurance listed herein for the duration of this Agreement.

**4.1 Workers' Compensation.**

**4.1.1 General Requirements.** Contractor shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Contractor may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents, and subcontractors.

**4.1.2 Submittal Requirements.** To comply with Subsection 4.1, Contractor shall submit the following:

- a. Certificate of Workers' Compensation Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

**4.2 Commercial General and Automobile Liability Insurance.**

**4.2.1 General Requirements.** Contractor, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired, or borrowed by the Contractor.
- c. Contractor hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Contractor agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**4.2.4 Submittal Requirements.** To comply with Subsection 4.2, Contractor shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

**4.3 Cyber Liability Insurance.**

**4.3.1 General Requirements.** Consultant, at its own cost and expense, shall maintain cyber liability insurance for the term of this Agreement in an amount not less than \$1,000,000.00 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress; invasion of privacy violations; information theft; damage to or destruction of electronic information; release of private information; alteration of electronic information; extortion; and network security. The policy

shall provide coverage for liabilities for financial loss resulting or arising from acts, errors, or omissions, in rendering technology services:

- Violation or infringement of any right of privacy, including breach of security and breach of security/privacy laws, rules or regulations globally, now or hereinafter constituted or amended;
- Data theft, damage, unauthorized disclosure, destructions, or corruption, including without limitation, unauthorized access, unauthorized use, identity theft, theft of personally identifiable information or confidential City information in whatever form, transmission of a computer virus or other type of malicious code; and participation in a denial of service attack on third party computer systems;
- Loss or denial of service;
- No cyber terrorism exclusion;

Such coverage must include technology/professional liability including breach of contract, privacy and security liability, privacy regulatory defense and payment of civil fines, payment of credit card provider penalties, and breach response costs, including without limitation, notification costs, forensic analysis, credit protection services, call center services, identity theft protection services, and crisis management/public relations services.

**4.3.2 Claims-Made Limitations.** The following provisions shall apply if the cyber liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained, and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

**4.3.3 Additional Requirements.** A certified endorsement to include contractual liability shall be included in the policy.

**4.3.4 Submittal Requirements.** To comply with Subsection 4.4, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

**4.4 All Policies Requirements.**



**4.4.1 Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

**4.4.2 Verification of Coverage.** Prior to beginning any work under this Agreement, Contractor shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Contractor by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Contractor beginning work, it shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

**4.4.3 Deductibles and Self-Insured Retentions.** Contractor shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**4.4.4 Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

**4.4.5 Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

**4.4.6 Subcontractors.** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**4.5 Submittal of Proof of Insurance Coverage.** All certificates of insurance and original endorsements effecting coverage required in this Section 4 must be electronically submitted through the City's online insurance document management program, Ebix. Contractor shall comply with all requirements provided by City related to the Ebix program.

**4.6 Remedies.** In addition to any other remedies City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES.** Contractor shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Contractor's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Contractor shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Contractor's services under this Agreement, however, the cost to defend charged to Contractor shall not exceed Contractor's proportionate percentage fault.

The Contractor's obligation to defend and indemnify shall not be excused because of the Contractor's inability to evaluate Liability or because the Contractor evaluates Liability and determines that the Contractor is not liable to the claimant. The Contractor must respond within 30 days, to the tender of any claim for defense and indemnity by the City, unless this time has been extended by the City. If the Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Contractor under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Contractor accepts or rejects the tender of defense, whichever occurs first.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Contractor to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

If this Agreement involved construction or maintenance then all provisions of this Agreement pursuant to which Contractor agrees to indemnify the City against liability for damages arising out of bodily injury to persons or damage to property relative to the construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, road, or other structure, project, development, or improvement attached to real estate, shall not apply to damages caused by or resulting from the active or sole negligence or willful misconduct of the City. The indemnifications provided herein shall not be limited to damages, compensation or benefits payable under insurance policies, workers' compensation acts, disability benefit acts, or other employees' benefit acts.

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## **Section 6. STATUS OF CONTRACTOR.**

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Contractor shall be an independent contractor and shall not be an employee of City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Contractor Not an Agent.** Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

## **Section 7. LEGAL REQUIREMENTS.**

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Contractor and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Contractor and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Contractor represents and warrants to City that Contractor and its

employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Contractor and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

- 7.5 Nondiscrimination and Equal Opportunity.** Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

Contractor shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

**Section 8. TERMINATION AND MODIFICATION.**

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Contractor.

Contractor may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Contractor shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Contractor delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Contractor or prepared by or for Contractor or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Contractor understands and agrees that, if City grants such an extension, City shall have no obligation to provide Contractor with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Contractor for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

- 8.4 Assignment and Subcontracting.** City and Contractor recognize and agree that this Agreement contemplates personal performance by Contractor and is based upon a determination of Contractor's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Contractor. Contractor may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Contractor shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Contractor.** If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
  - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Contractor pursuant to this Agreement;
  - 8.6.3** Retain a different contractor to complete the work described in Exhibit A not finished by Contractor; or
  - 8.6.4** Charge Contractor the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Contractor pursuant to Section 2 if Contractor had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 Records Created as Part of Contractor's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Contractor prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Contractor hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Contractor agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 Contractor's Books and Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents

evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.

- 9.3 Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Contractor to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

**Section 10. MISCELLANEOUS PROVISIONS.**

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Conflict of Interest.** Contractor may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Contractor in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Contractor shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Contractor hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Contractor was an employee, agent, appointee, or official of the City in the previous 12 months, Contractor warrants that it did not participate in any manner in the forming of this Agreement. Contractor understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Contractor will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Contractor will be required to reimburse the City for any sums paid to the Contractor. Contractor understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

- 10.7 Solicitation.** Contractor agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.8 Contract Administration.** This Agreement shall be administered by Lars Halle ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

- 10.9 Notices.** Any written notice to Contractor shall be sent to:  
Mr. Allen Moy  
Pacific Coast Farmers Market Association  
5060 Commercial Circle, Suite A  
Concord, CA 94520  
allenmoy@pcfma.org

Any written notice to City shall be sent to:  
Lars Halle  
Office of Business Development, City of San Leandro  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577  
Phone: (510) 577-3311  
Email: [lhalle@sanleandro.org](mailto:lhalle@sanleandro.org)

With a copy to:  
City of San Leandro  
Department of Finance  
c/o Purchasing Agent  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

**10.10 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C, and D represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	COVID-19 Compliance Requirements
<u>Exhibit D</u>	Market Site Plan

**10.11 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**10.12 Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Contractor's signature below Contractor certifies that Contractor, and any parent entities, subsidiaries, successors or subunits of Contractor are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

**SIGNATURES ON FOLLOWING PAGE**



The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

DocuSigned by:  
*Fran Robustelli*  
C063C023AF624E3

\_\_\_\_\_  
Frances Robustelli, City Manager

PACIFIC COAST FARMERS MARKET ASSN.

DocuSigned by:  
*Allen Moy*  
44604B63CD1D46C...

\_\_\_\_\_  
Allen Moy, Executive Director

Attest:

DocuSigned by:  
*Kelly B. Clancy*  
E21D2CC0C7E54D6

\_\_\_\_\_  
Kelly Clancy, Acting City Clerk

\_\_\_\_\_  
Consultant's DIR Registration Number  
(if applicable)

Budget Approved:

DocuSigned by:  


Approved as to Fiscal Authority:

DocuSigned by:  
*Mayette Bailey*  
CFC80F52127D423

\_\_\_\_\_  
Michael Yuen, Finance Director

010-41-003-5120  
\_\_\_\_\_  
Account Number

Approved as to Form:

DocuSigned by:  
*Richard Pio Roda*  
7B41538F6D5F470...

\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

DocuSigned by:  
*Tom Liao*  
FA2C94E0C46947B...

\_\_\_\_\_  
Tom Liao, Community Development Director

## EXHIBIT A

### SCOPE OF SERVICES

PCFMA is a nonprofit organization and is tax-exempt under Section 501(c)(5) of the Internal Revenue Code. It operates certified farmers' markets, as defined in Section 47004(a) of the California Food and Agriculture Code, throughout the San Francisco Bay Area. Such markets offer consumers a wide variety of farm fresh and other complementary products and serve as essential community gathering spaces.

#### 1. Market Operations

##### 1.1 Operations Generally

PCFMA will have sole responsibility and authority for Market planning and operations. This means that, subject to and as may be supplemented by additional terms, if any, PCFMA will have sole responsibility and authority to: (a) recruit, select, discipline, and remove California certified agricultural producers, artisans, entertainers, nonprofit organizations, and other vendors and providers at the Market (together, "Market Participants"); (b) determine product, service, and entertainment offerings at the Market; (c) determine and modify Market layout; (d) assign Market Participants to specific locations; (e) interpret and apply Market Rules (as defined in Section 3.7); (f) determine PCFMA's Market promotion and marketing activities as set out in Section 5.3; and (g) make decisions about all other matters arising in the course of Market operations.

##### 1.2 Market Manager

PCFMA will designate a single market manager ("Market Manager") responsible for day-to-day Market operations, including overseeing Market set-up and cleanup, monitoring Market Participant compliance with the Market Rules (as defined in Section 1.7), and addressing logistics or other problems as they may arise on a Market Day. PCFMA will notify City if PCFMA changes its Market Manager. Additional Market Managers or Assistant Market Managers will be added as needed.

##### 1.3 Equipment, Supplies, Labor, and Expenses

Except for equipment and supplies that are the responsibility of individual Market Participants and as otherwise provided by this Agreement, PCFMA will: (a) provide all equipment, tables, signs, and supplies it needs to operate the Market; (b) be responsible for hiring, monitoring, and paying for any personnel PCFMA engages in Market operations; and (c) be responsible for all other expenses, fees, and charges incurred by PCFMA relating to Market operations, including, without limitation, expenses for marketing and insurance.

##### 1.4 Signage

PCFMA may display signs and banners on the Market Site ("Site") each Market Day advertising the Market and directing customers and Market Participants.

##### 1.5 Community Programs

PCFMA will manage community organization and local merchant access programs at the Market, if any.

##### 1.6 Market Cancellations by PCFMA

In line with its responsibility for Market operations, PCFMA may decide, based on weather conditions, air

quality, or other factors, to not open the Market or to close the Market early on any Market Day. PCFMA will try to give City advance notice and in any case will notify City of any such decision.

### **1.7 Market Rules**

PCFMA maintains comprehensive market rules and regulations (“Market Rules”). The Market Rules cover, among other things: application, admission, and selling requirements for agricultural producer, non-agricultural producer, and artisan vendors; market management; stall space assignment; and signage, labeling, and sampling requirements. PCFMA will operate the Market in accordance with the Market Rules. It may amend the Market Rules at any time at its discretion. PCFMA will provide City with a copy of the most current Market Rules upon request.

### **1.8 Compliance with Law**

PCFMA in operating the Market will act with due care and in compliance with applicable law including, without limitation, provisions of the California Food and Agriculture Code governing certified farmers’ markets, local ordinances, and other applicable laws.

### **1.9 Permits and Licenses**

PCFMA will be solely responsible for obtaining and maintaining necessary permits and licenses relating to its activities in operating the Market. The Market Rules provide that individual Market Participants are responsible for obtaining needed permits and licenses for their own operations.

### **1.10 Access**

PCFMA will have access to the Site as shown in Exhibit D from 2 hours before the posted opening time of the Market until 1 hour after the posted closing time of the Market, each day the Market is scheduled to operate.

## **2. Site Responsibilities**

### **2.1 Site Set-up and Take-down**

PCFMA will be solely responsible for the set-up and take-down of the Market on each Market Day.

### **2.2 Portable Bathroom Units**

In accordance to count and state Health codes, portable bathroom unit shall be place in a designated location. These units shall be dropped off and picked up on the same day as the market.

### **2.3 Noise**

PCFMA will make reasonable efforts to ensure that noise levels associated with entertainers and Market operators generally are appropriate and do not conflict with other events that may be occurring near the Site.

## **3. Marketing and Publicity**

### **3.1 Market Name**

PCFMA will advertise and promote the Market using the market name **Downtown San Leandro Farmers Market**. City will not use the name of the Market in connection with any farmers’ market other than the Market without PCFMA’s prior written approval.

### **3.2 Market Branding**

PCFMA will use its branding (“PCFMA Branding”) for the Market. Such branding, including typography, layout, intended format, and color choices, reflects the branding used by PCFMA in operation of all of its farmers’ markets. For marketing consistency, to the extent City produces promotional materials for the Market, City will use PCFMA Branding elements and otherwise design its materials in a manner consistent with PCFMA Branding as determined by PCFMA in its sole discretion. City will not use PCFMA Branding elements, or any other branding that is substantially similar to PCFMA Branding, at or in connection with any other farmers’ market or event sponsored by City and not operated by PCFMA.

### **3.3 Market Promotion**

PCFMA will advertise and promote the Market as it determines appropriate in line with its experience as a market operator. PCFMA and City may use the other’s name and logo in line with the other’s brand guidelines, if any. PCFMA and City may provide information about Market operations—including days, hours, location, vendors, product and entertainment offerings, and similar matters—on their websites, marketing materials, posters, vendor and other applications, social media, and other marketing or outreach-oriented materials. Each of PCFMA and City will own signage, banners, or other materials it may develop in connection with such marketing activities.

### **3.4 Trademarks**

PCFMA and City acknowledge that: (a) any right or approval under this Agreement to use the other’s logo or other trademarks is non-exclusive, non-sublicensable, non-transferable, and revocable; (b) the other party will remain the sole and exclusive owner of all right, title, and interest in its marks and branding including, in PCFMA’s case, PCFMA Branding; and (c) any and all goodwill in the other party’s marks will inure solely to the benefit of the other party. Neither PCFMA nor City will combine the other’s marks with any other mark, word, symbol, or design. PCFMA and Sponsor will use the other’s marks only in the form specified by the other party and comply with reasonable trademark use guidelines that the other may provide.

### **3.5 Photography and Video at the Site**

PCFMA and City may film, record, photograph, and otherwise document Market activities taking place at the Site. Such images and recordings may be used in PCFMA and City’s marketing activities under Section 5.3 and otherwise for archival, external communication, and other purposes. Neither PCFMA nor City will be entitled to receive any payment from the other for any such use.

### **3.6 Special Events**

City will inform PCFMA of special or seasonal events (e.g., food, holiday, health, and farm-related) sponsored by City and taking place on or near the Site, and invite PCFMA to participate when appropriate. PCFMA may in its discretion decide whether to participate.

## **4. Communication and Reporting**

### **4.1 Contact Persons**

PCFMA and City will each appoint one individual to act as the principal contact person (“Primary Contact”) and to coordinate activities in connection with the Market. PCFMA and City may each change its Primary Contact at any time by written notice to the other party.

#### **4.2 Concerns and Complaints**

For efficiency and clarity, if City has questions or concerns about Market operations, including any concerns about individual Market Participants or recurring complaints from consumer about the Market, or if PCFMA has concerns about City's marketing activities or other matters, each will direct such questions and concerns initially only to the other's Primary Contact. If City's concerns relate to real-time health or safety issues on a Market Day, City should contact the Market Manager.

#### **4.3 Cooperation**

PCFMA and City will cooperate with each other in connection with the Market, including: (a) carrying out their respective obligations on a timely basis; (b) keeping each other advised about potential issues; (c) promptly responding to e-mail, text, and phone messages from the other party; and (d) providing one another with information and documents as may be appropriate in connection with Market activities.

#### **4.4 Market Reporting**

PCFMA will provide City with periodic reports about Market operations addressing Market attendance and other relevant matters. PCFMA and City may also provide other reports and information as they may agree.

#### **4.5 General Reporting**

PCFMA will notify the City promptly of: (a) any change in the Market Manager for the Market; (b) permanent revocation of PCFMA's tax-exempt status; (c) any filing by PCFMA of a proceeding under any bankruptcy or insolvency law; (d) any governmental action, legal proceeding, revocation of a permit, or other development that has or could have a material adverse effect on PCFMA's financial condition or otherwise materially affect its ability to carry out its obligations under the Agreement; or (e) any loss, disruption or substantive change in the PCFMA insurance coverages required under this Agreement.

## **EXHIBIT B**

### **COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES**

Compensation will be made to PCFMA annually for the current Agreement in the amount of \$6,000.00.  
Compensation will be paid on October 31, 2023.

## EXHIBIT C

### REQUIREMENTS RELATED TO THE COVID-19 PANDEMIC AND THE CITY OF SAN LEANDRO'S EMERGENCY DECLARATION

The novel coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization. The City of San Leandro is currently in a local emergency and state of emergency due to the COVID-19 pandemic.

COVID-19 is extremely contagious, and is believed to spread mainly from person-to-person contact, through touched surfaces, and in airborne particles. As a result, federal, state, and local governments, including the City of San Leandro, and federal, state, county, and local health agencies recommend social distancing and additional cleaning protocols to limit the spread of the disease. The City has taken steps and put in place preventative measures recommended by federal, state, county, and local health agencies to reduce the spread of COVID-19. These measures include steps each person must take to prevent the spread of COVID-19 and include, but are not limited to, requiring face coverings, frequent hand washing and/or use of hand sanitizer, social distancing where possible, limiting of person-to-person contact, frequent cleanings of high-touch surfaces, and avoiding entering any building if they have COVID-19 symptoms.

Contractor shall obey all local orders and abide by all applicable preventative measures recommended by federal, state, county and local health agencies and any preventative measures specifically implemented by the City. This includes, but is not limited to, the guidance for best construction practices published by California Department of Public Health and Cal OSHA, Alameda County Order 20-14a Appendix B1 (Updated Small Construction Safety Protocol), and Appendix B2 (Updated Large Construction Safety Protocol), and all other applicable orders and guidance promulgated by federal, state, and local government agencies. In addition, Contractor agrees when entering any City buildings, Contractor will follow all COVID-19 related signage, wear a face covering, follow all social distancing protocols, and abide by any other COVID-19 preventative measure that are in place when performing the services described in this Agreement. Contractor shall also adhere to any subsequently communicated COVID-19 preventative measures as directed by City staff. The COVID-19 preventative measures are subject to change over time, and Contractor shall maintain knowledge of and adhere to the current COVID-19 preventative measures when interacting with City employees, officials, volunteers, agents, and representatives, when entering City buildings, and while performing the services described in this Agreement.

**EXHIBIT D**  
**MARKET SITE PLAN**

Attached



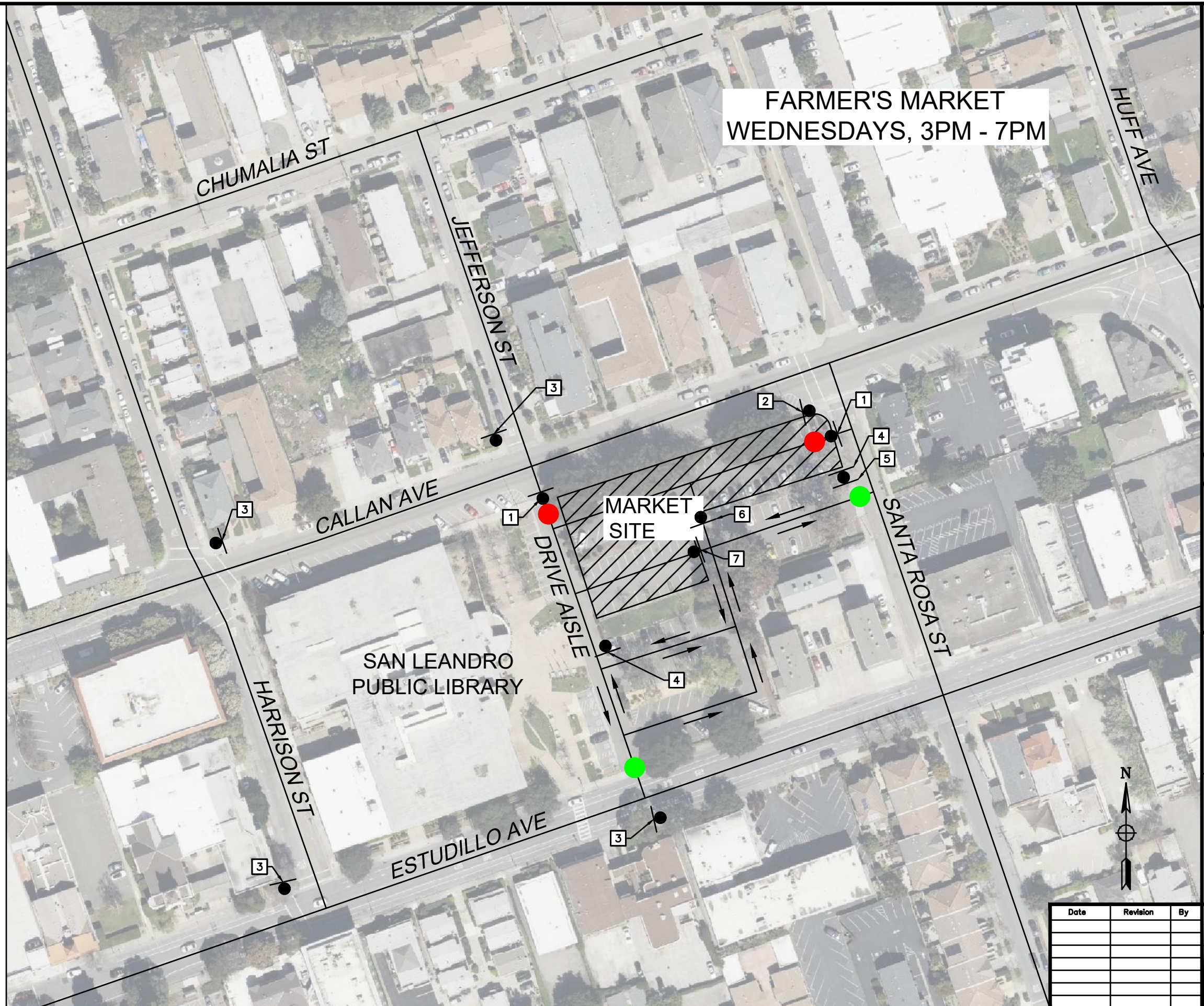
**NOTES:**

1. FARMER'S MARKET IS SCHEDULED FOR WEDNESDAYS FROM 3PM TO 7PM.
2. SIGNS TO BE MOUNTED ON TEMPORARY BARRICADES APPROVED BY THE CITY OF SAN LEANDRO.
3. SEE CALIFORNIA SIGN SPECIFICATION DRAWING C26 FOR GENERAL SIGN LAYOUT OF CUSTOM SIGN NUMBER 1. DIRECTIONAL ARROW PER CALIFORNIA SIGN SPECIFICATION DRAWING G34.
4. SEE MUTCD STANDARD HIGHWAY SIGN LAYOUT DRAWING M4-9 FOR GENERAL SIGN LAYOUT OF CUSTOM SIGN NUMBERS 4 AND 5.
5. ALL SIGNS SHALL HAVE BLACK LETTERING ON RETROREFLECTIVE BACKGROUNDS.

NO.	QUANTITY	MUTCD (CA) NO.	SIGN
1	2	MODIFIED C26 (CA)	
2	1	M4-9(R)	
3	4	M4-9(L)	
4	2	MODIFIED M4-9 (R)	
5	1	MODIFIED M4-9 (L)	
6	1	R3-5 (R)	
7	1	R3-5 (L)	

**LEGEND:**

- SIGN ON BARRICADE
- SIGN NUMBER
- DIRECTIONAL ARROW
- DRIVEWAY TO REMAIN OPEN
- DRIVEWAY TO BE CLOSED



**Whitlock & Weinberger**  
 Transportation, Inc.  
 7901 Oakport Street, Suite 1500  
 Oakland, CA 94621  
 (510) 444-2600

DESIGNED BY: NGB  
 CHECKED BY: SMF  
 DATE: 3-24-22

STEVEN M. FITZSIMONS P.C.E. NO. 36435

CALLAN AVE/ESTUDILLO AVE  
 FARMER'S MARKET  
 SAN LEANDRO, CA

DETOUR PLAN

Date	Revision	By	SCALE
			NTS
			DATE: 3/2/22
			JOB NO. SLE014-12
			DRAWING NUMBER
			1 OF 1

Mar 02, 2022 - 4:40pm

### Certificate Of Completion

Envelope Id: 1914F0144D76485DB4B5A58AA4C3D153	Status: Completed
Subject: Complete with DocuSign: PCFMA - 2023 Farmers Market - NPSA.pdf	
Source Envelope:	
Document Pages: 25	Signatures: 6
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Stamps: 1
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Lars Halle
	835 E 14th St
	San Leandro, CA 94577
	lhalle@sanleandro.org
	IP Address: 192.83.149.200

### Record Tracking

Status: Original	Holder: Lars Halle	Location: DocuSign
1/13/2023 8:20:00 AM	lhalle@sanleandro.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of San Leandro	Location: DocuSign

### Signer Events

Allen Moy  
 allenmoy@pcfma.org  
 Executive Director  
 Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
 44604B63CD1D46C...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 96.90.214.93

### Timestamp

Sent: 1/13/2023 8:24:19 AM  
 Resent: 1/13/2023 10:54:44 AM  
 Viewed: 1/13/2023 10:55:48 AM  
 Signed: 1/13/2023 10:56:58 AM

### Electronic Record and Signature Disclosure:

Accepted: 1/13/2023 8:29:35 AM  
 ID: c5bae609-e9da-48fe-92a2-c4f2abdbfbf9

Richard Pio Roda  
 rpioroda@meyersnave.com  
 Principal  
 Signing Group: City Attorney  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 7B41538F6D5F470...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 206.169.145.130

Sent: 1/13/2023 10:57:03 AM  
 Viewed: 1/17/2023 12:15:29 PM  
 Signed: 1/17/2023 12:17:13 PM

### Electronic Record and Signature Disclosure:

Accepted: 1/17/2023 12:15:29 PM  
 ID: 7f0af819-8c5b-4964-a223-c3487d7621dd

Mayette Bailey  
 mbailey@sanleandro.org  
 Signing Group: Finance Available Funds Check  
 Security Level: Email, Account Authentication (None)

**Completed**  
 Using IP Address: 192.83.149.200

Sent: 1/17/2023 12:17:16 PM  
 Viewed: 1/24/2023 8:08:36 AM  
 Signed: 1/25/2023 9:25:01 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/1/2022 9:01:21 AM  
 ID: 3f00e764-6354-490c-8670-e07332d02d45

Mayette Bailey  
 mbailey@sanleandro.org  
 Signing Group: Finance Director  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 CFC89F52127D423...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 192.83.149.200

Sent: 1/25/2023 9:25:06 AM  
 Viewed: 1/25/2023 9:25:26 AM  
 Signed: 1/25/2023 9:25:41 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/1/2022 9:01:21 AM  
 ID: 3f00e764-6354-490c-8670-e07332d02d45

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Tom Liao  
 tliao@sanleandro.org  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 FA2C94E0C46947B...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 192.83.149.200

Sent: 1/25/2023 9:25:45 AM  
 Viewed: 1/25/2023 10:57:01 AM  
 Signed: 1/25/2023 10:57:17 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/24/2020 7:37:06 PM  
 ID: 66451328-d8e3-4b00-801f-2b5d10faf4e3

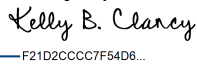

Fran Robustelli  
 frobustelli@sanleandro.org  
 City Manager  
 Signing Group: City Manager  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 C063C023AF624E3...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 76.14.57.186

Sent: 1/25/2023 10:57:21 AM  
 Viewed: 1/25/2023 11:03:01 AM  
 Signed: 1/25/2023 11:03:14 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/25/2023 11:03:01 AM  
 ID: 9d4515c8-3669-495e-8161-5f7e15d5486d

Kelly B. Clancy  
 kclancy@sanleandro.org  
 Acting City Clerk  
 City of San Leandro  
 Signing Group: City Clerk  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 F21D2CCCC7F54D6...  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.158.15.24

Sent: 1/25/2023 11:03:19 AM  
 Viewed: 1/25/2023 4:32:58 PM  
 Signed: 1/25/2023 4:33:14 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Megan Ororke  
 mororke@sanleandro.org  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 1/25/2023 4:33:20 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent      Hashed/Encrypted      1/13/2023 8:24:19 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Updated	Security Checked	1/13/2023 10:54:36 AM
Envelope Updated	Security Checked	1/13/2023 10:54:36 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Envelope Updated	Security Checked	1/13/2023 10:54:37 AM
Certified Delivered	Security Checked	1/25/2023 4:32:58 PM
Signing Complete	Security Checked	1/25/2023 4:33:14 PM
Completed	Security Checked	1/25/2023 4:33:20 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of San Leandro (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact City of San Leandro:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [clerk@sanleandro.org](mailto:clerk@sanleandro.org)

To contact us by paper mail, please send correspondence to:

City of San Leandro

835 E 14th St

San Leandro, 94577

**To advise City of San Leandro of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [tbatalla@sanleandro.org](mailto:tbatalla@sanleandro.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from City of San Leandro**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [clerk@sanleandro.org](mailto:clerk@sanleandro.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number.

**To withdraw your consent with City of San Leandro**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [clerk@sanleandro.org](mailto:clerk@sanleandro.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of San Leandro as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of San Leandro during the course of your relationship with City of San Leandro.