



City Clerk Document No. \_\_\_\_\_

City Council Meeting Date: March 24, 2022

**CITY OF CHANDLER SERVICES AGREEMENT  
ELECTRICAL MAINTENANCE, REPAIR AND INSTALLATION  
CITY OF CHANDLER AGREEMENT NO. BF2-910-4446**

THIS AGREEMENT (Agreement) is made and entered into by and between the City of Chandler, an Arizona municipal corporation (City), and Hampton Tedder Technical Services, an Arizona corporation (Contractor), (City and Contractor may individually be referred to as Party and collectively referred to as Parties), made \_\_\_\_\_, 2022 (Effective Date).

**RECITALS**

A. On or about November 23, 2021, the City issued a solicitation for electrical maintenance, repair and installation services. Under the solicitation, the City proposes to enter into six related agreements for electrical maintenance, repair and installation services in various amounts for the prices set forth in each electrical maintenance, repair and installation services agreement. Although the amount and type of electrical maintenance, repair and installation services purchased by the City may vary, the total sum for all six electrical maintenance, repair and installation services agreements must not exceed \$1,550,000.

B. City proposes to purchase electrical maintenance, repair and installation services from Contractor as more fully described in Exhibit A, which is attached to and made a part of this Agreement by this reference.

C. Contractor is ready, willing, and able to provide the goods or services described in Exhibit A for the compensation and fees set forth and as described in Exhibit B, which is attached to and made a part of this Agreement by this reference.

D. City desires to contract with the Contractor to provide these goods or services under the terms and conditions set forth in this Agreement.

**AGREEMENT**

**NOW, THEREFORE,** in consideration of the premises and the mutual promises contained in this Agreement, City and Contractor agree as follows:

**SECTION I: DEFINITIONS**

For purposes of this Agreement, the following definitions apply:

**Agreement** means the legal agreement executed between the City and the Contractor

**City** means the City of Chandler, Arizona

**Contractor** means the individual, partnership, or corporation named in the Agreement

**Days** means calendar days

**May, Should** means something that is not mandatory but permissible

**Shall, Will, Must** means a mandatory requirement

## **SECTION II: CONTRACTOR'S SERVICES**

Contractor must perform in accordance with Exhibit A to the City's satisfaction within the terms and conditions of this Agreement and within the care and skill that a person who provides similar goods services in Chandler, Arizona exercises under similar conditions. All goods or services furnished by Contractor under this Agreement must be performed in a skilled and workmanlike manner. Unless authorized by the City in writing, all fixtures, furnishings, and equipment furnished by Contractor as part of the goods or services under this Agreement must be new, or the latest model, and of the most suitable grade and quality for the intended purpose of the goods or services.

## **SECTION III: PERIOD OF SERVICE**

The term of the Agreement is one year, and begins on April 1, 2022 and ends on March 31, 2023 unless sooner terminated in accordance with the provisions of this Agreement. The City and the Contractor may mutually agree to extend the Agreement for up to four additional terms of one year each, or portions thereof. The City reserves the right, at its sole discretion, to extend the Agreement for up to 60 days beyond the expiration of any extension term.

## **SECTION IV: PAYMENT OF COMPENSATION AND FEES**

Unless amended in writing by the Parties, Contractor's compensation and fees must not exceed the unit prices and amounts as more fully described in Exhibit B for performance approved and accepted by the City under this Agreement. Contractor must submit requests for payment for goods or services approved and accepted during the previous billing period and must include, as applicable, detailed invoices and receipts, a narrative description of the tasks accomplished during the billing period, a list of any deliverables submitted, and any subcontractor's or supplier's actual requests for payment plus similar narrative and listing of their work. Payment for those goods or services negotiated as a lump sum will be made in accordance with the percentage of the goods furnished or services completed during the preceding billing period. Goods or services negotiated as a not-to-exceed fee will be paid in accordance with the goods furnished or services completed during the preceding month. All requests for payment must be submitted to the City for review and approval. The City will make payment for approved and accepted goods or services within 30 days of the City's receipt of the request for payment. Contractor bears all responsibility and liability for any and all tax obligations that result from Contractor's performance under this Agreement.

## **SECTION V: GENERAL CONDITIONS**

5.1 Records/Audit. Records of the Contractor's direct personnel payroll, reimbursable expenses pertaining to this Agreement and records of accounts between the City and Contractor must be kept on the basis of generally accepted accounting principles and must be made available to the City and its auditors for up to three years following the City's final acceptance of the goods or services under this Agreement. The City, its authorized representative, or any federal agency, reserves the right to audit Contractor's records to verify the accuracy and appropriateness of all cost and pricing data, including data used to negotiate this Agreement and any amendments. The City reserves the right to decrease the total amount of Agreement

price or payments made under this Agreement or request reimbursement from the Contractor following final contract payment on this Agreement if, upon audit of the Contractor's records, the audit discloses the Contractor has provided false, misleading, or inaccurate cost and pricing data. The Contractor will include a similar provision in all of its contracts with subcontractors providing goods or services under the Agreement Documents to ensure that the City, its authorized representative, or the appropriate federal agency, has access to the subcontractors' records to verify the accuracy of all cost and pricing data. The City reserves the right to decrease Contract price or payments made on this Agreement or request reimbursement from the Contractor following final payment on this Agreement if the above provision is not included in subcontractor agreements, and one or more subcontractors refuse to allow the City to audit their records to verify the accuracy and appropriateness of all cost and pricing data. If, following an audit of this Agreement, the audit discloses the Contractor has provided false, misleading, or inaccurate cost and pricing data, and the cost discrepancies exceed 1% of the total Agreement billings, the Contractor will be liable for reimbursement of the reasonable, actual cost of the audit.

5.2 Alteration in Character of Work. Whenever an alteration in the character of work results in a substantial change in this Agreement, thereby materially increasing or decreasing the scope of work, cost of goods, cost of performance, or Project schedule, the goods or services will be performed as directed by the City. However, before any modified work is started, a written amendment must be approved and executed by the City and the Contractor. Such amendment must not be effective until approved by the City. Additions to, modifications, or deletions from this Agreement as provided herein may be made, and the compensation to be paid to the Contractor may accordingly be adjusted by mutual agreement of the Parties. It is distinctly understood and agreed that no claim for extra work done or materials furnished by the Contractor will be allowed by the City except as provided herein, nor must the Contractor do any work or furnish any materials not covered by this Agreement unless such work is first authorized in writing. Any such work or materials furnished by the Contractor without prior written authorization will be at Contractor's own risk, cost, and expense, and Contractor hereby agrees that without written authorization Contractor will make no claim for compensation for such work or materials furnished.

5.3 Termination for Convenience. The City and the Contractor hereby agree to the full performance of the covenants contained herein, except that the City reserves the right, at its discretion and without cause, to terminate or abandon any purchase or service provided for in this Agreement, or abandon any portion of the Project for which the Contractor has performed. In the event the City abandons or suspends the purchase or services, or any part of the purchase or services as provided in this Agreement, the City will notify the Contractor in writing and immediately after receiving such notice, the Contractor must discontinue advancing the work specified under this Agreement. Upon such termination, abandonment, or suspension, the Contractor must deliver to the City all drawings, plans, specifications, special provisions, estimates and other work entirely or partially completed, together with all unused materials supplied by the City. The Contractor must appraise the goods or services Contractor has completed and submit Contractor's appraisal to the City for evaluation. The City may inspect the Contractor's goods or services to appraise the status completed. The Contractor will receive compensation in full for goods provided or services performed to the date of such termination. The fee will be paid in accordance with Section IV of this Agreement, and as mutually agreed upon by the Contractor and the City. If there is no mutual agreement on payment, the final determination will be made in accordance with the Disputes provision in this Agreement. However, in no event may the payment exceed the payment set forth in this Agreement nor as amended in accordance with Alteration in Character of Work. The City will make the final payment within 60 days after the Contractor has delivered the last of the partially completed items and the Parties agree on

the final payment. If the City is found to have improperly terminated the Agreement for cause or default, the termination will be converted to a termination for convenience in accordance with the provisions of this Agreement.

**5.4 Termination for Cause.** The City may terminate this Agreement for Cause upon the occurrence of any one or more of the following events: in the event that (a) the Contractor fails to perform pursuant to the terms of this Agreement, (b) the Contractor is adjudged a bankrupt or insolvent, (c) the Contractor makes a general assignment for the benefit of creditors, (d) a trustee or receiver is appointed for Contractor or for any of Contractor's property (e) the Contractor files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or similar laws, (f) the Contractor disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or (g) the Contractor fails to cure default within the time requested. Where Agreement has been so terminated by City, the termination will not affect any rights of City against Contractor then existing or which may thereafter accrue.

**5.5 Indemnification.** The Contractor (Indemnitor) must indemnify, defend, save and hold harmless the City and its officers, officials, agents and employees (Indemnatee) from any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys' fees and costs of claim processing, investigation and litigation) (Claims) caused or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of the Contractor or any of its owners, officers, directors, agents, employees, or subcontractors in connection with this Agreement. This indemnity includes any claim or amount arising out of or recovered under workers' compensation law or on account of the failure of the Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Contractor must indemnify Indemnatee from and against any and all Claims, except those arising solely from Indemnatee's own negligent or willful acts or omissions. The Contractor is responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Agreement, the Contractor agrees to waive all rights of subrogation against Indemnatee for losses arising from or related to this Agreement. The obligations of the Contractor under this provision survive the termination or expiration of this Agreement.

**5.6 Insurance Requirements.** Contractor must procure insurance under the terms and conditions and for the amounts of coverage set forth in Exhibit C against claims that may arise from or relate to performance of the work under this Agreement by Contractor and its agents, representatives, employees, and subcontractors. Contractor and any subcontractors must maintain this insurance until all of their obligations have been discharged, including any warranty periods under this Agreement. These insurance requirements are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The City in no way warrants that the minimum limits stated in Exhibit C are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Agreement by the Contractor, the Contractor's agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

**5.7 Cooperation and Further Documentation.** The Contractor agrees to provide the City such other duly executed documents as may be reasonably requested by the City to implement the intent of this Agreement.

5.8 Notices. Unless otherwise provided, notice under this Agreement must be in writing and will be deemed to have been duly given and received either (a) on the date of service if personally served on the party to whom notice is to be given, or (b) on the date notice is sent if by electronic mail, or (c) on the third day after the date of the postmark of deposit by first class United States mail, registered or certified, postage prepaid and properly addressed as follows:

**For the City**

Name: Saranna Davidson  
 Title: Procurement Officer  
 Address: 175 S. Arizona Avenue  
 Chandler, AZ 85225  
 Phone: 480.782.2406  
 Email: saranna.davidson@chandleraz.gov

**For the Contractor**

Name: Linc McNitt  
 Title: Vice President  
 Address: 3747 W. Roanoke Ave.  
 Phoenix, AZ 85009  
 Phone: 484.967.7765  
 Email: linc.mcnitt@hamptonedder.com

5.9 Successors and Assigns. City and Contractor each bind itself, its partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party in respect to all covenants of this Agreement. Neither the City nor the Contractor may assign, sublet, or transfer its interest in this Agreement without the written consent of the other party. In no event may any contractual relation be created between any third party and the City.

5.10 Disputes. In any dispute arising out of an interpretation of this Agreement or the duties required not disposed of by agreement between the Contractor and the City, the final determination at the administrative level will be made by the City Purchasing and Materials Manager.

5.11 Completeness and Accuracy of Contractor's Work. The Contractor must be responsible for the completeness and accuracy of Contractor's services, data, and other work prepared or compiled under Contractor's obligation under this Agreement and must correct, at Contractor's expense, all willful or negligent errors, omissions, or acts that may be discovered. The fact that the City has accepted or approved the Contractor's work will in no way relieve the Contractor of any of Contractor's responsibilities.

5.12 Withholding Payment. The City reserves the right to withhold funds from the Contractor's payments up to the amount equal to the claims the City may have against the Contractor until such time that a settlement on those claims has been reached.

5.13 City's Right of Cancellation. The Parties acknowledge that this Agreement is subject to cancellation by the City under the provisions of Section 38-511, Arizona Revised Statutes (A.R.S.).

5.14 Independent Contractor. For this Agreement the Contractor constitutes an independent contractor. Any provisions in this Agreement that may appear to give the City the right to direct the Contractor as to the details of accomplishing the work or to exercise a measure of control over the work means that the Contractor must follow the wishes of the City as to the results of the work only. These results must comply with all applicable laws and ordinances.

5.15 Project Staffing. Prior to the start of any work under this Agreement, the Contractor must assign to the City the key personnel that will be involved in furnishing goods or performing services prescribed in the Agreement. The City may acknowledge its acceptance of such personnel to furnish goods or perform services under this Agreement. At any time hereafter that the Contractor desires to change key personnel while performing under the Agreement, the Contractor must submit the qualifications of the new personnel to the City for prior approval. The Contractor will maintain an adequate and competent staff of qualified persons, as may be determined by the City, throughout the performance of this Agreement to ensure acceptable and timely completion of the Scope of Work. If the City objects, with reasonable cause, to any of the Contractor's staff, the Contractor must take prompt corrective action acceptable to the City and, if required, remove such personnel from the Project and replace with new personnel agreed to by the City.

5.16 Subcontractors. Prior to beginning the work, the Contractor must furnish the City for approval the names of subcontractors to be used under this Agreement. Any subsequent changes are subject to the City's written prior approval.

5.17 Force Majeure. If either party is delayed or prevented from the performance of any act required under this Agreement by reason of acts of God or other cause beyond the control and without fault of the Party (financial inability excepted), performance of that act may be excused, but only for the period of the delay, if the Party provides written notice to the other Party within ten days of such act. The time for performance of the act may be extended for a period equivalent to the period of delay from the date written notice is received by the other Party.

5.18 Compliance with Federal Laws. Contractor understands and acknowledges the applicability of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989 to it. The Contractor agrees to comply with these laws in performing this Agreement and to permit the City to verify such compliance.

5.19 No Israel Boycott. By entering into this Agreement, Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of the Agreement, not to engage in a boycott of Israel as defined by state statute.

5.20 Legal Worker Requirements. A.R.S. § 41-4401 prohibits the City from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, Contractor agrees Contractor and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with § 23-214, subsection A. A breach of this warranty will be deemed a material breach of the Agreement and may be subject to penalties up to and including termination of the Agreement. City retains the legal right to inspect the papers of any Contractor's or subcontractor's employee who provides goods or services under this Agreement to ensure that the Contractor and subcontractors comply with the warranty under this provision.

5.21 Lawful Presence Requirement. A.R.S. §§ 1-501 and 1-502 prohibit the City from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be

imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships, or limited liability companies.

**5.22 Covenant Against Contingent Fees.** Contractor warrants that no person has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, and that no member of the Chandler City Council, or any City employee has any interest, financially, or otherwise, in Contractor's firm. For breach or violation of this warrant, the City may annul this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

**5.23 Non-Waiver Provision.** The failure of either Party to enforce any of the provisions of this Agreement or to require performance of the other Party of any of the provisions hereof must not be construed to be a waiver of such provisions, nor must it affect the validity of this Agreement or any part thereof, or the right of either Party to thereafter enforce each and every provision.

**5.24 Disclosure of Information Adverse to the City's Interests.** To evaluate and avoid potential conflicts of interest, the Contractor must provide written notice to the City, as set forth in this Section, of any work or services performed by the Contractor for third parties that may involve or be associated with any real property or personal property owned or leased by the City. Such notice must be given seven business days prior to commencement of the services by the Contractor for a third party, or seven business days prior to an adverse action as defined below. Written notice and disclosure must be sent to the City's Purchasing and Materials Manager. An adverse action under this Agreement includes, but is not limited to: (a) using data as defined in the Agreement acquired in connection with this Agreement to assist a third party in pursuing administrative or judicial action against the City; or (b) testifying or providing evidence on behalf of any person in connection with an administrative or judicial action against the City; or (c) using data to produce income for the Contractor or its employees independently of performing the services under this Agreement, without the prior written consent of the City. Contractor represents that except for those persons, entities, and projects identified to the City, the services performed by the Contractor under this Agreement are not expected to create an interest with any person, entity, or third party project that is or may be adverse to the City's interests. Contractor's failure to provide a written notice and disclosure of the information as set forth in this Section constitute a material breach of this Agreement.

**5.25 Data Confidentiality and Data Security.** As used in the Agreement, data means all information, whether written or verbal, including plans, photographs, studies, investigations, audits, analyses, samples, reports, calculations, internal memos, meeting minutes, data field notes, work product, proposals, correspondence and any other similar documents or information prepared by, obtained by, or transmitted to the Contractor or its subcontractors in the performance of this Agreement. The Parties agree that all data, regardless of form, including originals, images, and reproductions, prepared by, obtained by, or transmitted to the Contractor or its subcontractors in connection with the Contractor's or its subcontractor's performance of this Agreement is confidential and proprietary information belonging to the City. Except as specifically provided in this Agreement, Contractor or its subcontractors must not divulge data to any third party without the City's prior written consent. Contractor or its subcontractors must not use the data for any purposes except to perform the services required under this Agreement. These prohibitions do not apply to the following data provided to the Contractor or its subcontractors have first given the required notice to the City: (a) data which was known to the Contractor or its subcontractors

prior to its performance under this Agreement unless such data was acquired in connection with work performed for the City; or (b) data which was acquired by the Contractor or its subcontractors in its performance under this Agreement and which was disclosed to the Contractor or its subcontractors by a third party, who to the best of the Contractor's or its subcontractors knowledge and belief, had the legal right to make such disclosure and the Contractor or its subcontractors are not otherwise required to hold such data in confidence; or (c) data which is required to be disclosed by virtue of law, regulation, or court order, to which the Contractor or its subcontractors are subject. In the event the Contractor or its subcontractors are required or requested to disclose data to a third party, or any other information to which the Contractor or its subcontractors became privy as a result of any other contract with the City, the Contractor must first notify the City as set forth in this Section of the request or demand for the data. The Contractor or its subcontractors must give the City sufficient facts so that the City can be given an opportunity to first give its consent or take such action that the City may deem appropriate to protect such data or other information from disclosure. Unless prohibited by law, within ten calendar days after completion or termination of services under this Agreement, the Contractor or its subcontractors must promptly deliver, as set forth in this Section, a copy of all data to the City. All data must continue to be subject to the confidentiality agreements of this Agreement. Contractor or its subcontractors assume all liability to maintain the confidentiality of the data in its possession and agrees to compensate the City if any of the provisions of this Section are violated by the Contractor, its employees, agents or subcontractors. Solely for the purposes of seeking injunctive relief, it is agreed that a breach of this Section must be deemed to cause irreparable harm that justifies injunctive relief in court. Contractor agrees that the requirements of this Section must be incorporated into all subcontracts entered into by Contractor. A violation of this Section may result in immediate termination of this Agreement without notice.

5.26 Personal Identifying Information-Data Security. Personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, must be secured and protected at all times by Contractor and any of its subcontractors. At a minimum, Contractor must encrypt or password-protect electronic files. This includes data saved to laptop computers, computerized devices, or removable storage devices. When personal identifying information, financial account information, or restricted City information, regardless of its format, is no longer necessary, the information must be redacted or destroyed through appropriate and secure methods that ensure the information cannot be viewed, accessed, or reconstructed. In the event that data collected or obtained by Contractor or its subcontractors in connection with this Agreement is believed to have been compromised, Contractor or its subcontractors must immediately notify the City contact. Contractor agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data and, where applicable, the cost of notifying individuals who may be impacted by the breach. Contractor agrees that the requirements of this Section must be incorporated into all subcontracts entered into by Contractor. It is further agreed that a violation of this Section must be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Agreement without notice. The obligations of Contractor or its subcontractors under this Section must survive the termination of this Agreement.

5.27 Jurisdiction and Venue. This Agreement is made under, and must be construed in accordance with and governed by the laws of the State of Arizona without regard to the conflicts or choice of law provisions thereof. Any action to enforce any provision of this Agreement or to obtain any remedy with respect hereto must be brought in the courts located in Maricopa County, Arizona, and for this purpose, each Party hereby expressly and irrevocably consents to the jurisdiction and venue of such court.



5.28 Survival. All warranties, representations, and indemnifications by the Contractor must survive the completion or termination of this Agreement.

5.29 Modification. Except as expressly provided herein to the contrary, no supplement, modification, or amendment of any term of this Agreement will be deemed binding or effective unless in writing and signed by the Parties.

5.30 Severability. If any provision of this Agreement or the application to any person or circumstance may be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application will not be affected and will be enforceable to the fullest extent permitted by law.

5.31 Integration. This Agreement contains the full agreement of the Parties. Any prior or contemporaneous written or oral agreement between the Parties regarding the subject matter is merged and superseded.

5.32 Time is of the Essence. Time of each of the terms, covenants, and conditions of this Agreement is hereby expressly made of the essence.

5.33 Date of Performance. If the date of performance of any obligation or the last day of any time period provided for should fall on a Saturday, Sunday, or holiday for the City, the obligation will be due and owing, and the time period will expire, on the first day after which is not a Saturday, Sunday or legal City holiday. Except as may otherwise be set forth in this Agreement, any performance provided for herein will be timely made if completed no later than 5:00 p.m. (Chandler time) on the day of performance.

5.34 Third Party Beneficiary. Nothing under this Agreement will be construed to give any rights or benefits in the Agreement to anyone other than the City and the Contractor, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of City and the Contractor and not for the benefit of any other party.

5.35 Conflict in Language. All work performed must conform to all applicable City of Chandler codes, ordinances, and requirements as outlined in this Agreement. If there is a conflict in interpretation between provisions in this Agreement and those in the Exhibits, the provisions in this Agreement prevail.

5.36 Document/Information Release. Documents and materials released to the Contractor, which are identified by the City as sensitive and confidential, are the City's property. The document/material must be issued by and returned to the City upon completion of the services under this Agreement. Contractor's secondary distribution, disclosure, copying, or duplication in any manner is prohibited without the City's prior written approval. The document/material must be kept secure at all times. This directive applies to all City documents, whether in photographic, printed, or electronic data format.

5.37 Exhibits. The following exhibits are made a part of this Agreement and are incorporated by reference:

Exhibit A - Project Description/Scope of Work  
Exhibit B - Compensation and Fees  
Exhibit C - Insurance Requirements  
Exhibit D - Special Conditions

5.38 Special Conditions. As part of the goods furnished or the services Contractor provides under this Agreement, Contractor agrees to comply with and fully perform the special terms and conditions set forth in Exhibit D, which is attached to and made a part of this Agreement.

5.39 Cooperative Use of Agreement. In addition to the City of Chandler and with approval of the Contractor, this Agreement may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.

If required to provide services on a school district property at least five times during a month, Contractor will submit a full set of fingerprints to the school of each person or employee who may provide such service. The District will conduct a fingerprint check in accordance with A.R.S. 41-1750 and Public Law 92-544 of all Contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the District. Additionally, the Contractor will comply with the governing body fingerprinting policies of each individual school district/public entity. Contractor, subcontractors, vendors and their employees will not provide services on school district properties until authorized by the District.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City will not be responsible for any disputes arising out of transactions made by other agencies who utilize this Agreement.

5.40 Non-Discrimination and Anti-Harassment Laws. Contractor must comply with all applicable City, state, and federal non-discrimination and anti-harassment laws, rules, and regulations.

5.41 Licenses and Permits. Beginning with the Effective Date and for the full term of this Agreement, Contractor must maintain all applicable City, state, and federal licenses and permits required to fully perform Contractor's services under this Agreement.

5.42 Warranties. Unless otherwise provided in Exhibit D, the Contractor must furnish a one-year warranty on all work and services performed under this Agreement. Contractor must furnish, or cause to be furnished, a two-year warranty on all fixtures, furnishings, and equipment furnished by Contractor, subcontractors, or suppliers under this Agreement. Any defects in design, workmanship, or materials that do not comply with this Agreement must be corrected by Contractor (including, but not limited to, all parts and labor) at Contractor's sole cost and expense. All written warranties and redlines for as-built conditions must be delivered to the City on or before the City's final acceptance of Contractor's services under this Agreement.

5.43 Liens. The Contractor warrants that the materials supplied under this Agreement are free of liens and will remain free of liens.

5.44 Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the City of the materials, they will be (a) of a quality to pass without objection in the trade under the Agreement description, (b) fit for the intended purposes for which the materials are used, (c) within the variations permitted by the Agreement and are of even kind, quantity, and quality within each unit and among all units, (d) adequately contained, packaged and marked as the Agreement may require, and (e) conform to the Contractor's written promises or affirmations of fact.

5.45 Fitness. The Contractor warrants that any material supplied to City will fully conform to all requirements of the Agreement and all the Contractor's representations, and will be fit for all purposes and uses required by the Agreement.

5.46 Inspection/Testing. The warranties set forth in the Agreement are not affected by the City's inspection or testing of or payment for the materials by the City.

5.47 Packing and Shipping. The Contractor will be responsible for industry standard packing, which conforms to requirements of carrier's tariffs and Interstate Commerce Commission (ICC) regulations. Containers must be clearly marked as to lot number, destination, address, and purchase order number.

5.48 Delivery. All prices are F.O.B. Destination and include all delivery and unloading at the specified destinations. The Contractor will retain title and control of all goods until they are delivered and accepted by the City. All risk of transportation and all related charges will be the responsibility of the Contractor. All claims for visible or concealed damage will be filed by the Contractor. The City will notify the Contractor promptly of any damaged goods and will assist the Contractor in arranging for inspection.

5.49 Risk of Loss. The Contractor will bear all loss of conforming material covered under this Agreement until received by authorized personnel at the location designated in the purchase order or Agreement. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials will remain with the Contractor regardless of receipt.

5.50 Current Products. All products offered in response to this solicitation will be in current and ongoing production; will have been formally announced for general marketing purposes; will be a model or type currently functioning in a user (paying customer) environment and capable of meeting or exceeding all specifications and requirements set forth in the City's solicitation.

5.51 Annual Usage Report. Upon request, the Contractor will furnish to the City an annual usage report delineating the acquisition activity governed by the Agreement. The format of the report will be approved by the City and will disclose the quantity and the dollar value of each agreement item by individual purchasing unit.

5.52 Catalogs/Agreement Price Listing. As applicable, the Contractor will furnish to all requesting departments catalogs at no cost, which will outline agreement prices.

5.53 Emergency Purchases. City reserves the rights to purchase from other sources those items, which are required on an emergency basis and cannot be supplied immediately by the Contractor.

5.54 Non-Exclusive Agreement. This agreement is for the sole convenience of the City of Chandler. The City reserves the right to obtain like goods or services from another source when necessary.

5.55 Budget Approval Into Next Fiscal Year. This Agreement will commence on the Effective Date and continue in full force and effect until it is terminated or expires in accordance with the provisions of this Agreement. The Parties recognize that the continuation of this Agreement after the close of the City's fiscal year, which ends on June 30 of each year, is subject to the City Council's approval of a budget that includes an appropriation for this item as an expenditure. The City does not represent that this budget item will be actually adopted. This determination is solely made by the City Council at the time Council adopts the budget.

**Remainder of this page intentionally blank.**

This Agreement shall be in full force and effect only when it has been approved and executed by the duly authorized City officials.

**FOR THE CITY**

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

Its: Mayor

**FOR THE CONTRACTOR**

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

Its: Vice President

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

## **EXHIBIT A TO AGREEMENT SCOPE OF WORK**

### **1. INTRODUCTION**

1.1. In general, the scope of work for electrical services may include but not be limited to installation, repairs, upgrades, and routine maintenance to include supervision, labor, equipment, materials, tools, and transportation to complete all work. The scope of work will be divided into two major categories: 1) High Voltage Electrical Services and 2) Low Voltage Electrical Services.

1.1.1. High Voltage Electrical Services: Defined as electrical services above 1000 Volts. Contractors bidding on this service must have the ability to work on overhead/underground wires, substations, transformers, and related equipment while energized. The following high voltage repairs and services are listed as minimum, but not limited to:

1.1.1.1. Group 1: Transformers, Addition and/or removal of oil, perform double test, Turn To Ratio test (TTR), Oil analysis/testing, Hypo testing, Mega-ohm testing, On-site gasket fabrication, Relay and Circuit Breaker testing, Switchgear repair/replacement/testing, Substations, maintenance, and repair.

1.1.1.2. Group 2: Underground and overhead cables repair and maintenance, Pole testing, Hardware and ground wire tightening, Pole, and hardware change-out, Transition inspection and repairs (i.e., arrestors, cutouts, fuses, jumpers, and connectors), Down guy/anchor repair and replacement, switching and grounding, Utility notification and coordination as necessary, Manhole entry, cleaning, repair, and manhole (underground) cable work, Distribution panels, repair, inspection, cleaning, and testing.

1.1.1.3. It is understood some of the services listed above cannot be performed by all high voltage service contractors, and therefore shall be subcontracted to a contractor specializing in that field. All subcontractors used under the scope of this contract shall meet all requirements, terms and conditions set forth herein. All subcontracted services shall be warranted by and be the responsibility of the Contractor.

1.1.2. Low Voltage Electrical Services: Defined as below 1000 Volts.

1.1.2.1. Types of Service Work: Air switches, Wire/cable replacement, transformers, switchgear and switchboard assemblies, distribution panels, circuit breakers, grounding systems, panel boards, disconnects, motor control centers, relay cabinets, variable speed drives (VFD), emergency and normal electrical power systems, lighting and lighting control systems, Lighting Retrofits, LED solutions,

daylight harvesting, sports and controls systems, and other associated electrical equipment.

## **2. GENERAL REQUIREMENTS**

- 2.1. Each Contractor assigned to this contract shall have the licenses, tools, equipment, materials, and technical ability to perform such services. Contractor shall provide all labor, supervision, transportation, equipment (including testing and all personal protection equipment), tools, and all effort necessary to make the required electrical systems repairs/retrofits, complete and operational.
- 2.2. Machinery/equipment that will be considered as additional cost and used directly to the electrical industry for the performance of normal electrical services, such as, but not limited to: Backhoes, Jackhammers, Concrete cutters, Excavators, Chain hoists, Man lifts (scissor lifts, forklifts, boom lifts, bucket trucks, etc.) These items (and other approved equipment), if rented from a rental contractor, will be allowed the rental charge plus an administrative mark-up cost per the contract awarded percentage of cost. If owned, the equipment shall be charged per the bid rate in the pricing section.
- 2.3. Contractor will be responsible to source all electrical parts/components/fixtures and equipment necessary in the repair or new installation of electrical and distribution systems. Exceptions may be, if in the best interest of the City, to utilize its own electrical commodity contract to source said supplies.
- 2.4. Replacement parts/fixtures shall be OEM and warranted for two (2) years unless longer warranties are available from manufacturers. All parts and electrical equipment provided by Contractor shall be new, except as otherwise stated on the drawings or specifications. All parts and electrical equipment shall be UL listed when such standards exist for the type of equipment. All electrical equipment and materials shall be furnished by the Contractor and shall be commercial quality and grade and be from a warrantied product line.
- 2.5. All electrical work shall comply with the requirements of the applicable edition of the National Electric Code and State/Local building codes.
- 2.6. All lighting and lighting system devices shall be manufactured, tested, and/or approved under the current applicable codes and standards for: ANSI, ASTM, BICSI, CSA, EIA, FCC, ISO, NEC, NEMA, and UL.
- 2.7. All work performed by the Contractor shall be subject to inspection and approval by the City.
- 2.8. Specifications for the work to be performed by Contractor and approved by the City shall be adhered to. Contractor may recommend alternate specifications or additional specifications for work; however, any alternate specification shall comply with all applicable rules, regulations, statutes, ordinances, codes, and standards. Contractor shall obtain approval from the City prior

to using any alternate specifications for any work to be performed under the contract.

- 2.9. Prior to starting any work, the Contractor shall notify the City of any specification that conflicts with applicable rules, regulations, statutes, ordinances, codes, and standards, and offer an alternate solution that is in compliance with said rules.
- 2.10. When any aspect of a project is not covered by a specification, building code, or standard, the minimum standard for good and workmanlike construction shall be established usage, procedures and acceptable industry standards.
- 2.11. No products that contain asbestos fibers shall be used.
- 2.12. All work shall be accomplished in a manner to match adjacent existing work in the same area or on same elevation where practicable. Contractor will not make adjustments to or alter in any manner City's existing facilities without prior approval from City.
- 2.13. Upon request from the City, the Contractor shall obtain permits required for a job. The City shall reimburse the Contractor for actual cost of such permits. No amount for overhead and profit will be allowed for permits.
- 2.14. Prior to final acceptance of project completion, the Contractor shall provide the City a complete set of "as-built" system drawings and copies of operational manuals for all installed products and/or equipment.
- 2.15. Safety: Contractor shall be responsible for initiating, maintaining, and supervising all safety programs in connection with this work.
- 2.16. Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to the following:
  - 2.16.1. All employees on the worksite and all other persons who may be affected thereby.
  - 2.16.2. All the work, materials, and equipment to be incorporated therein.
  - 2.16.3. Other properties at the site of, adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
  - 2.16.4. Contractor must keep an acceptable E-Mod Rate determined by the City if requested.

### **3. REMOVAL AND DISPOSAL**

- 3.1. Contractor shall remove from the worksite and dispose of removed lighting fixtures, ballasts, and lamps as soon as possible in accordance with current applicable federal, state, and local



codes.

- 3.2. Polychlorinated Biphenyls (PCB): Ballasts containing PCB shall be disposed of per current federal, state, and local codes. City's representative shall be notified immediately of any PCB that has leaked out from the ballast.
- 3.3. Contaminated Transformer Oils: Contractor shall follow all EPA regulations and ordinances regarding the disposal of contaminated oils from transformers.

#### **4. SOLAR INSTALLATION AND MAINTENANCE**

##### **4.1. General requirements include the following:**

- 4.1.1. Contractor shall separate photovoltaic (PV) source circuits and PV output circuits in the same raceway, cable tray, cable outlet box, junction box, or similar fitter as conductors, feeders, or branch circuits of the other non-PV systems. Contractor shall use correct means for identification of conductors, circuits, etc. at all points of termination, connection and splices. Connections to a module panel shall be arranged so that a potential removal does not interrupt a grounded conductor to other PV source circuits. Expansion joints should be utilized as necessary.
- 4.1.2. Contractor shall provide a detailed commissioning documentation to conclude installation.

#### **5. ENERGY EFFICIENT LIGHTING INSTALLATIONS, PRODUCTS AND SERVICES**

##### **5.1. General requirements include the following:**

- 5.1.1. New installations shall include, but not be limited to interior and exterior facility lighting; walkway lighting; parking lot lighting (including poles); street lighting (including poles); gymnasium lighting; indoor pool lighting; emergency lighting; auditorium lighting; stage lighting, traffic signals, airport applications, exterior athletic and sports field lighting and any other lighting applicable.
- 5.1.2. Energy efficient lighting installations, products, service, and repairs are requested for all lighting systems as listed herein.
- 5.1.3. Consulting services may include design; lighting and energy assessment; energy audit for lighting, and an evaluation of existing indoor and outdoor lighting systems. Consulting shall provide a solution to an energy saving solution or retrofit to reduce the overall consumption of energy for lighting systems. Contractor shall provide the information necessary for the City to properly assess the level of quality, construction components, compliance with applicable current state statutes, and/or the overall performance of the solution offered.

- 5.1.4. Contractor shall, upon request, submit manufacturer's product information sheets for the energy efficient lighting system and/or products to the City for approval before work begins. The manufacturer's product information sheet shall include model numbers, type, rating, size, style, and manufacturer's name.
- 5.1.5. Contractor shall provide energy efficient lighting system and materials that comply with current and applicable federal, state, local rebate programs for energy efficient lighting upon City's request.
- 5.1.6. Federal, state, and/or locally funded projects through grants, utility rebates, etc., shall comply with all requirements under the agreement to meet funding eligibility for the products and services. Contractor shall provide City the necessary documentation, such as lighting specifications, energy audit performed, etc. upon request.
- 5.1.7. Lamps shall comply as applicable with current Energy Independence and Security Act of 2007 (EISA) and current federal, state, and local codes if superseded. Contractor shall be responsible for monitoring and compliance with future regulations, codes, and laws.
- 5.1.8. Except for lamps and ballasts, the Contractor and the lighting system manufacturer(s) guarantee the usability of the lighting system installed is appropriate for the site conditions that exist and for the intended uses as identified in the project's scope of work for a minimum five (5) year period. Warranty shall commence on the date of final acceptance by the City's authorized representative. The warranty coverage shall not be limited to amount of usage.
- 5.1.9. Delamping services may be offered and shall not void any existing lighting fixture manufactures' warranties as applicable.
- 5.1.10. If requested by City, the contract vendor shall provide comprehensive training on the operation, use and testing of the installed products and/or equipment to personnel selected by the City. Any additional charges for training shall be included in the bid cost form.
- 5.1.11. The lighting system shall be accepted in writing only after a satisfactory test of the entire installed system, lighting components, and/or energy efficient lighting solutions in the presence of City's authorized representative.

## **6. RETROFIT/REPAIR OF EXISTING FIXTURES, LAMPS, AND BALLASTS**

### **6.1. General requirements include the following:**

- 6.1.1. Contractor shall offer lines of replacement fluorescent lamps that contain low-level mercury content, LED alternate lighting solutions of the latest design, or other current

alternate energy saving fixture and lighting replacements.

- 6.1.2. Compact fluorescent lamps (CFL) and LEDs shall be available as an alternative for replacement of current lighting. CFL's shall be UL listed and have a minimum rated average life of 10,000 hours. LEDs shall have a minimum 2-year driver and/or cooling fan and lamp warranty.
- 6.1.3. Contractor shall provide the City with mounting hardware, and any other components required for energy efficient lighting installations. Contractor shall also provide any manufacturers' requirements and/or recommendations for the installation and/or retrofit applications.
- 6.1.4. Electronic ballasts shall be physically interchangeable with standard magnetic core and coil ballasts.

## **7. EMERGENCY AND EXIT LIGHTING**

### **7.1. General requirements include the following:**

- 7.1.1. Emergency and exit lighting installations, retrofits, and/or repairs shall comply with current applicable CFR, NEC, NFPA, and OSHA requirements. Contractor shall notify City's authorized representative when existing lighting does not conform to those requirements and requires upgrades per federal, state, or local codes.
- 7.1.2. All fluorescent emergency ballasts shall meet or exceed all current NEC and NFPA requirements for emergency operations.
- 7.1.3. All replacement, repair or retrofit of fixtures, lamps, ballasts or batteries shall meet current applicable federal, state and local codes and CFR, NEC, NFPA, and OSHA requirements for emergency and exit lighting.

## **8. LIGHTING CONTROLS**

### **8.1. General requirements include the following:**

- 8.1.1. Lighting controls shall include, but not be limited to occupancy, temperature, remote, automatic, dusk-to-dawn, time, astronomical, etc.
- 8.1.2. Contractor may provide control systems and solutions that allow City to add future expansion and/or functions.
- 8.1.3. Lighting control systems shall not interfere, disable, disengage, or conflict in any manner with City's current facility security, burglar, fire (alarm, suppression, and control), or any other integrated system. Contractor shall not conjoin into these

systems in any manner without written approval from the City and the presence of an authorized representative's technician for these systems during the installation and/or system initiation. Failure to comply with this requirement in any manner may be grounds for immediate cancellation of an awarded contract.

- 8.1.4. Lighting control systems and solutions shall include City training for operation and addition of future expansion and/or functions as applicable.

## **9. SCHEDULING REQUIREMENTS**

- 9.1. The Contractor shall have the ability to create and manage numerous individual accounts for order placement, billing, and reporting purposes.
- 9.2. The Contractor shall coordinate all repair/installation schedules with the City's point of contact before beginning work. All electrical connections requiring a power outage shall be made during an approved time limit and must be coordinated by the City's point of contact.
- 9.3. The Contractor shall be prepared with well-maintained equipment inventory/materials and satisfactory transportation for delivery at the work site to meet the customer demand and delivery requirements.
- 9.4. Services shall be made available to 365 days per year.
- 9.5. Labor rates bid shall include all direct labor and burden, equipment, small tools, common expendables. Labor rates shall be divided into the following categories:
- 9.6. Regular Service: work performed between 6:00 AM to 6:00 PM, Monday through Friday, excluding holidays.
  - 9.6.1. After Hours: work performed after 6:00 PM and before 6:00 AM the next morning.
  - 9.6.2. Weekends & Holidays: work performed Saturday, Sunday, or during a holiday.
  - 9.6.3. Due to the nature of public sector agencies, response time for a requested service shall be four (4) hours (on-site) after Contractor receives request from the City for REGULAR SERVICE, and four (4) hour response on-site for calls AFTER HOURS. There shall also be a two (2) hour on-site response for any call during REGULAR or AFTER HOURS, if requested as an EMERGENCY.
  - 9.6.4. Deviations and exceptions to the hours listed above must be disclosed in offeror's response if offeror is unable to meet these requirements of the contract. Deviations and exceptions may be cause for an offeror to be considered non-responsive and/or rejection of the bid.

## 10. ORDERING AND JOB COMPLETION PROCESS

- 10.1. The following is a listing of the requirements the ensuing contractor(s) must comply with when completing work under this contract:
- 10.2. Request for Service: The City will notify the contractor of the need for electrical services to include but not limited to preventative maintenance, repair, replacement or emergency services. Request for proposal for the provision/installation of a specific scope of work will be issued by the City.
  - 10.2.1. This shall be requested at the sole discretion of the City of Chandler and may be requested of multiple Contractors. This shall not be construed by the Contractor to be a guarantee that the work will be awarded to the Contractor.
  - 10.2.2. At the time of the request, the Contractor shall inform the City of Chandler if the Contractor elects to decline the request. The Contractor shall provide a written statement stating the reasons for declining within 3 business days.
  - 10.2.3. At the time of the request, the City of Chandler and the Contractor shall agree on a date and time to conduct a pre-proposal inspection at the site of the project. The pre-proposal inspection shall occur within 10 business days of the request. While the City of Chandler shall attempt to find a mutually agreeable date and time for the pre-proposal inspection, the date and time of the inspection shall be conducted at the convenience of the City of Chandler.
  - 10.2.4. Site Visit: Dependent upon the complexity/nature of the project, a predetermined and/or pre-identified site visit may be held by the City to ensure the contractor(s) are aware of important issues regarding the project site conditions, security procedures, work responsibilities, loading and unloading restrictions, etc. to ensure accurate cost estimates.
  - 10.2.5. Project Proposals: After a site review of the project, contractor shall submit the project proposal to the City within the specified time frame. The submitted project proposal is to be all-inclusive. That is, any cost overruns to be absorbed by the Contractor, or cost savings to be additional profit. Exceptions to this are changes requested by the City that incur higher project cost and longer delays. All change orders to a project must be in writing, referencing the contract number and approved by the City prior to authorization to proceed. The Contractor who fails to acquire change orders in writing runs the risk of incurring these additional costs without payment.
  - 10.2.6. Purchase Order: Based on the Contractor's proposal, if acceptable in accordance with contract terms and conditions, a purchase order will be issued by the City.
  - 10.2.7. Delivery and Installation: Contractor will notify the City when material has been

received and provide a proposed project completion date. Installation shall start within seven (5) working days after material is received. Installations will not start without prior approval of the City's authorized representative. Contractor shall assign a supervisor or contact person for each job who has the ability to communicate with City's designated point of contact.

- 10.2.7.1. Secure all materials and equipment on the site.
- 10.2.7.2. Perform all electrical projects in full compliance with specific Electrical Project Price Proposal, Preventative Maintenance Proposal, Notice to Proceed, emergency repairs estimate, and all relevant technical and applicable manufacturer specifications in a good workmanlike manner.
- 10.2.7.3. Be fully responsible of the ways, means, methods, techniques, procedures, and for performance and enforcement of safety requirements relating to the project.
- 10.2.7.4. Comply with the City of Chandler's Hot Work Policy (attached). Designate one person on each crew to perform a daily fire watch. The designated crew City shall watch for fires or smoldering materials. Continue the fire watch for 30 minutes after hot work has been suspended for the day.
- 10.2.7.5. Comply with all relevant standards and code requirements for erection of structurally adequate site, work, street, or other barricading. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- 10.2.7.6. Conduct work during the hours indicated on the Notice to Proceed. Work may either be conducted during normal business hours, after hours, weekends, or holidays.
- 10.2.7.7. Provide a minimum five (5) days' notice to the City and manufacturer prior to commencing any work and notify both parties on a daily basis of any change in work schedule.
- 10.2.7.8. Direct and coordinate the work of all subcontractors to create general cooperation between trades and facilitate expeditious progress of work.
- 10.2.7.9. Confine workers, apparatus, the storage of materials, and operations of his workmen to the limits indicated by law, ordinances, permits, or directions of the City representative, and not unreasonably encumber the premises with materials or equipment.
- 10.2.7.10. Coordinate and schedule in writing after verbal consultation no less than

3 business days in advance with the City of Chandler or Electricians any required utility outage and switch-over. Include in the advance notice (1) the date and time for the switch over to occur, (2) estimated total time of the outage or switch over, (3) identify systems to be impacted by the switch over, (4) identify the contractor performing the work. Any outages or switchovers of utilities that may cause impact to the Facility being repaired shall be required to be done when the building is not occupied. The City representative will have the final approval of date and time of all outages.

- 10.2.7.11. Prevent access by the public to materials, tools, and equipment.
- 10.2.7.12. Complete, to the City's full satisfaction, all job site clean-up including building interior, exterior and landscaping where affected by the construction. Remove all debris daily from the project site and take to a legal dumping area authorized to receive such materials. At the conclusion of the project, clean the work site of rubbish, litter, and other foreign substances. Sweep paved areas broom clean, remove stains, spills and other foreign deposits.
- 10.2.7.13. Comply with regulations for safety standards for cleaning. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.
- 10.2.7.14. Coordinate with the City disposition of any extra, left-over material of value remaining after completion of the work that shall become the City's property.
- 10.2.7.15. Ensure the regular and periodic inspection, review, and approval by the City of Chandler and by the appropriate manufacturer representatives of all phases of work requiring such inspection.
- 10.2.7.16. Correct, upon the direction of the City of Chandler or manufacturer representative, any work or work-related condition, determined by any of the parties to require correction.
- 10.2.7.17. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.
- 10.2.7.18. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other losses.

- 10.2.7.19. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
- 10.2.7.20. Inspect products upon delivery to ensure compliance with the Manufacturers' Standards and Requirements, and to ensure that products are undamaged and properly protected.
- 10.2.7.21. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated.
- 10.2.7.22. Request in advance from the City of Chandler electrical and water service for use during the project for project-related requirements only. Electric and water costs shall be paid by the City, however the Contractor shall pay for unanticipated or excessive water usage as determined by the City of Chandler.

## **11. INVOICING**

- 11.1. After completion of services, the Contractor shall submit an invoice to the City. All invoicing for Time and Materials shall include:
  - 11.1.1. Purchase Order number
  - 11.1.2. Terms as per bid
  - 11.1.3. Contract number
  - 11.1.4. Job site name and location
  - 11.1.5. Description of work performed
  - 11.1.6. Total labor hours
  - 11.1.7. Labor rate as per bid
  - 11.1.8. Itemized materials
  - 11.1.9. Tax on materials only
  - 11.1.10. Total
- 11.2. \*Rented equipment charges (submitted with a copy of the invoice from rental firm) shall not add additional sales tax other than what the rental firm has posted.
- 11.3. All invoicing for Project work shall include:
  - 11.3.1. Purchase order number
  - 11.3.2. Terms as per bid
  - 11.3.3. Contract number
  - 11.3.4. Job site name and location
  - 11.3.5. Project description
  - 11.3.6. Project cost



- 11.3.7. Change order cost (if applicable)
- 11.3.8. If change orders have been implemented – must be separately line-itemed priced
- 11.3.9. Grand total of invoice
- 11.3.10. Invoicing that does not have all the required information as listed above may be sent back to contractor for corrections, delaying payment to Contractor.

## **12. PAYMENT AFTER JOB COMPLETION**

- 12.1. Payment shall not be provided until inspection is completed and an approval signature is provided by authorized City representative. In case of non-satisfactory completion of any individual project, the City reserves the right to withhold payment as permissible by law.
- 12.2. Progress Payments - Contractor may make progress payments under the following conditions:
  - 12.2.1. City and Contractor agree to the terms of the progress payments prior to issuing a purchase order.
  - 12.2.2. Purchase order describes the amounts or percentages and the dates or frequency of payments.
  - 12.2.3. Payments are made in full compliance with City's local governing entity rules.

## **13. DELIVERY**

- 13.1. It shall be the Contractor's responsibility to meet the City's delivery requirements, as called for in the Technical Specifications.
- 13.2. Emergency or rush deliveries requested by the City that require special shipping and handling charges may be at the City's expense, but only with prior written approval from the City. Emergency or rush shipping charges shall be added to an invoice as a separate line item.
- 13.3. In the event emergency or rush delivery is required as the result of a Contractor's error, all shipping and handling charges shall be paid by the Contractor.
- 13.4. The City reserves the right to examine freight cost and route shipments with their own contracted carrier.
- 13.5. Under no circumstances shall the Contractor increase their profit margin through shipping charges.

## **14. COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS**

- 14.1. All work must comply with EPA, OSHA, and any local regulations in effect at each service occurrence. Contractor shall adhere to all regulations, rules, ordinances, and standards set by Federal, State, County, and Municipal governments. If the Contractor is found to be not in compliance with said Federal, State, County, and/or Municipal safety rules, ordinances, policy,

procedure, or codes, the Contractor may be placed on suspension until such non-compliant issues are rectified.

- 14.2. The Offeror must hold a valid license issued by the State of Arizona Registrar of Contractors prior to submission of a proposal and must maintain same throughout the duration of the contract term and any subsequent contract extensions. Failure to maintain said license may be grounds for default of the contract and subsequent termination.

## **15. CITY'S RESPONSIBILITIES**

- 15.1. The City of Chandler will designate one or more Representatives to oversee Contractor work. These City Representatives may be present during any electrical projects, to perform certain functions, assisting the Contractor as appropriate, monitoring Contractor performance, consult with and be advised by manufacturer representatives, review, accept, or decline to accept the work performed by the Contractor, and ensure overall contract compliance.
- 15.2. The City of Chandler designated representative(s) shall:
  - 15.2.1. Serve as the primary City contact(s) for electrical projects and repairs for buildings that are the responsibility of their respective department. (Building & Facilities)
  - 15.2.2. Collaborate with the Contractor to develop electrical project specifications
  - 15.2.3. Coordinate on-site pre-project proposals and meet with the Contractor at the project location/site on the specified date and time scheduled for commencement of project or repair.
  - 15.2.4. Review, decline, or approve Electrical Project proposals.
  - 15.2.5. Develop and submit Notices to Proceed for all work.
  - 15.2.6. Provide or coordinate Contractor access to work sites, buildings, yards, etc. to facilitate the work, and resolve any unanticipated access issues. Assign as necessary facility access keys as needed for access to the electrical rooms and/or building facilities. Contractors will bear a financial burden, should keys be lost during the construction of a job.
  - 15.2.7. Consult with the Contractor in advance and during the course of all electrical projects to ensure the work progresses and is completed to the full satisfaction of the City.
  - 15.2.8. Consult with manufacturer representatives to verify proper product uses and application.
  - 15.2.9. Conduct routine and periodic inspections at their convenience of the work of the

contractor at any time during the project.

- 15.2.10. Consider any recommendations or suggestions made by the Contractor during the project regarding any aspect of the project that may deviate from the approved project specifications or notice to proceed and approve or decline to approve any such recommendations or suggestions.
- 15.2.11. Review, approve, or decline to accept work at any phase of the electrical project, and direct the Contractor to correct any deficient processes, products, applications, or other Contractor actions.
- 15.2.12. Act as liaison with primary building contact to inform occupants of the work, minimize disruption to public services or the work of building occupants, resolve problems, respond to building occupant complaints, inform occupants of actions that may disrupt the work of building occupants or interfere with public service (such as electrical shutdown, etc.), and notify occupants of project completion.
- 15.2.13. Provide other assistance to the Contractor as necessary and appropriate to expedite the project.

## **16. EMPLOYEE REQUIREMENTS**

- 16.1. The Contractor shall designate a management or supervisory individual to act as Company Representative who shall be responsible for and have authority to act in overseeing and supervising Contractor Technician(s), be available at the request of the City to inspect work, meet and discuss work, resolve performance issues, and to provide technical advice, consultation, or input as requested by the City. The Company Representative shall be available at all times via telephone and shall be able to respond within 48 hours to requests for meetings or consultation, and within 2 hours to emergencies as determined by the FM Contract representative.
- 16.2. The Contractor shall ensure that all Contractor employees and personnel conduct themselves in a professional manner, and maintain positive, open, respectful and constructive communication with City staff, and the public. The Contractor shall ensure that all employees wear photo identification badges that clearly show the Contractor's company name and the first and last name of the employee. Contractor employees must always wear these identification badges while on a City of Chandler job site.
- 16.3. Contractor shall provide portable restroom facilities for their workers, to be placed on-site as directed by the City of Chandler if applicable
- 16.4. The Contractor shall ensure that all Contractor employees and personnel, while working at City buildings or sites, or otherwise engaged in performing work for the City, are not under the influence of alcohol, drugs or other intoxicants, do not engage in any illegal activities, and are not in possession of weapons.

- 16.5. The Contractor shall immediately remove at the direction of the City of Chandler, or other City staff, any of employee or worker from current and future assignment to work at City buildings or sites in response to the City representatives' determination that the Contractor employee is incompetent, abusive, disorderly, disrespectful, ineffective, inefficient, in possession of or under the influence of intoxicants or narcotics, or in possession weapons. The City reserves the right to have Contractor employees removed with the assistance of contract security or the appropriate law enforcement agency.

## **17. OTHER REQUIREMENTS**

- 17.1. The Contractor shall be knowledgeable of, and obtain any and all licenses, permits, certifications or other relevant documents and authorizations required to perform any work under this contract, and provide evidence of such to the City of Chandler upon request.
- 17.2. The Contractor shall pay any and all taxes, charges and fees that are necessary or required.
- 17.3. The Contractor shall provide workmanship that is of the highest professional and industry standard by performing all work in strict accordance with any and all applicable codes, work standards, manufacturer specifications, and any legal, regulatory or industry requirement or standard.
- 17.4. The Contractor shall conduct work in strict adherence to all applicable professional and legal safety standards and requirements, particularly any Occupational Safety and Health Administration (OSHA) requirements.

## **18. MONITORING CONTRACTOR PERFORMANCE**

- 18.1. The Contractor shall fully and always cooperate with the City of Chandler contract compliance function to ensure that the City receives all contracted services, and that the Contractor is paid promptly and fully for work performed to the City's satisfaction.
- 18.2. The City of Chandler may utilize any or all of the following steps when monitoring Contractor performance.
  - 18.2.1. On-Site Monitoring: Conduct visual on-site work performance during all electrical projects, using observation, discussion, and technical consultation.
  - 18.2.2. Inspection of Equipment, Parts, Materials, Supplies: Inspection or testing of any and all equipment, parts, materials, supplies, or services provided by the Contractor to verify contract compliance. Inspections may be done with the assistance of manufacturer representatives.
  - 18.2.3. Testing of Equipment: Conduct Independent testing, or have tested by an outside third party, any equipment, parts, materials, supplies, installations, repairs, services

to verify equipment specification and performance.

- 18.2.4. Independent Inspection or Audit: Notwithstanding any other audit clause in this contract, the City of Chandler may at any time conduct a review, inspection or audit of the Contractor's performance related to any contract requirement, independent of any contract compliance activities conducted by others.
- 18.2.5. Informal Discussion: The City of Chandler shall attempt to resolve non-critical contract performance issues promptly and informally at the first level through a discussion with on-site Contractor technicians. Matters unresolved will be escalated to the City of Chandler Management.
- 18.2.6. Reporting Deficient Performance to the Contractor: The City of Chandler Management will contact Contractor, requesting follow-up action to resolve the performance matter. The City of Chandler Management and Contractor may meet to discuss and resolve noted instances of deficient contract performance. The purpose of this step is to informally but promptly give the Contractor the opportunity to correct deficient performance.
- 18.2.7. Unresolved Performance Issues: Performance issues that have not been fully resolved and corrected by the Contractor shall be referred to the City of Chandler Procurement Department for remedy action.

**EXHIBIT B TO AGREEMENT  
PRICING**

**Section 1 – Hourly Rates**

|                                     | <b>Journey Level/<br/>Supervisory</b> | <b>Apprentice</b> | <b>Laborer</b> |
|-------------------------------------|---------------------------------------|-------------------|----------------|
| Regular Hours                       | \$182.00/hour                         | \$145.00/hour     | \$104.00/hour  |
| After Hours                         | \$293.00/hour                         | \$219.00/hour     | \$145.00/hour  |
| Emergency Response<br>Regular Hours | \$293.00/hour                         | \$219.00/hour     | \$145.00/hour  |
| Emergency Response<br>After Hours   | \$293.00/hour                         | \$219.00/hour     | \$145.00/hour  |

**Definition of terms:**

Journey Level or Supervisory = Certified with 4+ years of experience  
Apprentice = Certified with 2+ years of experience  
Laborer = Non-certified or helper

**Section 2 – Mark Up**

|                     |    |
|---------------------|----|
| Materials           | 0% |
| Rented equipment    | 0% |
| Other (TBD per job) | 0% |
| Other (TBD per job) | 0% |

## **EXHIBIT C TO AGREEMENT INSURANCE**

### **INSURANCE**

#### General.

- A. At the same time as execution of this Agreement, the Contractor shall furnish the City a certificate of insurance on a standard insurance industry ACORD form. The ACORD form must be issued by an insurance company authorized to transact business in the State of Arizona possessing a current A.M. Best, Inc. rating of A-7, or better and legally authorized to do business in the State of Arizona with policies and forms satisfactory to City. Provided, however, the A.M. Best rating requirement shall not be deemed to apply to required Workers' Compensation coverage.
- B. The Contractor and any of its subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Agreement are satisfied, the insurances set forth below.
- C. The insurance requirements set forth below are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement.
- D. The City in no way warrants that the minimum insurance limits contained in this Agreement are sufficient to protect Contractor from liabilities that might arise out of the performance of the Agreement services under this Agreement by Contractor, its agents, representatives, employees, subcontractors, and the Contractor is free to purchase any additional insurance as may be determined necessary.
- E. Failure to demand evidence of full compliance with the insurance requirements in this Agreement or failure to identify any insurance deficiency will not relieve the Contractor from, nor will it be considered a waiver of its obligation to maintain the required insurance at all times during the performance of this Agreement.
- F. Use of Subcontractors: If any work is subcontracted in any way, the Contractor shall execute a written contract with Subcontractor containing the same Indemnification Clause and Insurance Requirements as the City requires of the Contractor in this Agreement. The Contractor is responsible for executing the Agreement with the Subcontractor and obtaining Certificates of Insurance and verifying the insurance requirements.

Minimum Scope and Limits of Insurance. The Contractor shall provide coverage with limits of liability not less than those stated below.

- A. *Commercial General Liability-Occurrence Form.* Contractor must maintain "occurrence" form Commercial General Liability insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 aggregate. Said insurance must also include coverage for products and completed operations, independent contractors, personal injury and advertising injury.

If any Excess insurance is utilized to fulfill the requirements of this paragraph, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying insurance.

- B. *Automobile Liability-Any Auto or Owned, Hired and Non-Owned Vehicles*  
*Vehicle Liability:* Contractor must maintain Business/Automobile Liability insurance with a limit of \$1,000,000 each accident on Contractor owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Agreement. If any Excess or Umbrella insurance is utilized to fulfill the requirements of this paragraph, the Excess or Umbrella insurance must be "follow form" equal or broader in coverage scope than underlying insurance.
  
- C. *Workers Compensation and Employers Liability Insurance:* Contractor must maintain Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor employees engaged in the performance of work or services under this Agreement and must also maintain Employers' Liability insurance of not less than \$1,000,000 for each accident and \$1,000,000 disease for each employee.
  
- D. *Builders' Risk/Installation Floater Insurance.* The Contractor bears all responsibility for loss to all equipment or Work under construction. Unless waived in writing by the City the Contractor will purchase and maintain in force Builders' Risk/Installation Floater insurance on the entire Work until completed and accepted by the City. This insurance will be Special Causes of Loss policy form, (minimally including perils of fire, flood, lightning, explosion, windstorm and hail, smoke, aircraft and vehicles, riot and civil commotion, theft, vandalism, malicious mischief, and collapse), completed value, replacement cost policy form equal to the contract price and all subsequent modifications. The Contractor's Builders' Risk/Installation Floater insurance must be primary and not contributory.
  1. Builders' Risk/Installation Floater insurance must cover the entire Work including reasonable compensation for architects and Contractors' services and expenses and other "soft costs" made necessary by an insured loss. Builders' Risk/Installation Floater insurance must provide coverage from the time any covered property comes under the Contractor's control and or responsibility, and continue without interruption during course of construction, renovation and or installation, including any time during which any project property or equipment is in transit, off site, or while on site for future use or installation. Insured property must include, but not be limited to, scaffolding, false work, and temporary buildings at the site. This insurance must also cover the cost of removing debris, including demolition as may be legally required by operation of any law, ordinance, regulation or code.
  2. The Contractor must also purchase and maintain Boiler and Machinery insurance with the same requirements as Builders' Risk/Installation Floater insurance cited above if the Work to be performed involves any exposures or insurable property normally covered under a Boiler and Machinery insurance policy or made necessary as required by law or testing requirements in the performance of this Contract/Agreement. The Contractor will be responsible for any and all deductibles under these policies and the Contractor waives



all rights of recovery and subrogation against the City under the Contractor's Builders' Risk/Installation Floater insurance described herein.

3. Builders' Risk/Installation Floater Insurance must be maintained until whichever of the following first occurs: (i) final payment has been made; or, (ii) until no person or entity, other than the City, has an insurable interest in the property required to be covered.
  - a. The Builders' Risk/Installation Floater insurance must be endorsed so that the insurance will not be canceled or lapse because of any partial use or occupancy by the City.
  - b. The Builders Risk/Installation Floater insurance must include as named insureds, the City, the Contractor, and all tiers of subcontractors and others with an insurable interest in the Work who will be named as additional insureds unless they are able to provide the same level of coverage with the City and Contractor named as additional insureds. Certificates must contain a provision that the insurance will not be canceled or materially altered without at least 30 days advance notice to the City. The City must also be named as a Loss Payee under the Builders' Risk/Installation Floater coverage.
  - c. The Builders Risk/Installation Floater insurance must be written using the Special Causes of Loss policy form, replacement cost basis.
  - d. All rights of subrogation under the Builders Risk/Installation Floater insurance are, by this Contract/Agreement, waived against the City, its officers, officials, agents and employees.
  - e. The Contractor is responsible for payment of all deductibles under the Builders' Risk/Installation Floater insurance policy.

Additional Policy Provisions Required.

- A. *Self-Insured Retentions or Deductibles.* Any self-insured retentions and deductibles must be declared and approved by the City. If not approved, the City may require that the insurer reduce or eliminate any deductible or self-insured retentions with respect to the City, its officers, officials, agents, employees, and volunteers.
  1. The Contractor's insurance must contain broad form contractual liability coverage.
  2. The Contractor's insurance coverage must be primary insurance with respect to the City, its officers, officials, agents, and employees. Any insurance or self-insurance maintained by the City, its officers, officials, agents, and employees shall be in excess of the coverage provided by the Contractor and must not contribute to it.
  3. The Contractor's insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  4. Coverage provided by the Contractor must not be limited to the liability assumed under the indemnification provisions of this Agreement.

5. The policies must contain a severability of interest clause and waiver of subrogation against the City, its officers, officials, agents, and employees, for losses arising from Work performed by the Contractor for the City.
6. The Contractor, its successors and or assigns, are required to maintain Commercial General Liability insurance as specified in this Agreement for a minimum period of three years following completion and acceptance of the Work. The Contractor must submit a Certificate of Insurance evidencing Commercial General Liability insurance during this three year period containing all the Agreement insurance requirements, including naming the City of Chandler, its agents, representatives, officers, directors, officials and employees as Additional Insured as required.
7. If a Certificate of Insurance is submitted as verification of coverage, the City will reasonably rely upon the Certificate of Insurance as evidence of coverage but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this Agreement.

B. *Insurance Cancellation During Term of Contract/Agreement.*

1. If any of the required policies expire during the life of this Contract/Agreement, the Contractor must forward renewal or replacement Certificates to the City within ten days after the renewal date containing all the required insurance provisions.
2. Each insurance policy required by the insurance provisions of this Contract/Agreement shall provide the required coverage and shall not be suspended, voided or canceled except after 30 days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten days prior notice may be given. Such notice shall be sent directly to Chandler Law-Risk Management Department, Post Office Box 4008, Mailstop 628, Chandler, Arizona 85225. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify the City of any cancellation, suspension, non-renewal of any insurance within seven days of receipt of insurers' notification to that effect.

A. *City as Additional Insured.* The policies are to contain, or be endorsed to contain, the following provisions:

1. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions: The City, its officers, officials, agents, and employees are additional insureds with respect to liability arising out of activities performed by, or on behalf of, the Contractor including the City's general supervision of the Contractor; Products and Completed operations of the Contractor; and automobiles owned, leased, hired, or borrowed by the Contractor.
2. The City, its officers, officials, agents, and employees must be additional insureds to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Agreement.

## **EXHIBIT D TO AGREEMENT SPECIAL CONDITIONS**

### **ACCESS TO SECURED FACILITIES**

Contract Worker Access Controls, Badge and Key Access Requirements. A Contract Worker shall not be allowed to begin work in any City facility without: (A) The prior completion and the City's acceptance of the required background screening; and (B) when required, the Contract Worker's receipt of a City issued badge. A badge will be issued to a Contract Worker solely for access to the City facility(s) to which the Contract Worker is assigned. Each Contract Worker who enters a City facility must use the badge issued to the Contract Worker. Any and all fees associated with security badging will be assessed in compliance with Chandler City Code §4-22.

Key Access Procedures. If the Contract Worker's services require keyed access to enter a City facility(s), a separate key issue/return form must be completed and submitted by Contractor for each key issued.

Stolen or Lost Badges or Keys. Contractor shall report lost or stolen badges or keys to the City immediately. A new badge application or key issue form shall be completed and submitted along with payment of the applicable fees prior to issuance of a new badge or key.

Return of Badges or Keys. All badges and keys are the property of the City and must be returned to the City within one business day of when the Contract Worker's access to a City facility is no longer required to furnish the services under this Agreement. Contractor shall collect a Contract Worker's badge and key(s) upon the termination of the Contract Worker's employment; when the Contract Worker's services are no longer required at the particular City facility(s); or upon termination, cancellation or expiration of this Agreement.

Contractor's default under this Section shall include, but is not limited to the following: (1) Contract Worker gains access to a City facility(s) without the proper badge or key; (2) Contract Worker uses a badge or key of another to gain access to a City facility; (3) Contract Worker commences services under this Agreement without the proper badge, key or Background Screening; (4) Contract Worker or Contractor submits false information or negligently submits wrong information to the City to obtain a badge, key or applicable Background Screening; or (5) Contractor fails to collect and timely return Contract Worker's badge or key upon termination of Contract Worker's employment, reassignment of Contract Worker to another City facility or upon the expiration, cancellation or termination of this Agreement. Contractor acknowledges and agrees that the access control, badge and key requirements in this Section are necessary to preserve and protect public health, safety and welfare. Accordingly, Contractor agrees to properly cure any default under this Section within three business days from the date notice of default is sent by the City. The parties agree that Contractor's failure to properly cure any default under this Section shall constitute a breach of this Section. In addition to any other remedy available to the City at law or in equity, Contractor shall be liable for and shall pay to the City the sum of \$1,000.00 for each breach by Contractor of this Section. The parties further agree that the sum fixed above is reasonable and approximates the actual or anticipated loss to the City at the time and making of this Agreement in the event that Contractor breaches this Section. Further, the parties expressly acknowledge and agree to the fixed sum set forth above because of the

difficulty of proving the City's actual damages in the event that Contractor breaches this Section. The parties further agree that three breaches by Contractor of this Section arising out of any default within a consecutive period of three months or three breaches by Contractor of this Section arising out of the same default within a period of 12 consecutive months shall constitute a material breach of this Agreement by Contractor and the City expressly reserves all of its rights, remedies and interests under this Agreement, at law and in equity including, but not limited to, termination of this Agreement.

## **CONTRACTOR AND SUBCONTRACTOR WORKER BACKGROUND SCREENING**

1. **Contractor and Subcontractor Worker Background Screening.** Contractor agrees that all contract workers and subcontractors (collectively "Contract Worker(s)") that Contractor furnishes to City under this Agreement will be subject to background and security checks and screening as set forth in this Section (collectively "Background Screening") at Contractor's sole cost and expense. As part of the Background Screening, Contractor must provide to a person designated by the City the name(s), address(es), and phone number(s) of all Contract Workers who will provide any services under this Agreement. All Contract Workers must comply with these Background Screening requirements. All Contract Workers must be able to provide proof of the legal right to work in the United States. The Background Screening provided by Contractor must comply with all applicable laws, rules, and regulations. Contractor further agrees that the Background Screening required in this Section is necessary to preserve and protect public health, safety, and welfare. The Background Screening requirements set forth in this Section are the minimum requirements for this Agreement. City in no way warrants that these minimum requirements are sufficient to protect Contractor from any liabilities that may arise out of Contractor's services under this Agreement or Contractor's failure to comply with this Section. Therefore, in addition to the specific measures set forth below, Contractor and its Contract Workers must take such other reasonable, prudent, and necessary measures to further preserve and protect public health, safety, and welfare when providing services under this Agreement.
2. **Background Screening Requirements and Criteria.** Before offering or scheduling any services under this Agreement, Contractor agrees that all Contract Workers, including the Contractor, if the Contractor is an individual or sole proprietorship, must have successfully passed a Background Screening in accordance with this Section. Contractor warrants that no person will be permitted to substitute for a Contract Worker who has satisfied the Background Screening requirements until the proposed substitute has also satisfied the Background Screening requirements in this Section. For review and approval, Contractor must submit to a person designated by the City proof of a completed Background Screening for each Contract Worker over the age of 18 performing services under this Agreement no fewer than two (2) weeks before the proposed start date of such Contract Worker's services. The Background Screening must have been completed within the 12-month period preceding the Contract Worker's start date under this Agreement and must include the results of a national criminal databased check with source verification, and a sex offender database search.

3. **Additional City Rights Regarding Security Inquiries.** In addition to the foregoing, City reserves the rights but not the obligations to: (1) have a Contract Worker be required to provide fingerprints and execute such other documentation as may be necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4); (2) act on newly acquired information whether or not such information should have been previously discovered; (3) unilaterally change its standards and criteria relative to the acceptability of Contract Workers; and (4) object, at any time and for any reason, to a Contract Worker performing work (including supervision and oversight) under this Agreement.
4. **Contractor Certification.** By executing this Agreement, Contractor certifies that Contractor has read and understands the Background Screening requirements and criteria in this Section and will fully comply with such requirements. Contractor further certifies that any Background Screening information to be furnished to City related to Contractor or its Contract Workers will be complete, current, and accurate. A Contract Worker rejected for work under this Agreement will not be proposed to perform work under other City contracts or engagements without City's prior written approval.
5. **Terms of This Section Applicable to all of Contractor's Contracts and Subcontracts.** Contractor must include the terms of this Section for Contract Worker Background Screening in all contracts and subcontracts for services furnished under this Agreement including, but not limited to, supervision and oversight services.
6. **Materiality of Background Screening Requirements: Indemnity.** The Background Screening requirements of this Section are material to City's entry into this Agreement and any breach of this Section by Contractor will be deemed a material breach of this Agreement. In addition to the indemnity provisions set forth in this Agreement, Contractor must defend, indemnify, and hold harmless City for any and all Claims arising out of this Background Screening Section including, but not limited to, the disqualification of a Contract Worker by Contractor or City for failure to satisfy this Section.
7. **Continuing Duty, Audit.** Contractor's obligations and requirements that Contract Workers satisfy this Background Screening Section will continue throughout the entire term of this Agreement. Contractor must notify City immediately of any change to a Background Screening of a Contract Worker previously accepted by City. Contractor must maintain all records and documents related to all Background Screenings and City reserves the right to audit Contractor's compliance with this Section under the terms of this Agreement.

**Certificate Of Completion**

Envelope Id: 7D19A405C0E247DFB44D1AF3AE861EEF

Status: Sent

Subject: Please DocuSign: 4446 Hampton.pdf, 4446 Hampton.pdf

EDMS Application: CC-AGRMTS

Source Envelope:

Document Pages: 37

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Saranna Davidson

AutoNav: Enabled

PO Box 4008

Enveloped Stamping: Enabled

Chandler, 85244

Time Zone: (UTC-07:00) Arizona

Saranna.Davidson@chandleraz.gov

IP Address: 198.241.2.1

**Record Tracking**

Status: Original

Holder: Saranna Davidson

Location: DocuSign

3/3/2022 | 12:12 PM

Saranna.Davidson@chandleraz.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Chandler

Location: DocuSign

**Signer Events****Signature****Timestamp**

Linc McNitt

linc.mcnitt@hamptontedder.com

Vice President

Security Level: Email, Account Authentication  
(None)

Sent: 3/3/2022 | 12:15 PM

Viewed: 3/3/2022 | 12:26 PM

Signed: 3/3/2022 | 12:26 PM

Signature Adoption: Drawn on Device

Using IP Address: 174.205.237.81

Signed using mobile

**Electronic Record and Signature Disclosure:**

Accepted: 3/3/2022 | 12:26 PM

ID: a93edfcb-8382-4d67-ac04-d45894afbdaa

Victoria Roedig

victoria.roedig@chandleraz.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 5/12/2021 | 04:29 PM

ID: e8bc7d1d-9904-45bf-a2f0-f2704816bee9

Daniel Brown

Daniel.Brown@chandleraz.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/1/2021 | 08:17 AM

ID: 563d172a-e614-4b9b-b2a1-61a0afc8280a

Kevin Hartke

kevin.hartke@chandleraz.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 6/28/2021 | 11:17 AM

ID: 2531f230-027c-41f7-9166-1189df6a8c8f

Dana DeLong

Dana.DeLong@chandleraz.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

| Signer Events                                                                                                                               | Signature        | Timestamp                 |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|
| Accepted: 6/28/2021   01:03 PM<br>ID: e796186e-c533-4a41-978c-34d69e29778a                                                                  |                  |                           |
| In Person Signer Events                                                                                                                     | Signature        | Timestamp                 |
| Editor Delivery Events                                                                                                                      | Status           | Timestamp                 |
| Victoria Roedig<br>victoria.roedig@chandleraz.gov<br>Carahsoft OBO City of Chandler<br>Security Level: Email, Account Authentication (None) |                  | Sent: 3/3/2022   12:26 PM |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 5/12/2021   04:29 PM<br>ID: e8bc7d1d-9904-45bf-a2f0-f2704816bee9            |                  |                           |
| Agent Delivery Events                                                                                                                       | Status           | Timestamp                 |
| Intermediary Delivery Events                                                                                                                | Status           | Timestamp                 |
| Certified Delivery Events                                                                                                                   | Status           | Timestamp                 |
| Carbon Copy Events                                                                                                                          | Status           | Timestamp                 |
| Rosenda Contreras<br>Rosenda.Contreras@chandleraz.gov<br>Security Level: Email, Account Authentication (None)                               |                  |                           |
| <b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                                              |                  |                           |
| Witness Events                                                                                                                              | Signature        | Timestamp                 |
| Notary Events                                                                                                                               | Signature        | Timestamp                 |
| Envelope Summary Events                                                                                                                     | Status           | Timestamps                |
| Envelope Sent                                                                                                                               | Hashed/Encrypted | 3/3/2022   12:15 PM       |
| Payment Events                                                                                                                              | Status           | Timestamps                |
| Electronic Record and Signature Disclosure                                                                                                  |                  |                           |

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Chandler (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 \$0.15 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 Chandler:**

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: [esignature@chandleraz.gov](mailto:esignature@chandleraz.gov)

### **To advise City of Chandler 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 [esignature@chandleraz.gov](mailto:esignature@chandleraz.gov) 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 Chandler**

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 [esignature@chandleraz.gov](mailto:esignature@chandleraz.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Chandler**

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 [esignature@chandleraz.gov](mailto:esignature@chandleraz.gov) 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 Chandler 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 Chandler during the course of your relationship with City of Chandler.