

CONTRACT ~~MA-080-11010376~~
BETWEEN
THE COUNTY OF ORANGE
AND
~~WILLDAN~~ ANDERSONPENNA PARTNERS, INC.
FOR
NEIGHBORHOOD PRESERVATION ON-CALL CODE ENFORCEMENT SERVICES

THIS Contract ~~N1000009820~~ ~~MA-080-11010376~~ for Neighborhood Preservation On-Call Code Enforcement Services, (hereinafter referred to as "Contract") is made and entered into as of the date fully executed by and between the County of Orange, OC Public Works, a political subdivision of the State of California, (hereinafter referred to as "County") and AndersonPenna Partners, Inc., with a place of business at 2401 E. Katella Ave., Suite 300, Anaheim, CA 92806 309 Agate Street, Laguna Beach, California 92651 (hereinafter referred to as "Contractor"), with County and Contractor sometimes individually referred to as ("Party"), or collectively referred to as ("Parties").

RECITALS

~~WHEREAS, it is the desire of the County to obtain Contractor and County are entering into a Contract for Neighborhood Preservation On-Call Code Enforcement Services; and,~~

WHEREAS, the Contractor responded to the County-issued Statement of Qualifications ("SOQ") solicitation offering the complete scope of services as requested in the solicitation, and Contractor has represented that its proposed services shall meet or exceed the County's requirements and specifications as set forth herein with highly qualified and experienced personnel dedicated to provide said services to the County; and,

~~WHEREAS, Contractor provided a quote and represented that it is qualified to provide on call code enforcement services, as further set forth herein; and~~

WHEREAS, Contractor agrees to provide on-call code enforcement services as more specifically described in the Scope of Work, attached hereto as Attachment A and incorporated herein; and,

WHEREAS, County agrees to pay Contractor the fees as further set forth more specifically described in Contractor's submitted Pricing, attached hereto as Attachment B and incorporated herein;

WHEREAS, upon commencement and completion of all services as set forth herein and agreed to by the Parties, Contractor shall assume all responsibilities and obligations inherent with providing Neighborhood Preservation On-Call Code Enforcement Services;

ARTICLES

NOW, THEREFORE, the Parties mutually agree as follows:

1. **Scope of Services Contract:** This Contract, including attachment(s) ~~A and B~~ specifies the contractual terms and conditions by which the Contractor will provide ~~on-call code enforcement~~ services as under a usage contract, inclusive of, but not limited to, the requirements set forth and incorporated herein by this reference in the Scope of Work identified as Attachment A to this Contract.
2. **Term of Contract:** This Contract is an interim contract and shall be effective shall commence upon execution of all authorized necessary signatures. This contract will stay in effect until such time, or approval by the County Board of Supervisors, approves the award of

~~a contract based on SOQ's that were solicited in a bidding process, whichever occurs later, and shall continue for one (1) year from that date unless otherwise terminated as provided herein. This Contract may be renewed upon expiration of the initial term, for four (4) additional one-year periods, upon mutual agreement of both Parties. The County is not obligated to give a reason or notice if it elects not to renew. Renewal amendments may require approval of the County Board of Supervisors. Contractor must provide on-call code enforcement services to the satisfaction of the County.~~

~~3. Interpretation of Contract (49C): In the event of a conflict or question involving the provisions of any part of this contract, interpretation and clarification as necessary shall be determined by the County Deputy Purchasing Agent (DPA). If disagreement exists between the Contractor and the County DPA in interpreting the provision(s), final interpretation and clarification shall be determined by the County Purchasing Agent or his designee.~~

4. **3. Contingency of Fundings (21B):** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

4. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. The Contractor agrees to supply services and/or commodities requested, as needed by the County of Orange, at prices listed in the Contract, regardless of quantity requested.

5. **Precedence:** The Contract documents consist of this Contract and attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the attachments.

6. **Contractor's Project Manager and Key Personnel:** Contractor shall appoint a Project Manager, as specified in Article 23, to act as liaison between the County and the Contractor during the term of this Contract and to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County's Project Manager, which consent shall not be unreasonably withheld.

The Contractor's Project Manager and Key Personnel shall be assigned to this Contract for the duration of this Contract and shall diligently pursue all work and services to meet the project time lines. Contractor's Key Personnel are those individuals who report directly to the Contractor's Project Manager.

7. **County's Project Manager:** The County shall appoint a Project Manager, as specified in Article 23, to act as liaison between the County and the Contractor during the term of this Contract. The County's Project Manager shall coordinate the activities of the County staff assigned to work with the Contractor.

The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager and Key Personnel under this Contract. The County's Project Manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within 14 calendar days after written notice by the County's Project Manager. The County is not required to provide any reason, rationale or additional factual information if it elects to request any specific Contractor Project Manager or Key Personnel

be removed from performing services under this Contract. The County's Project Manager shall review and approve the appointment of the replacement for the Contractor's Project Manager and Personnel. Said approval shall not be unreasonably withheld.

- ~~5. Correspondence to Buyer (9B):~~ Any correspondence related to the terms, prices and conditions of this Contract must be directed to the RDMD Purchasing division to the attention of the County DPA. Correspondence not directed through the County DPA for resolution will not be regarded as valid.
- ~~6. Contractor's Power and Authority (101):~~ The Contractor warrants that it has the full power and authority to grant the rights herein granted and will hold the County hereunder harmless from and against any loss, cost, liability and expense, including reasonable attorney fees, arising out of any breach of this warranty. Further, the Contractor avers that it will not enter into any arrangement with any third party which might abridge any rights of the County under this Contract.
7. ~~8.~~ **Conflict of Interest (76B):** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor's employees, agents, and relatives; sub-tier ~~Consultants~~ Contractors; and third parties associated with accomplishing work and services hereunder. The Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County.
9. **Expenditure Limit:** The Contractor shall notify the County Project Manager in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless an amendment to cover those costs has been issued and been approved by the Orange County Board of Supervisors.
10. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.
11. **Contractor's Records:** Contractor shall keep an accurate record of time expended by Contractor in the performance of this Contract. Such record shall be available for periodic inspection by the County at reasonable times. Such records will be retained for four (4) years after the expiration or termination of this Contract.
- ~~8.~~ ~~12.~~ **Child Support Enforcement Requirements (73):** Contractor is required to comply with the child support enforcement requirements of the County. Failure of the Contractor to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the Contract. Failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of the Contract.

13. **Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press contacts, including graphic display information to be published in newspapers, magazines, etc., are to be administered only after County approval.

14. **News/Information Release:** The Contractor agrees that it will not issue any news releases or make any contact with the media in connection with either the award of this Contract or any subsequent amendment of, or effort under this Contract. Contractors must first obtain review and approval of said media contact from the County through the County's Project Manager. Any requests for interviews or information received by the media should be referred directly to the County. Contractors are not authorized to serve as a media spokespersons for County projects without first obtaining permission from the County's Project Manager.

15. **Reports/Meetings:** The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Contract. The County's Project Manager and the Contractor's Project Manager will meet at a County designated location to discuss the Contractor's performance and progress under this Contract, at the request of the County's Project Manager. If requested by County, the Contractor's Project Manager and other project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this Contract.

16. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract, shall constitute a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

- a. Afford the Contractor written notice of the breach and ten calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
- b. Discontinue payment to the Contractor for and during the period in which the Contractor is in breach and offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.
- c. Terminate the Contract immediately without penalty.

9. 17. **Contract Disputes (98A):** The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's ~~Supervisor~~ Project Manager and the County's Project Manager, as specified in Article 16. "Notices" such matter shall be brought to the attention of the County Deputy Purchasing Agent (DPA), as specified in Article 23 by way of the following process:

- a. The Contractor shall submit to the County DPA a written demand for a final decision regarding the disposition of any dispute between the Parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.

- b. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
- c. Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract. Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County DPA Purchasing Agent or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. ~~The County's final decision shall be conclusive and binding regarding the dispute unless the Contractor commences action in a court of competent jurisdiction to contest such decision within 90 days following the date of the County's final decision or one year following the accrual of the cause of action, whichever is later.~~

18. Stop Work: The County may, at any time, by written stop work order to the Contractor, require the Contractor to stop all or any part of the work called for by this Contract for a period of 90 working days after the stop work order is delivered to the Contractor and for any further period to which the Parties may agree. The stop work order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the stop work order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within a period of 90 working days after a stop work order is delivered to the Contractor or within any extension of that period to which the Parties shall have agreed, the County shall either:

1. Cancel the stop work order; or
2. Terminate the Contract in whole or in part in writing as soon as feasible. The County is not required to provide thirty (30) days notice of the termination of the Contract to Contractor if a stop work has been issued.

19. Orderly Termination: Upon termination or other expiration of this Contract, each Party shall promptly return to the other Party all papers, materials, and other properties of the other held by each for purposes of execution of the Contract. In addition, each Party will assist the other Party in orderly termination of this Contract and the transfer of all assets, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each Party.

20. Errors and Omissions: All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Project Manager and personnel prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents

submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.

21. Ownership of Documents: The County has permanent ownership of all directly connected and derivative materials produced under this Contract by the Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become, and remain, the sole property of the County and may be used by the County as it may require without additional cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Contractor without the express written consent of the County.

~~**10. Contractor Bankruptcy/Insolvency (99):** If the Contractor should be adjudged bankrupt or should have a general assignment for the benefit of its creditors or if a receiver should be appointed on account of the Contractor's insolvency, the County may terminate this Contract.~~

22. Title to Data: All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.

~~11.~~ **23. Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the ~~parties' project managers'~~ County's Project Manager and Contractor's Project Manager routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

County: ~~RDMD/Environmental Resources~~
OC Public Works/OC Planning
Attn: Michael Wellborn, Project Manager
300 N. Flower St., ~~Room 183,~~ 3rd Floor, #308
Santa Ana, CA 92703
Phone: 714.834.2486
Michael.Wellborn@ocpw.ocgov.com

cc: ~~RDMD/Purchasing and Contracts~~
OC Public Works/Purchasing
~~Attn: Rena Krystle, County DPA~~
Attn: Kathleen Kasten, DPA
300 N. Flower St., 8th Floor, Suite 838
Santa Ana, CA 92703
Phone: 714.834.3937
Kathleen.Kasten@ocpw.ocgov.com

Contractor: ~~Willdan~~
AndersonPenna Partners, Inc.
Attn: Lisa M. Penna, PE
2401 E. Katella Ave., Suite 300
~~Anaheim, ca 92806~~
309 Agate Street
Laguna Beach, CA 92651
Phone: 949.922.2800
lpenna@andpen.com

24. Health and Safety Provisions: Caution shall be exercised at all times for the protection of persons, including employees, and property. The safety provisions of applicable laws and building and construction codes shall be observed. Work, materials, and equipment used, shall comply with the Occupational Safety & Health Administration (OSHA) requirements, and federal and state safety orders.

The Contractor shall have (at the work site) copies of, or suitable extracts of, "General Industry Safety Orders" issued by the California State Division of Industrial Safety. The Contractor shall comply with the provisions of these and all other applicable laws, ordinances, and regulations.

~~12.~~ **25. Governing Law and Venue (A):** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.

~~13.~~ **26. Entire Contract (B):** This Contract, including Attachments A, B and C which are attached hereto and incorporated herein by this reference, when accepted by the Contractor either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire Contract between the Parties with respect to the matters herein and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or his designee.

~~14.~~ **27. Amendments (C):** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties; no oral understanding or agreement not incorporated herein shall be binding on either of the Parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.

~~15.~~ **28. Taxes (D):** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. ~~All prices shall include any applicable sales taxes.~~

~~16.~~ **29. Delivery (E):** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or description, or services that do not conform to the prescribed Scope of Work. Acceptance of any part of the order for goods shall not bind County to accept future shipments, nor deprive it of the right to return goods already

accepted, at Contractor's expense. Overshipments and undershipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods, or services, have actually been received and accepted in writing by County.

17. ~~30.~~ **Acceptance/Payment (F):** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after services have been provided.

~~18. **Warranty (G):** Contractor expressly warrants that the goods/services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in paragraph "32" below, and as more fully described in paragraph "32", harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.~~

31. **Warranty:** Contractor expressly warrants that the goods/services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in paragraph "40" below, and as more fully described in paragraph "40", harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

19. ~~32.~~ **Patent/Copyright Materials/Proprietary Infringement (H):** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph ~~"40"~~ ~~"32"~~ below, it shall indemnify, defend and hold County and County Indemnities harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.

20. ~~33.~~ **Assignment or Subcontracting (I):** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned or subcontracted by Contractor without the express written consent of County. Any attempt by Contractor to assign or sub-contract the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall prevail and the terms of any subcontract shall incorporate by reference and not conflict with the

terms of this Contract. At the discretion of the County Project Manager, the County reserves the right to communicate directly with the subcontractor(s) on any aspect of the Contract.

~~21.~~ **34. Non-Discrimination (J):** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to all the penalties imposed for a violation of Anti-Discrimination Law or regulation, including but not limited to, Section 1720 et seq. of the California Labor Code.

~~22.~~ **35. Termination (K):** In addition to any other remedies or rights it may have by law ~~and those set forth in this Contract~~, the County has the right to terminate this Contract without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of Contract, any misrepresentation or fraud on the part of the Contractor. Exercise by ~~the~~ County of its right to terminate the Contract shall relieve the County of all further obligations ~~under this Contract~~.

~~23.~~ **36. Consent to Breach Not Waiver (L):** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

~~24.~~ **37. Remedies Not Exclusive (M):** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.

~~25.~~ **38. Independent Contractor (N):** Contractor shall be considered an independent Contractor and ~~not~~ neither the Contractor, its employees, nor anyone working for Contractor under this Contract shall be considered an agent or an employee of County. Neither the Contractor, employees nor anyone working for the Contractor under this Contract shall qualify for workers' compensation or other fringe benefits of any kind through County.

~~26.~~ **39. Performance (O):** Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.

~~27.~~ **40. Indemnification and Insurance (P):** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a

court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

Insurance Provisions: Prior to the provisions of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor’s expense and to deposit with the County Certificates of Insurance, including all endorsements required herein, necessary to satisfy the Country that the insurance provisions of this Contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

All insurance policies required by this Contract shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductibles shall be clearly stated on the Certificate of Insurance.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer: The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier).

Minimum insurance company ratings as determined by the most current edition of the **Best’s Key Rating Guide/Property-Casualty/United States or ambest.com** shall be A-(Secure Best’s Rating) and VIII (Financial Size Category).

If the carrier is a non-admitted carrier in the state of California, CEO/Office of Risk Management retains the right to approve or reject carrier after a review of the company’s performance and financial ratings.

This policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
Commercial General Liability with broad form property damage and contractual liability	\$1,000,000 combined single limit per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers’ Compensation	Statutory
Employers’ Liability Insurance	\$1,000,000 per occurrence

All liability insurance required by this Contract shall be at least \$1,000,000 combined single limit per occurrence. The minimum aggregate limit for the Commercial General Liability policy shall be \$2,000,000.

The County of Orange shall be added as additional insured on all insurance policies required by this Contract with respect to work done by the Contractor under the terms of this Contract (except Worker’s Compensation/Employers’ Liability). An additional insured endorsement

evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.

All insurance policies required by this Contract shall be primary insurance, and any insurance maintained by the County of Orange shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that the Contractor's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability.

All insurance policies required by this Contract shall give the County of Orange 30 days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate.

~~SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.~~

All insurance policies required by this Contract shall waive all rights to subrogation against the County of Orange and members of the County's Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting in the scope of their appointment or employment.

The Commercial General Liability policy shall contain a severability of interests clause.

The Contractor is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with the provisions of that code. The Contractor will comply with such provisions and shall furnish the County satisfactory evidence that the Contractor has secured, for the period of this Contract, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of \$1,000,000 per occurrence.

Insurance certificates should be forwarded to the agency/department address listed on the solicitation. If the Contractor fails to provide the insurance certificates and endorsements within seven days of notification by County, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract.

~~28.~~ ~~41.~~ **Bills and Liens (Q):** Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of paragraph ~~“40”~~ ~~“32”~~ above, indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.

~~29.~~ ~~42.~~ **Changes (R):** Contractor shall make no changes in the work or perform any additional work without the County’s specific written approval.

~~30.~~ ~~43.~~ **Change of Ownership (S):** Contractor agrees that if there is a change or transfer in ownership of Contractor’s business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor’s duties and obligations contained in this Contract and complete them to the satisfaction of County.

~~31.~~ ~~44.~~ **Force Majeure (T):** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.

~~32.~~ ~~45.~~ **Confidentiality (U):** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor’s staff, agents and employees.

~~33.~~ ~~46.~~ **Compliance with Laws (V):** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor’s expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively “laws”), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph ~~“32”~~ ~~“40”~~ above, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

~~34.~~ ~~47.~~ **Freight (F.O.B. Destination) (W):** Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.

~~35.~~ ~~48.~~ **Pricing (X):** The Contract price, as more fully set forth in Attachment B, shall include full compensation for providing all required goods in accordance with required specifications, or services as specified herein or when applicable, in the **Scope of Work** ~~Contractors Pricing~~ attached to this Contract, and no additional compensation will be allowed therefore, unless otherwise provided for in this Contract.

~~36.~~ ~~49.~~ **Waiver of Jury Trial (Y):** Each Party acknowledges that it is aware of and has had the opportunity to seek advise of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters

whatsoever arising out of or in any way connected with this Contract and /or any other claim of injury or damage.

37. ~~50.~~ **Terms and Conditions (Z):** Contractor acknowledges that it has read and agrees to all terms and conditions included in this Contract.

38. ~~51.~~ **Headings (AA):** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

39. ~~52.~~ **Severability (BB):** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

40. ~~53.~~ **Calendar Days (CC):** Any reference to the word “day” or “days” herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

41. ~~54.~~ **Attorneys Fees (DD):** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney’s fees, costs and expenses.

42. ~~55.~~ **Interpretation (EE):** This Contract has been negotiated at arm’s length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Contract.

43. ~~56.~~ **Authority (FF):** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

57. Audits/Inspections: Contractor agrees to permit the County’s Auditor-Controller or the Auditor-Controller’s authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of contractor for the purpose of auditing or inspecting any aspect of performance under this contract. The inspection and/or audit will be confined to those matters connected with the performance of the contract including, but not limited to, the costs of administering the contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the contractor’s records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably

have information related to such records. Further, contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this contract.

Should the contractor cease to exist as a legal entity, the contractor's records pertaining to this agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County's Project Manager.

44. ~~58.~~ Employee Eligibility Verification (GG): The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the dates shown below their respective signatures below.

~~Willdan~~ **ANDERSONPENNA PARTNERS, INC.***
a California Corporation

By _____

By _____

Print
Name _____

Print
Name _____

Title _____
Corporate Officer

Title _____
Corporate Officer

Date _____

Date _____

COUNTY OF ORANGE
a political subdivision of the State of California

By _____

Print
Name _____

Title _____

Date _____

APPROVED AS TO FORM:
County Counsel

By _____
Deputy

Date _____

* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.

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ATTACHMENT A SCOPE OF WORK ~~To Provide Code Enforcement Services~~ ON-CALL CODE ENFORCEMENT SERVICES

~~Contractor shall provide code enforcement field inspections in accordance with this Attachment A, "Scope of Work" and Attachment B, "Contractor's pricing". Inspections will consist of the backlog as well as peak overflow cases. Each site will be reviewed for conformance with the Orange County Codified Ordinances. The scope of work includes but is not limited to the following:~~

- ~~• Reviews for compliance with local ordinances related to zoning, building and nuisance violations.~~
- ~~• Determines property ownership through county provided software system or title search.~~
- ~~• Photographs, measures and documents all pertinent facts of the case.~~
- ~~• Records and attaches all data obtained to the County's code enforcement database.~~
- ~~• Prepares Notices of Violations or Administrative Citations when necessary.~~
- ~~• Communicates effectively to resolve issues with property owners and seeks to gain voluntary compliance.~~
- ~~• Prepares required documentation for legal action.~~
- ~~• Testifies in court proceedings when required.~~
- ~~• Utilizes the Computer system to review Zoning and Building records.~~

~~Any work performed that is not listed above, may not be paid for, unless expressly approved in writing, by the County Project Manager, and a modification to the Contract is issued by the Deputy Purchasing Agent.~~

I. OBJECTIVE

~~The Contractor shall be required to furnish qualified personnel that will provide on-call code enforcement services to the County. The services to be provided shall consist of the furnishing, within Forty-Eight (48) hours of notification, qualified personnel for the reviewing, processing, and closing of code enforcement cases related to zoning, building, grading, nuisance, and property maintenance violations within the unincorporated areas of Orange County.~~

~~In addition, services shall involve review of case files, inspection of properties, filing notices and complaints against violators, documenting, and preparing violation cases for the District Attorney's Office and/or County Counsel, and testifying in court. Zoning, building, grading, nuisance, and property maintenance codes/ordinances are the regulatory foundation under which these violations will be processed.~~

II. SCOPE

~~Contractor shall furnish code enforcement support staff that will provide the following services:~~

Exhibit C

1. Reviews and studies local codes and ordinances related to zoning, building, grading, nuisance, and property maintenance;
2. Investigates violations of County zoning, building, grading, nuisance, and property maintenance laws, filing complaints against violators, and testifying in court if necessary;
3. Performs field surveys and investigates complaints of possible zoning, building, grading, nuisance and property maintenance code violations. Recognizes the need for, and implements appropriate remedial action/s to correct said violations;
4. Performs and documents inspections to determine the validity of the complaints, and to identify conformance to the applicable codes and ordinances;
5. Takes photographs and necessary measurements and gathers all pertinent facts from the parties involved;
6. Prepares and issues Notice of Violation, Letters of Non-Compliance and when necessary, citations;
7. Requests title searches, records or removes violation notices on titles, and ensures that legal requirements have been met;
8. Communicates effectively to resolve issues with property and business owners; guide and persuade uncooperative individuals to comply with ordinances, and seeks to gain voluntary compliance;
9. Utilizes a computerized permitting database system supplied by the County. Training on this system shall be provided by the County;
10. Maintains records of inspections and enforcement of efforts; researches and compiles data for each case; prepares required documentation for legal actions; testifies in court proceedings regarding code violations, performs follow-up actions as needed to gain compliance;
11. Confers with related agencies and County departments on disposition of complaints and code violations; prepares detailed and specialized written reports and correspondence related to code enforcement inspections, violations, and other activities that are adequate for use by the District Attorney and County Counsel in the prosecution of violations;
12. Provides an array of services such as helping permit technicians with the processing of permits needed to correct code violations, handling customer needs over the phone and in person, and maintaining records;
13. Provides other professional code enforcement support services as determined by County's Project Manager.

III. MINIMUM QUALIFICATIONS

Contractor staff shall possess general knowledge of:

1. State and local regulations pertinent to land use/zoning, building, grading, nuisance and property maintenance, and some knowledge of the principles and practices of urban

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planning. Specific knowledge of the Orange County Zoning Code, planned communities, Specific Plans, codified ordinances and Local Coastal Plans preferred;

2. Geography of the unincorporated areas of Orange County, including locations and layout of streets;
3. Customer service techniques and principles;
4. Methods for overcoming hostility.

Ability to:

1. Read and interpret land use, building, grading, and property maintenance codes, and apply this knowledge to specific problems (including interpreting ordinances and regulations for the public);
 2. Prepare and maintain concise, comprehensive records, reports, and appropriately document investigations;
 3. Establish and maintain effective working relations with County employees, and the public in potentially adverse conditions;
 4. Provide excellent customer service; treat the public diplomatically and with respect;
 5. Follow oral and written instructions (including policies and procedures);
1. Speak and write clearly and logically;
 2. Adhere to a flexible work schedule.

Certification, Education, Experience, Training:

1. PC 832 (law enforcement certificate issued by the Sheriff Dept.);
2. Valid Class C California Driver's License. Contractor shall provide own transportation and cell phone;
3. High School diploma or equivalent;
4. Previous coursework or training related to the procedures of code enforcement is preferred;
5. Responsible enforcement-oriented public contract work experience.

Environmental Conditions, Physical Tasks:

1. When work is performed in the office, the incumbent will sit for periods of time and use a computer keyboard and screen;
2. When work is performed on-site in field, the incumbent may be exposed to the elements, stand, walk, kneel, crouch, twist, bend, and reach.

IV. COUNTY SUPPLIED ITEMS

~~588030~~ 588402

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OC Public Works shall supply Contractor code enforcement support staff the following:

1. Office Space with desk
2. Office Supplies
3. Desk Telephone
4. Facsimile machine
5. Computer and database
6. Parking Access

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ATTACHMENT B CONTRACTOR'S PRICING

1. **Compensation:** This is an all-inclusive, firm fixed price Contract between County and Contractor for code enforcement field inspections as set forth in Attachment "A" Scope of Work.

Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performance by the Contractor of all its duties and obligations hereunder. Contractor shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work. County shall have no obligation to pay any sum in excess of the total Contract amount specified below

2. **Fees and Charges:** County will pay the following fees in accordance with the provisions of this Contract.

Billing rate for contract employee: _____ \$60.00 per hour, including burden and benefits.
Mileage rate: _____ 50.5 cents per mile. (When county vehicle is not available for
contracted officer)

Total contract shall not exceed \$95,000.00.

3. **Payments:** Billing shall cover services not previously invoiced. Payments made by County shall not preclude the right of County from thereafter disputing any services involved or billed under this Contract and shall not be construed as acceptance of any part of the services.

4. **Invoice Submittal:** The Contractor will provide an invoice on Contractor's letterhead for services rendered. Each invoice will have a number and will include the following information:

1. Contractor's name and address
2. Contractor's remittance address (if different from above)
3. Name of County agency department
4. County Contract number
5. Service date(s)
6. Service description (as specified above)
7. Contractor's Federal I. D. number
8. Total

Invoices are submitted in arrears of services provided to the address specified below. Payment will be net 30 days after receipt of an invoice in a format acceptable to County of Orange. The responsibility for providing an acceptable invoice to County for payment rests with Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction. County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor Controller for processing of payment.

5. **Submit invoices to:**

_____ County of Orange/Code Enforcement
_____ 300 N. Flower Street, room 183
_____ Santa Ana, Ca 92703
_____ Attention: Michael Wellborn

- I. **Compensation:** This is an all-inclusive, usage Contract between the County and Contractor for On-Call Code Enforcement Services, as set forth in Attachment A, "Scope of Work". The Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, insurance, vehicles, equipment, tools, materials, overhead, travel, etc. required, for any reasonably unforeseen difficulties which may arise

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or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work. **The County shall have no obligation to pay any sum in excess of the Hourly Rates specified herein below unless authorized by amendment in accordance with Paragraphs 28 and 43 of the County Contract Terms and Conditions.**

II. Pricing: Payment shall be made in accordance with the provisions of this Contract. Partial progress payments may be allowed at the discretion of the County's Project Manager. Payment shall be as follows:

i. Hourly Rate and Classification/Title (including burden and benefits)*:

Classification/Titles	Hourly Rate
Senior Code Enforcement Officer	\$60.00
Code Enforcement Officer	\$55.00

** The County shall pay the fixed hourly rate for Contractor staff time only while on assigned service calls or while conducting business related to this Contract on County premises.*

ii. Mileage Rate (per mile): \$ 0.51/mile

iii. Total Contract Amount Shall Not Exceed: \$ 275,000**

*** No guarantee is given by the County to Contractor regarding usage of this Contract. Contractor agrees to provide services, as needed by the County, at the fixed hourly rate, irrespective of frequency of requested services.*

III. Price Increases/Decreases: No price increases will be permitted during the first period of the Contract. All price decreases will automatically be extended to the County. The County requires bona fide proof of cost increases on Contracts prior to any price adjustment. A minimum of ninety (90) days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The County may enforce, adjust, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor's profit will not be allowed.

IV. Firm Discount and Pricing Structure: Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

V. Contractor's Expense: The Contractor shall be responsible for providing reliable transportation and cell phones/field communication equipment for Contractor staff during the performance of work and services under this Contract. The Contractor shall be responsible for mileage costs to and from the Contractor's office location (County will only pay for mileage to and from the County's Santa Ana office while Contractor staff are on assigned service calls).

VI. Payment Terms: Invoices are to be submitted in monthly arrears, after services have been completed, to the address specified below. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange. Invoices shall be verified and approved by the County and subject to routine processing requirements. The responsibility for providing an acceptable

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invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the contract requirements. Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this contract and shall not be construed as acceptance of any part of the goods or services.

VII. Invoicing Instructions: The Contractor will provide an invoice on the Contractor's letterhead. Each invoice will have a unique number and will include the following information:

- a. Contractor's name and address
- b. Contractor's remittance address, if different from (a), above
- c. Name of County agency/department
- d. Delivery/service address
- e. Contract number
- f. Service Date
- g. Description of Services
- h. Total
- i. Taxpayer ID number

Invoices and support documentation are to be forwarded to:

OC Public Works
Purchasing and Contract Services
Attn: Accounts Payable
300 N Flower, 8th Fl.
Santa Ana, CA 92703

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ATTACHMENT C STAFFING PLAN

1. KEY PERSONNEL TO PERFORM CONTRACT DUTIES

Name	Classification/Designation	Years of Experience	Certifications & Licenses
Terry Cox	Senior Code Enforcement Officer	13 years	California PC 832, EPA Watershed Management Certification, Southern California Association of Code Enforcement Officials (SCACEO) Basic, Intermediate and Advanced, International Conference of Building Officials, California Joint Powers Insurance Authority
Bruce Dunams	Senior Code Enforcement Officer	16 years	CA PC 832, SCACEO Basic, Intermediate, Advanced and Supervisorial Certifications
Ed Nicholls	Code Enforcement Officer	25 years	CA PC 832, SCACEO Basic, Intermediate, Advanced and Supervisorial Certifications
Dirk Voss	Code Enforcement Officer	23 years	CA PC 832, Green Building, SCACEO Basic, Intermediate, Advanced and Supervisorial Certifications
Glenn Vargas	Code Enforcement Officer	11 years	CA PC 832, SCACEO Basic, Intermediate, Advanced and Supervisorial Certifications

Contractor understands that those individuals represented as assigned to the project must remain working on the project throughout the duration of the project unless otherwise requested or approved by the County. Substitution or addition of Contractor's Key Personnel in any given classification/title shall be allowed only with prior written approval of the County Project Manager. During the term of this Contract, Contractor shall maintain a business office in Southern California.

The Contractor may reserve the right to involve other Contractor personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/classification required. Assignment of additional key personnel shall be subject to the County written approval. County reserves the right to have any of Contractor personnel removed from providing services to County under this Contract. The County is not required to provide any reason for the request for removal of any Contractor personnel.