



Monterey County

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1st Floor
Sallnas, CA 93901
831.755.5066

Board Order Boronda County Sanitation District

Agreement No.: A-12523

Upon motion of Supervisor Salinas, seconded by Supervisor Potter and carried by those members present, the Board of Supervisors hereby:

Acting as the Board of Directors of the Boronda County Sanitation District:

- a. Accepted a report on the financial condition of Boronda County Sanitation District - Zone 2, San Jerardo;
- b. Authorized the Auditor-Controller to amend the budget for Boronda County Sanitation District - Zone 2, San Jerardo, Fund 157, Appropriation Unit 8197 RMA046, for FY 2012-13 by increasing appropriations \$40,000 San Jerardo Water Improvement Project to fund staff costs and the payment of invoices for contract operations in FY2012-13 (4/5th vote required);
- c. Authorized the Auditor-Controller to permit an Operating Transfer Out in an amount of \$40,000 from the Surveyor Appropriation Unit 001-3000-8196-RMA010 to Fund 157, Boronda County Sanitation District - Zone 2, San Jerardo for FY 2012-13 (4/5th vote required);
- d. Authorized the Contracts/Purchasing Officer to approve additional invoices in the amount of \$27,000 under the existing agreement with MCSI Water Systems Management for a not to exceed limit of \$127,000;
- e. Approved a new Agreement to Provide Water System Management at San Jerardo Housing Community with MCSI Water Systems Management for an annual not to exceed amount of \$60,396 for a term starting when the Agreement is executed to March 14, 2014 with the option to extend the Agreement for four (4) additional one (1) year periods; and
- f. Supported authorizing the Contracts/Purchasing Officer to execute the new Agreement, related documentation necessary to effectuate the Agreement, and future amendments as stated in the Agreement.

PASSED AND ADOPTED on this 30th day of July 2013, by the following vote, to wit:

AYES: Directors Armenta, Calcagno, Salinas, Parker and Potter

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 76 for the meeting on July 30, 2013.

Dated: July 30, 2013
File Number: BORA 13-001

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Danise Damorek
Deputy

**AGREEMENT TO PROVIDE WATER SYSTEM MANAGEMENT
AT SAN JERARDO HOUSING COMMUNITY**

This AGREEMENT is made and entered into by and between, the County of Monterey representing the Boronda County Sanitation District, a political subdivision of the State of California, hereinafter referred to as "County", and MCSI WATER SYSTEMS MANAGEMENT hereinafter referred to as "CONTRACTOR" and collectively referred to as, "the Parties."

RECITALS

- A. WHEREAS, County has invited proposals through the Request for Proposals (RFP # 10355) for Management, Maintenance, and Operation (O&M) of the San Jerardo Water Systems, in accordance with the specifications set forth in this AGREEMENT; and
- B. WHEREAS, CONTRACTOR has submitted a responsive and responsible proposal to perform such services; and
- C. WHEREAS, CONTRACTOR has the expertise and capabilities necessary to provide the services requested.

NOW THEREFORE, County and CONTRACTOR, for the consideration hereinafter named, agree as follows:

1.0 PERFORMANCE OF THE AGREEMENT

- 1.1 After consideration and evaluation of the CONTRACTOR'S proposal, the County hereby engages CONTRACTOR to provide the services set forth in RFP # 10355 and in this AGREEMENT on the terms and conditions contained herein and in RFP # 10355. The intent of this AGREEMENT is to summarize the contractual obligations of the parties. The component parts of this AGREEMENT include the following:

- RFP # 10355 dated May 3, 2012, including all attachments and exhibits.
- Addenda # 1 and 2
- CONTRACTOR'S Proposal dated June 13th, 2012, including all attachments and exhibits, to RFP # 10355
- AGREEMENT
- Certificate of Insurance
- Additional Insured Endorsements

- 1.2 All of the above-referenced contract documents are intended to be complementary. Work required by one of the above-referenced contract documents and not by others shall be done as if required by all. In the event of a conflict between or among component parts of the contract, the contract documents shall be construed in the following order: AGREEMENT, CONTRACTOR'S Proposal, RFP#10355 including all attachments and exhibits, Addendum/Addenda, Certificate of Insurance, and Additional Insured Endorsements.

1.3 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this AGREEMENT are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this AGREEMENT and are not employees of the County, or immediate family of an employee of the County.

1.4 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this AGREEMENT that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

1.4.1 CONTRACTOR must maintain all licenses throughout the term of the AGREEMENT

1.5 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this AGREEMENT, except as otherwise specified in this AGREEMENT. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this AGREEMENT.

2.0 SCOPE OF SERVICE

2.1 The Scope of Work includes but is not limited to the following:
CONTRACTOR, as its primary service for the COUNTY, shall maintain, manage, and operate the San Jerardo Water System in a manner consistent with applicable Federal, State, and local County laws.

All labor, parts, and services shall be performed and executed at the contracted rates as set forth in EXHIBIT D and EXHIBIT E – COST ESTIMATE SHEET.

General and minimum requirements for the operation of a potable water system shall include:

- 2.1.2 Regulatory compliance requirements
- 2.1.3 Operational management practices
- 2.1.4 Real property management and maintenance
- 2.1.5 Water quality management

2.2 Overview: Basic and routine service Operation and Maintenance (O&M) on an annual basis ("Basic Services") and generally non-routine and/or emergency services ("Specialized Services").

2.2.1 Basic Services: Unless otherwise noted, CONTRACTOR shall consider Basic Services as part of the CONTRACTOR's monthly operational fee and billed to the COUNTY accordingly.

2.2.2 Basic Services shall be broken down into three categories:

- a. Administrative services
- b. Operations
- c. Preventive Maintenance

2.3 **Administrative Customer Service:**

2.3.1 Administration of O&M: CONTRACTOR shall be responsible for managing the operations, maintenance and inspections of the System in accordance with customary utility practices and procedures and in compliance with all Federal, State, and County laws and regulations and to include the American Water Works Association (AWWA) Standards G100 and G200 for guidance and requirements. CONTRACTOR shall provide sufficient personnel (supervisory and operational) to perform its services hereunder.

2.3.2 Meter Reading and Billing: Among other essential administrative tasks, the CONTRACTOR shall monthly read water meters in the System, prepare water bills based on the meter readings, distribute said bills, and administer the collection and accounting of the bills.

2.3.3 Routine Calls and Service Questions: During normal business hours, the CONTRACTOR shall handle routine calls and in-person service inquiries on water service, billing, leaks, or other concerns of System customers.

2.3.4 After Hours On-Call Response: After normal business hours, the CONTRACTOR shall maintain an emergency communications system and provide on-call response to emergency calls for the System. In addition to routine equipment, the CONTRACTOR shall provide or have access to any and all equipment required to perform emergency repair work to essential System equipment and water mains. Any expenditure associated with said after-hours on-call response – i.e. overtime – shall be considered part of the CONTRACTOR's monthly operational fee and not charged to the COUNTY over and above that fee.

2.3.4.1 The parties hereto agree that in the absence of specific direction from the COUNTY, the CONTRACTOR, its employees, and agents are authorized to order all necessary emergency repairs and modifications to the System to maintain potable water service to the System's customers as CONTRACTOR deems necessary or appropriate under the specific circumstances and under applicable Federal, State, and County laws.

2.3.5 Operation and Maintenance Plan: CONTRACTOR shall clearly identify operational needs and adequate resources to meet present and future needs of San Jerardo Housing Cooperative Community.

2.3.5.1 CONTRACTOR shall develop within the first year of the execution of this Agreement an O&M Plan to meet any Federal, State, COUNTY standards and which shall be in conformance with any and all other parts of this Agreement, including the County Health Department's, *Guidelines for Preparation of an Operations and Maintenance Plan* which sets forth recommended tasks and minimum frequency for performing the tasks.

2.3.5.2 CONTRACTOR shall be responsible for timely and efficient implementation of this O&M Plan. The O&M Plan shall include a long-range capital ~~replacement program for the San Jerardo water system.~~ CONTRACTOR shall also identify resources that will be devoted to operation and maintenance of the

System in the O&M Plan which shall include specific functions such as billing operations, financial management, water testing, connection services, facility maintenance and repair.

2.3.6 Regulatory Compliance: CONTRACTOR shall submit data and reports, as required, to Federal, State, and COUNTY regulatory agencies to ensure continued regulatory compliance of the System. The CONTRACTOR shall also obtain any and all necessary permits for normal and routine operation of the System.

2.3.7 Business Office: CONTRACTOR shall operate and maintain a local business office, located in or near Salinas, for the purpose of conducting business with System customers. CONTRACTOR will provide adequate staffing for the following services regarding the System operations and customer service: walk-in bill paying, establishing new customer accounts, closing existing accounts, transferring service from one account to another, handling customer inquiries and complaints, and offering customers assistance.

2.3.8 County Payments: The monthly cash receipts, the payments received from the customers for water service shall be promptly remitted to the COUNTY.

2.3.9 Operational Reserve: The CONTRACTOR shall indicate, in the O&M Plan how the CONTRACTOR intends to meet the requirement for an operational reserve to respond to emergencies and equipment failures.

2.4 Operations

2.4.1 Daily Operation: CONTRACTOR shall provide acts and services necessary to furnish a high level of domestic water service to System customers in daily operation of the System. Daily operation services shall include, in addition to other services defined in this Agreement, operation of pumps and pump stations, by California State-certified water treatment operators of Grade II or better; water treatment or disinfection equipment operation; and transmission and distribution system operation.

2.4.2 Monthly Reporting: The CONTRACTOR shall provide the COUNTY written monthly reports covering the operations and maintenance of the System. These monthly reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies.

2.4.3 Annual Reporting: The CONTRACTOR shall provide the COUNTY written O&M reports on a quarterly and annual basis. These reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies. All reports shall also detail each account's monthly billings and amount collected for the period covered by the report. The annual reports shall include a discussion of implementing the O&M Plan, as discussed below, including optimization of System operation, setting of goals for the coming year, and assessment of implementing the previous year's goals.

2.4.4 Recordkeeping: The CONTRACTOR shall maintain records relating to the operation and maintenance of the System for at least five (5) years, except for chemical analyses and inspection/evaluation reports which must be retained for a minimum of ten (10) years. CONTRACTOR shall make the records available for inspection by the COUNTY at all reasonable times during normal business office hours and upon twenty-four (24) hours advance notice to the CONTRACTOR.

CONTRACTOR shall include the following:

- 2.4.4.1 Date, and time of service rendered;
- 2.4.4.2 Name of personnel involved;
- 2.4.4.3 Operational notes, including weekly calculation of chemical dosage;
- 2.4.4.4 Records of chlorine residual and location of residual measurement;
- 2.4.4.5 Records of any other water treatment;
- 2.4.4.6 Chlorination failure log;
- 2.4.4.7 Reports of bacteriological and chemical analyses;
- 2.4.4.8 Water supply production records
- 2.4.4.9 Inspection records
- 2.4.4.10 Records of maintenance and corrective actions performed
- 2.4.4.11 Variances, waivers, or exemptions granted by regulators.

2.4.3 Employee Training: CONTRACTOR shall implement adequate employee training on System operation and maintenance, including implementation of any Disaster and Emergency Response Plan.

2.4.4 Routine System Inspection: CONTRACTOR should inspect all above-ground System equipment often enough to ensure prompt detection of problems.

2.4.4.1 Daily inspection of the equipment is recommended. The COUNTY Health Department may impose more or less stringent requirements during the permitting process. CONTRACTOR shall comply with Health Departments permitting requirements.

2.4.4.2 CONTRACTOR shall also perform routine quarterly inspection of the distribution components of the System at a level sufficient to identify surface leaks. System Inspection should consist of a visual inspection of the equipment, checking and filling the chlorine solution level, measuring the chlorine residual, adjusting chlorination equipment as necessary, calculating the dosage rate, and writing down the results of the inspection. Any problems noted shall be corrected promptly.

2.4.5 Water Quality Sampling, Testing, and Reporting: CONTRACTOR shall provide trained and qualified personnel to ensure that the System is in compliance with existing Federal, State, and County laws and regulations pertaining to water quality.

2.4.5.1 CONTRACTOR shall perform, or cause to be performed, by a laboratory certified by the State of California, any and all water quality ~~sampling, testing, analysis, and reporting~~ as required for potable water sources, distribution mains, and service lines by the U.S.

Environmental Protection Agency, State of California Department of Public Health and Drinking Water Program, and the Monterey County Health Department or special acts of the U.S. Congress or California Legislature.

- 2.4.6 CONTRACTOR shall ensure that proper Chain of Custody procedures and forms are used. CONTRACTOR shall provide water quality services as listed herein, which shall include, but not be limited to: preparing monitoring plans; scheduling and collecting water samples for testing; transporting samples to a certified lab; maintaining water quality records; reporting to appropriate regulators; collecting and analyzing special or emergency samples; emergency notification to affected customers; responding to customer inquiries on water quality; preparing and sending the Annual Consumer Confidence Report to System customers; providing a hazardous material control program; ensuring all operator's certification is in compliance with State and Federal requirements; and paying fines or assessments if incurred due to CONTRACTOR's neglect. The Annual Consumer Confidence Report shall be prepared annually by CONTRACTOR, based on data collected from the previous year, and distributed to all System users by July 1st.
- 2.4.7 The following water quality constituents will be monitored for at each water supply source, as applicable (required frequency is indicated in parentheses, although waivers may be granted for longer frequencies):
- 2.4.7.1 Primary Inorganic Compounds (every 3 years)
 - 2.4.7.2 Secondary Compounds (every 3 years)
 - 2.4.7.3 Volatile Organic Chemicals (every 3 years)
 - 2.4.7.4 Synthetic Organic Chemicals (every 3 years)
 - 2.4.7.5 Radioactivity (4 consecutive quarters)
 - 2.4.7.6 Nitrates (quarterly);
 - 2.4.7.7 Coliform bacteria (once monthly).
- 2.4.8 Coliform Sampling and Testing: CONTRACTOR shall sample and test for coliform bacteria at least once per month, with one sample collected from the distribution system and one sample collected at the well head. Chlorine residuals shall also be determined for each coliform sample. Reporting of coliform test results shall be provided to the COUNTY Health Department.
- 2.4.9 Asbestos Testing: CONTRACTOR shall sample and test each water supply source for asbestos in the System at a minimum every nine (9) years, unless a waiver for reduced monitoring applies.
- 2.4.10 Cross-Connection Detection: At least on an annual basis, CONTRACTOR shall routinely inspect the System and analyze water usage to detect the presence of cross connections. CONTRACTOR shall then investigate potential or identified cross connections and notify residents of violations of Health Department criteria. CONTRACTOR shall list identified cross connections in annual reports and subsequently check within six (6) months of noted violation for correction of the cross connection.

2.4.11 Site Visit: CONTRACTOR shall allow authorized representatives of the COUNTY to visit and inspect the System at any time. If requested by the COUNTY representative, a representative of CONTRACTOR shall be available to accompany the COUNTY representative during any such site visit.

2.4.12 Update System Maps: CONTRACTOR shall update System maps per any maintenance or replacements, as appropriate given the level of detail on existing System maps.

2.4.13 Order Chemicals/Lubricants/Supplies: CONTRACTOR shall monitor the stock of chemicals, lubricants, and other supplies necessary to properly maintain the System and order such supplies as needed for proper System O&M. Supplies include but are not limited to lab supplies and repair materials necessary to properly operate the System.

2.5 Maintenance:

2.5.1 System Operation: In addition to other operational procedures identified herein, CONTRACTOR shall regularly exercise the mechanical facilities of the System to ensure their continued operation. Water valves shall to be exercised quarterly. Backflow preventers (BFPs), if present, shall be checked and exercised annually.

2.5.2 Hydrant Testing: CONTRACTOR shall regularly test fire hydrants and maintain hydrants to ensure proper operating order.

2.5.3 Electric Motor and Generator Set (EG Set)/Fire Pump Testing: CONTRACTOR shall regularly test the back-up electric motor and generator set (EG Set) and fire pumps and maintain the EG Set and Fire Pumps to ensure proper operating order.

2.5.4 Fleet Maintenance: CONTRACTOR shall regularly inspect the fleet vehicles used for services under this Agreement and maintain these vehicles to ensure proper operating order.

2.5.5 Telemetry Maintenance: CONTRACTOR shall regularly test the telemetry components of the System and maintain the telemetry equipment to ensure proper operating order.

2.5.6 Control Maintenance: CONTRACTOR shall regularly test the electrical controls of the System and maintain the controls to ensure proper operating order.

2.5.7 Chlorinator Equipment Maintenance: In accord with the COUNTY Operational Requirements for Chlorination Systems, CONTRACTOR shall adequately ensure the following with respect to chlorination equipment (referred to as "equipment" below):

2.5.7.1 The equipment shall be in good operating condition and adequate for the application

2.5.7.2 The equipment shall be covered from the elements

2.5.7.3 Equipment shall provide a consistent feed rate under all operating conditions;

2.5.7.4 The chlorinator shall be activated by the circuit controlling the well pump or in response to a signal from the flow meter

- 2.5.7.5 A flow meter shall be provided to allow for calculation of chemical dosages;
- 2.5.7.6 The chlorine solution storage crock shall be designed for use in mixing and measuring chlorine solutions. It shall be large enough to hold enough solution for one week of peak use plus a prudent reserve. The amount of chemical in the crock shall be able to be accurately measured by taking readings from marks on the container
- 2.5.7.7 Equipment for monitoring chlorine residuals shall use the DPD method. For example, Hach DR100 Chlorimeter or equivalent may be used.

2.5.8 Grounds keeping: CONTRACTOR shall regularly manage and maintain or cause to be maintained real property belonging to the System, so that hazards are minimized. Grounds keeping duties include but are not limited to routine site inspections, grass mowing, and litter collection and disposal.

2.6 Specialized Services:

Specialized Services for this agreement are placed into two categories: Administrative and (As-Needed) O&M. Certain administrative functions may be required or desired over time to enhance the O&M of the System. Non-routine maintenance may be required on a As-needed based on information gathered during routine inspections. These Specialized Services will not be required under the Agreement unless CONTRACTOR is given a separate Notice-to-Proceed. Prior to giving Notice-to-Proceed on these services, the COUNTY will require an itemized fee schedule from CONTRACTOR with a detailed scope of services.

2.7 Administrative/Customer Service:

- 2.7.1 Water Conservation Program: Given the age of the System, customers' desire to minimize water and wastewater bills, and the various regulations and requirements encouraging water conservation, CONTRACTOR shall develop and implement a Water Conservation Program based on available and appropriate water conservation standards. The Water Conservation Program shall include provisions to replace water fixtures, minimize landscape irrigation, and implement other Best Management Practices where practical.
- 2.7.2 Energy Management Program: To reduce energy costs and reduce wear and tear on the System's electrical components. CONTRACTOR shall develop and implement an Energy Management Program that identifies System components and procedures that could be made more energy-efficient while maintaining adequate operation of the System.
- 2.7.3 Standard Operation Procedures: As part of the O&M Plan, CONTRACTOR shall develop Standard Operation Procedures (SOPs) for routine and non-routine System O&M tasks. A manual of SOPs shall be prepared and periodically updated. System O&M staff shall also be routinely trained on the SOPs and a copy of the SOPs manual kept in a convenient location for review and use by System O&M staff.

2.8 As-Needed O&M Services shall include:

- 2.8.1 O&M of water system shall include; all 67 connections to the SYSTEM, supply, treatment, storage, and distribution facilities, up to and including individual water meters.
- 2.8.2 All wells, well pumps, well-head, treatment facilities, meters, fencing, landscaping, structures, and associated appurtenances.
- 2.8.3 All transmission pipeline, valves and appurtenances, connecting the well site with the tank site.
- 2.8.4 All emergency inter-tie pipelines, valves and appurtenances interconnecting the SYSTEM with the Foothill Estates water system.
- 2.8.5 All tanks, pumps, valves, emergency generator, electrical panels, controls and alarms, distribution pipelines, fire hydrants, fencing, landscaping, structures, and associated appurtenances.
- 2.8.6 All water service connections, up to and including meters and any vaults;
- 2.8.7 All easements and appurtenances owned by the COUNTY that are part of the SYSTEM
- 2.8.8 All related parcels of real property owned by the COUNTY and part of the SYSTEM
- 2.8.9 Meter Repair: Residential and non-residential water meters shall be replaced with a similar meter if the existing meter is found to be ineffective for accurate and regular meter reading.
- 2.8.10 CONTRACTOR shall perform, if capable, other repairs and replacements of System components, when needed.
- 2.8.11 Flush System: In addition or in conjunction with the System Inspection, CONTRACTOR shall develop and implement a program to routinely flush System water mains, hydrants, the storage tank, and dead-end lines. Flushing should be done at least quarterly.
- 2.8.12 Leak Detection: CONTRACTOR shall perform inspection of any suspected or reported pipeline or equipment leaks, record findings of inspection, and recommend any follow-up actions in a written report.
- 2.8.13 New Service Connections: CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.
- 2.8.14 Well Flushing: CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.

2.9 Capital (Major) and Minor Improvements:

CONTRACTOR shall not make any capital improvements, or perform any of the Specialized Services, without prior authorization of the COUNTY. All other repairs or replacements exceeding \$1,000 shall require authorization by the COUNTY before the work may proceed.

2.10 Chemical Additive Requirements:

All chemicals or products, including chlorine, added directly to the drinking water as part of a treatment process shall meet the ANSI/NSF Standard 60. The manufacturer or distributor of the chemical should be able to provide documentation of compliance with this requirement.

2.11 Equipment:

CONTRACTOR shall own, lease, or otherwise have use of the necessary equipment to provide the requested services during the Term of the Agreement.

2.12 Operator Certification:

CONTRACTOR shall ensure that only operators with State Water Treatment Operator's certificate of the appropriate grade in compliance with Section 4017(d) and 7107 of the California Health and Safety Code shall be in charge of the System operations during the Term of this Agreement.

CONTRACTOR shall ensure that only operators with Grade 1 certificate shall be in charge of the operation of the chlorination system.

3.0 TERM OF AGREEMENT

3.1 The initial term shall commence with the signing of the AGREEMENT through and including March 31, 2014, with the option to extend the AGREEMENT for four (4) additional one (1) year periods. County is not required to state a reason if it elects not to renew this AGREEMENT.

3.2 In the event the Parties to this AGREEMENT exercise the option to extend this AGREEMENT, the Parties must commence negotiations for any desired rate changes and/or changes to the terms and conditions of this AGREEMENT a minimum of ninety (90) days prior to the expiration of this AGREEMENT. Further, the Parties to this AGREEMENT must mutually agree to any extension of this AGREEMENT, including any changes in rate and/or any changes to the terms and conditions of the AGREEMENT in writing, prior to renewal or extension of this AGREEMENT.

3.3 NON-APPROPRIATIONS: Notwithstanding anything contained in this AGREEMENT to the contrary, if insufficient funds are appropriated, or funds are otherwise unavailable in the budget for County for any reason whatsoever in any fiscal year, for payments due under this AGREEMENT, County will immediately notify CONTRACTOR of such occurrence, and this ~~AGREEMENT shall terminate after the last day during the fiscal year for which~~ appropriations shall have been budgeted for County or are otherwise available for payments.

4.0 COMPENSATION AND PAYMENTS

- 4.1 It is mutually understood and agreed by both parties that CONTRACTOR shall be compensated under this AGREEMENT in accordance with EXHIBIT E and EXHIBIT D COST ESTIMATE SHEET, attached hereto.
- 4.1.1 This agreement shall not exceed \$181,188.00 for the initial three (3) years of the AGREEMENT. Further, the parties understand and agree that the annual not to exceed amount for each year shall not exceed \$60,396.00 per year.
- 4.2 Prices shall remain firm for the initial first year of this AGREEMENT and, thereafter, if the parties mutually agree, prices may be adjusted as provided in this Section. County does not guarantee any minimum or maximum amount of dollars to be spent under this AGREEMENT.
- 4.3 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of this AGREEMENT.
- 4.4 Any discount offered by CONTRACTOR shall allow for payment after receipt and acceptance of services, material or equipment and correct invoice, whichever is later. In no case will a discount be considered that requires payment in less than 30 days.
- 4.5 CONTRACTOR shall levy no additional fees or surcharges of any kind during the term of this AGREEMENT without first obtaining approval from County in writing.
- 4.6 Tax:
- 4.6.1 Pricing as per this AGREEMENT is inclusive of all applicable taxes.
- 4.6.2 County is registered with the Internal Revenue Service, San Francisco office, and registration number 94730022K. The County is exempt from Federal Transportation Tax; an exemption certificate is not required where shipping documents show Monterey County as consignee.

5.0 INVOICES AND PURCHASE ORDERS

- 5.1 Invoices for all services rendered per this AGREEMENT shall be billed directly to:

Boronda County Sanitation District – San Jerardo
County of Monterey
Department of Public Works
168 W. Alisal St., 2nd Floor
Salinas, CA 93901

- 5.2 CONTRACTOR shall reference the RFP #10355 on all invoices submitted to County. CONTRACTOR shall submit such invoices periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth ~~the amounts claimed by CONTRACTOR for the previous period, together with an itemized~~ basis for the amounts claimed, and such other information pertinent to the invoice. County

shall certify the invoice, either in the requested amount or in such other amount as County approves in conformity with this AGREEMENT, and shall promptly submit such invoice to County Auditor-Controller for payment. County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

- 5.3 All County of Monterey Purchase Orders issued for the AGREEMENT is valid only during the fiscal year in which they are issued (the fiscal year is defined as July 1 through June 30).
- 5.4 Unauthorized Surcharges or Fees: Invoices containing unauthorized surcharges or unauthorized fees of any kind shall be rejected by County. Surcharges and additional fees not included in the AGREEMENT must be approved by County in writing via an Amendment.

6.0 STANDARD INDEMNIFICATION

CONTRACTOR shall indemnify, defend, and hold harmless County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this AGREEMENT, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with CONTRACTOR's performance of this AGREEMENT, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

7.0 INSURANCE REQUIREMENTS

7.1 Evidence of Coverage:

- 7.1.1 Prior to commencement of this AGREEMENT, CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition CONTRACTOR upon request shall provide a certified copy of the policy or policies.
- 7.1.2 This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. CONTRACTOR shall not receive a "Notice to Proceed" with the work under this AGREEMENT until it has obtained all insurance required and such, insurance has been approved by County. This approval of insurance shall neither relieve nor decrease the liability of CONTRACTOR.
- 7.1.3 Qualifying Insurers: All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of

not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by County's Purchasing Officer.

7.2 Insurance Coverage Requirements:

7.2.1 Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

7.2.1.1 Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

7.2.1.2 Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this AGREEMENT, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

7.2.1.3 Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this AGREEMENT, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

7.2.1.4 Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, CONTRACTOR shall, upon the expiration or earlier termination of this AGREEMENT, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this AGREEMENT.

7.3 Other Insurance Requirements:

7.3.1 All insurance required by this AGREEMENT shall be with a company acceptable to County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this AGREEMENT, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this AGREEMENT.

- 7.3.2 Each liability policy shall provide that County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this AGREEMENT, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.
- 7.3.3 Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.
- 7.3.4 Prior to the execution of this AGREEMENT by County, CONTRACTOR shall file certificates of insurance with County's contract administrator and County's Contracts/Purchasing Division, showing that CONTRACTOR has in effect the insurance required by this AGREEMENT. CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this AGREEMENT, which shall continue in full force and effect.
- 7.3.5 CONTRACTOR shall at all times during the term of this AGREEMENT maintain in force the insurance coverage required under this AGREEMENT and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this AGREEMENT, which entitles County, at its sole discretion, to terminate this AGREEMENT immediately.

8.0 RECORDS AND CONFIDENTIALITY

- 8.1 Confidentiality: CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this AGREEMENT, unless County specifically permits CONTRACTOR to

disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this AGREEMENT except for the sole purpose of carrying out CONTRACTOR's obligations under this AGREEMENT.

- 8.2 County Records: When this AGREEMENT expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this AGREEMENT.
- 8.3 Maintenance of Records: CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this AGREEMENT.
- 8.4 Access to and Audit of Records: County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of CONTRACTOR and its subcontractors related to services provided under this AGREEMENT. Pursuant to Government Code section 8546.7, if this AGREEMENT involves the expenditure of public funds in excess of \$10,000, the parties to this AGREEMENT may be subject, at the request of County or as part of any audit of County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this AGREEMENT for a period of three years after final payment under the AGREEMENT.

9.0 NON-DISCRIMINATION

- 9.1 During the performance of this contract, CONTRACTOR shall not unlawfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40); sex, or sexual orientation. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, §12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, §7285.0, et seq.).
- 9.2 The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12900, et seq., set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full.
- 9.3 CONTRACTOR shall include the non-discrimination and compliance provisions of the clause in all AGREEMENTs with subcontractors to perform work under the contract.

10.0 OVERRIDING CONTRACTOR PERFORMANCE REQUIREMENTS

- 10.1 Independent Contractor: CONTRACTOR shall be an independent contractor and shall not be an employee of Monterey County, nor immediate family of an employee of County. CONTRACTOR shall be responsible for all insurance (General Liability, Automobile, Workers' Compensation, unemployment, etc.) and all payroll-related taxes. CONTRACTOR shall not be entitled to any employee benefits. CONTRACTOR shall control the manner and means of accomplishing the result contracted for herein.
- 10.2 Minimum Work Performance Percentage: CONTRACTOR shall perform with his own organization contract work amounting to not less than 50 percent of the original total AGREEMENT amount, except that any designated 'Specialty Items' may be performed by subcontract and the amount of any such 'Specialty Items' so performed may be deducted from the original total AGREEMENT amount before computing the amount of work required to be performed by CONTRACTOR with his own organization or per a consortium.

11.0 CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR, its responsible officers, and its employees having major responsibilities for the performance of work under the AGREEMENT, presently have no interest and during the term of this AGREEMENT will not acquire any interests, direct or indirect, which might conflict in any manner or degree with the performance of CONTRACTOR'S services under this AGREEMENT.

12.0 COMPLIANCE WITH APPLICABLE LAWS

- 12.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices required by law in the performance of the Services.
- 12.2 CONTRACTOR shall report immediately to County's Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.
- 12.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations and guidelines that are in force at the time such documentation is prepared.

13.0 FORCE MAJEURE

In the case of default by CONTRACTOR, County may procure the articles or services from other sources and may recover the loss occasioned thereby from any unpaid balance due to CONTRACTOR or by proceeding against any performance bond of CONTRACTOR, if any, or by suit against CONTRACTOR. The prices paid by County shall be considered the prevailing market price at the time such purchase(s) may be made. Inspections of deliveries or offers for deliveries that do not meet specifications shall be made at the expense of CONTRACTOR.

14.0 TRAVEL REIMBURSEMENT

Travel cost shall be included in CONTRACTOR'S rates to the COUNTY. No additional reimbursement for travel will be considered in this agreement.

15.0 PERFORMANCE BOND

15.1 CONTRACTOR shall provide a performance security bond of \$60,000.00.

15.2 CONTRACTOR may offer the performance security entirely through an irrevocable letter of credit or by any combination of an irrevocable letter of credit and a performance bond totaling sixty thousand dollars (\$60,000).

15.2.2 The irrevocable letter of credit shall be in a form acceptable to the County, and it shall be issued by a federally insured (FDIC) banking institution, acceptable to the County, with a debt rating of 1A or higher by the FDIC; A-or higher by Standard and Poor's; A-or higher by Moody's investors; or have a comparable rating by another rating system acceptable to the County.

15.3 If a performance bond is provided to the County, the surety shall satisfy the following requirements:

15.3.1 Shall be a California Admitted Surety insurer under the Bond and Undertaking Law, California Code of Civil Procedure Sections 995.101 et seq.,

15.3.2 Shall be either a current A.M. Best A IV rated Surety or has a current Standard and Poor's rating of A.

15.3.3 The performance bond shall provide for the immediate release of funds to the County upon notice of material breach of the AGREEMENT.

15.3.4 The performance bond shall also provide that any legal dispute, which CONTRACTOR or the bonding company may initiate, shall not delay the release of funds to the County.

15.4 The irrevocable letter of credit and/or performance bond shall be used to assure the management, maintenance and operation of the San Jerardo Water System, including, but not limited to, the conduct of a procurement process, and negotiation or related administrative expenses, and additional contract costs incurred as a result of contracting with a new contractor, should the County terminate performance of CONTRACTOR under the AGREEMENT because of failure to perform the scope of services as outlined within Section 2.0 of the AGREEMENT.

15.5 Breach of Agreement Remedies:

15.5.1 Thirty Days' Notice of Breach - Opportunity to Cure: If CONTRACTOR breaches any provision of this AGREEMENT, COUNTY, may give Thirty Days written notice to CONTRACTOR, in accordance with the means of providing notice set forth in Section 20 below, detailing CONTRACTOR'S violations. If such violation/s is/are not corrected to the reasonable satisfaction of COUNTY within thirty (30) days after the date of notice of violation/s, or within such a reasonable time as may be required to cure the violation/s (provided the acts to cure the violation/s are commenced within thirty (30) days and thereafter diligently pursued to completion), the COUNTY may, without further notice, declare CONTRACTOR to be in breach of this AGREEMENT. Upon COUNTY'S declaration of CONTRACTOR'S breach, COUNTY may pursue any remedy available under local, state, or federal law, including those specifically provided for in this Section.

15.6 CONTRACTOR's failure to meet the performance security requirements after and during the execution of the agreement may be deemed a material breach of the AGREEMENT.

16.0 EMERGENCY SITUATIONS

CONTRACTOR shall provide the name and contact information of a representative who shall be available 24 hours a day, 7 days a week, in the event of an emergency. During the emergency, CONTRACTOR shall provide County with all available supplies, materials, equipment and/or services on a priority basis.

County expects emergency deliveries to occur within 4 hours of order placement and may be required during evenings, weekends, and holidays. Time is of the essence for delivery during emergency situations. Delivery location(s) and estimated arrival will be mutually agreed upon, by County and CONTRACTOR, at time of order and will be determined based on need and existing conditions. It is understood that current conditions, such as power outages, road closures, and damages to CONTRACTOR's facility and/or equipment, will be taken into consideration. It is understood and agreed that emergency repairs or replacements are within the scope of operation and management of the water system. It is also understood and agreed that any emergency repairs or replacements which require a licensed contractor will not be performed by CONTRACTOR and, that a licensed contractor, acceptable to the County and/or on any on-call list with the County, shall perform said emergency repairs or replacements. Emergency repairs or replacements exceeding \$1,000 shall require authorization by COUNTY before the work may proceed.

17.0 HAZARDOUS MATERIALS

HAZARDOUS MATERIALS: Transportation of any hazardous materials to County must be done so in conformance with SARA Title 3 as amended. Appropriate documentation must be provided in a Material Safety Data Sheet (MSDS) and other documentation as necessary relating to the traits, characteristics, and pervasive properties of any hazardous materials shipped to the County of Monterey. The shipper understands that County shall not accept any shipment of hazardous materials without complete documentation and safety information as required by law. County shall not take responsibility for the accidental or purposeful discharge or release of any hazardous material. County does not take responsibility for the improper packaging and/or transportation of any hazardous materials ordered by County while in transit or storage prior to delivery and acceptance by County.

18.0 DAMAGE

CONTRACTOR shall be held responsible for any breakage, loss of the COUNTY's equipment or supplies through negligence of CONTRACTOR or his employee while working on the COUNTY's premises. CONTRACTOR shall be responsible for restoring/replacing any equipment, facilities, etc. so damaged. CONTRACTOR shall immediately report to the COUNTY any damages to the premises resulting from services performed under this AGREEMENT.

19.0 PROTECTION OF PUBLIC

CONTRACTOR shall provide adequate warning devices, barricades, guards, flagmen, or other necessary precautions shall be taken by CONTRACTOR to give advice and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area(s) affected by this AGREEMENT.

20.0 LEGAL DISPUTES

Notices required to be given to the respective parties under this AGREEMENT shall be deemed given by any of the following means: (1) when personally delivered to County's contract administrator or to CONTRACTOR'S responsible officer; (2) when personally delivered to the party's principle place of business during normal business hours, by leaving notice with any person apparently in charge of the office and advising such person of the import and contents of the notice; (3) 24 hours after the notice is transmitted by FAX machine to the other party, at the party's FAX number specified pursuant to this AGREEMENT, provided that the party giving notice by FAX must promptly confirm receipt of the FAX by telephone to the receiving party's office; or, (4) three (3) days after the notice is deposited in the U. S. mail with first class or better postage fully prepaid, addressed to the party as indicated below.

CONTRACTOR agrees that this AGREEMENT and any dispute arising from the relationship between the parties to this AGREEMENT, shall be governed and interpreted by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.

Any dispute that arises under or relates to this AGREEMENT (whether contract, tort, or both) shall be resolved in the Superior Court of California in Monterey County, California.

CONTRACTOR shall continue to perform under this AGREEMENT during any dispute.

The parties agree to waive their separate rights to a trial by jury. This waiver means that the trial will be before a judge.

Notices mailed or faxed to the parties shall be addressed as follows:

TO COUNTY:

Contracts/Purchasing Officer
County of Monterey, Contracts/Purchasing
168 W. Alisal Street, 3rd Floor.
Salinas, CA 93901-2439
Tel. No.: (831) 755-4990
FAX No.: (831) 755-4969
Email: derrm@co.monterey.ca.us

TO CONTRACTOR:

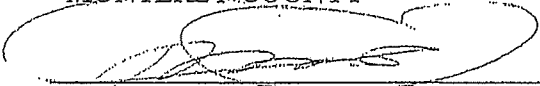
MCSI Water Systems management
11552 Hidden Hills Road
Carmel Valley, CA 93924
Tel. No.: (831) 659-5360
FAX No.: (831) 659-3166
Email: h2oman97@aol.com


(This section intentionally left blank)

IN WITNESS WHEREOF, the County and CONTRACTOR execute this AGREEMENT as follows:

MONTEREY COUNTY

CONTRACTOR


Contracts/Purchasing Officer

By: 
Signature of Chair, President, or
Vice-President

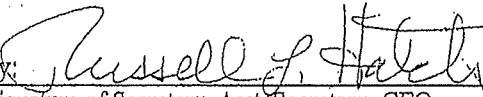
Dated: 7-30-13

ROSS L. HATCH, PRESIDENT
Printed Name and Title

Approved as to Fiscal Provisions:

Dated:


Auditor/Controller

By: 
(Signature of Secretary, Asst. Secretary, CFO,
Treasurer or Asst. Treasurer)*

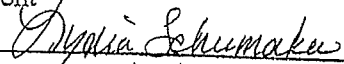
Dated: 5-29-13

Russell L. Hatch, CFO
Printed Name and Title

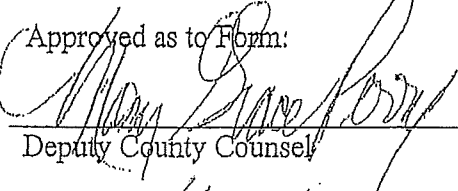
RISK MANAGEMENT
Approved as to Indemnity Provisions
MONTEREY COUNTY
APPROVED AS TO INDEMNITY/
INSURANCE LANGUAGE

Dated: 4/9/13

Risk Management

By: 
Dated: Date: 4-25-13

Approved as to Form:


Deputy County Counsel

Dated: May 29 2013


**EXHIBIT A BORONDA COUNTY SANITATION DISTRICT
SITE MAP LAYOUT**

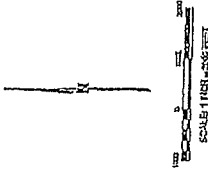
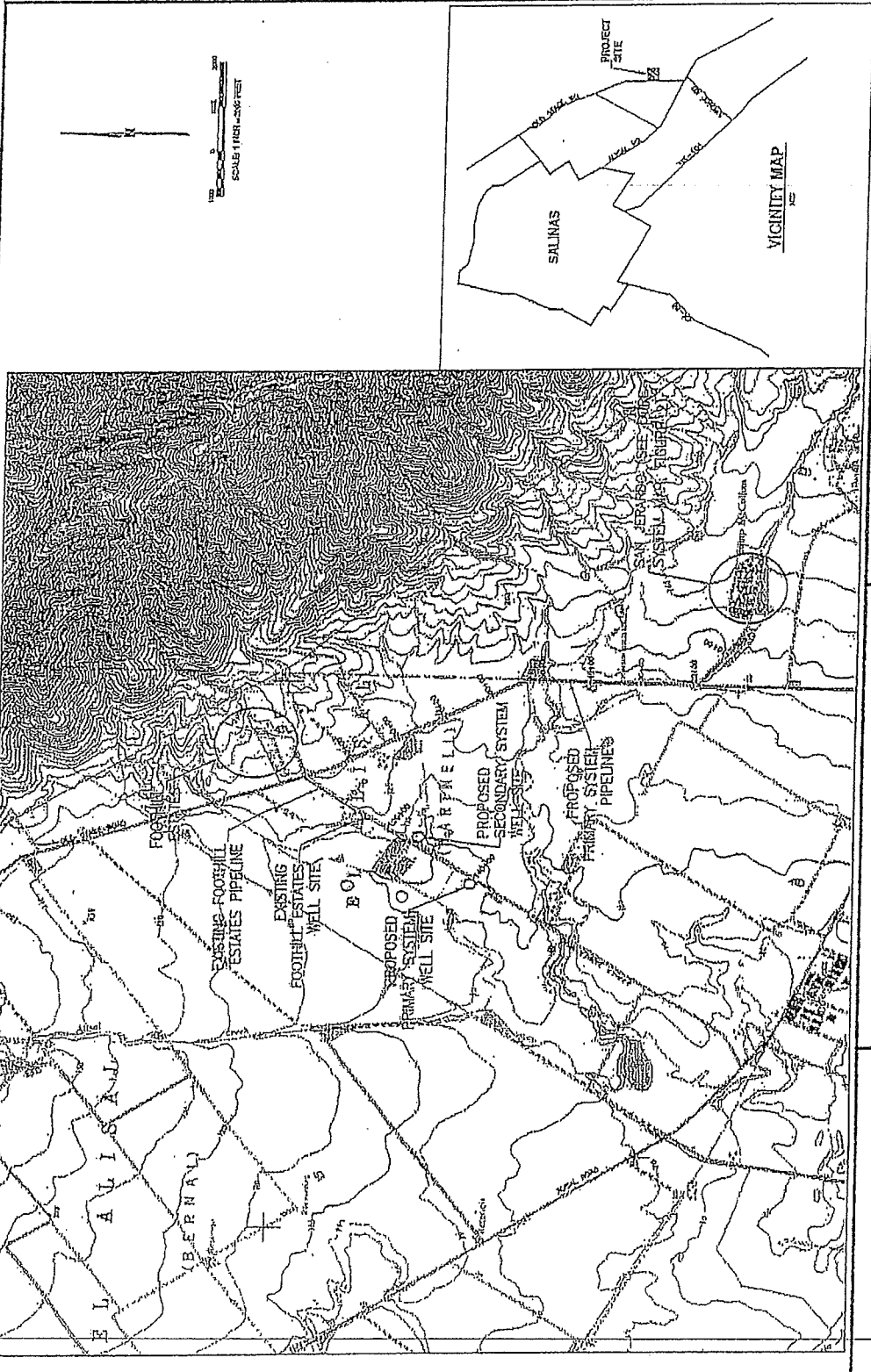
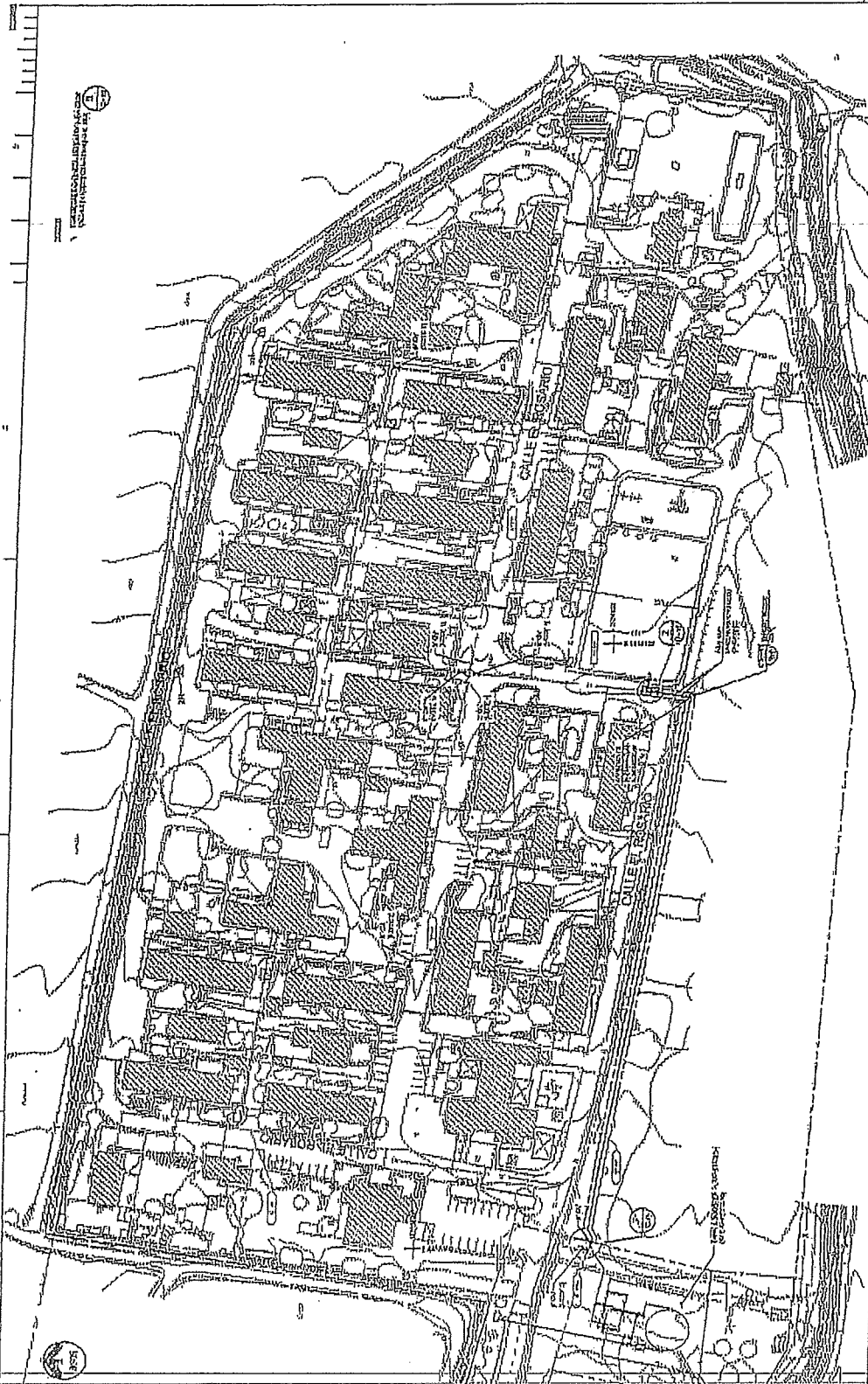


FIGURE 1	2/14/07
	SCALE: AS NOTED
	DESIGNER:
	DATE: 1/02
SAN JERARDO CO-OP WELL REPLACEMENT AND STORAGE PROJECT	
Schaaf & Wheeler CONSULTING CIVIL ENGINEERS 100 N WINCHESTER BLVD, STE. 209 SANTA CLARA, CA 95050 (408) 246-4848	

EXHIBIT B SAN JERARDO COMMUNITY MAP



San Jerardo Water Recharge Project
Project No. W-07010

COUNTY OF MONTEREY
RESOURCE MANAGEMENT AGENCY
DEPARTMENT OF PUBLIC WORKS

DATE: 04/23/08
BY: [Signature]

PROJECT NO. W-07010

PROJECT NAME: San Jerardo Water Recharge Project

PROJECT LOCATION: San Jerardo, Monterey County, California

PROJECT DESCRIPTION: This project is a water recharge project located in San Jerardo, Monterey County, California. The project consists of a series of recharge basins that will be used to store and recharge groundwater. The project is located on a parcel of land owned by the County of Monterey. The project is shown on the attached map.

PROJECT AREA: The project area is located in San Jerardo, Monterey County, California. The project area is shown on the attached map.

PROJECT STATUS: The project is currently in the planning phase. The project is expected to be completed in 2010.

PROJECT CONTACT: [Contact Information]

**EXHIBIT C BORONDA COUNTY SANITATION DISTRICT
FACILITIES LIST**

**SAN JERARDO HOUSING COOPERATIVE
WATER SYSTEM**

PRIMARY WATER SUPPLY SYSTEM	STORAGE AND DISTRIBUTION SYSTEM
<p align="center">Well System</p> <p>400' of 10" Casing</p> <p>10" Grundfos pump</p> <p>Well housing</p> <p>Electrical service, instrumentation, controls, and housing</p> <p>Real property</p> <p>Site fencing and gates</p> <p>Chlorine storage tank</p> <p>Chlorine well-head disinfection system</p> <p align="center">Offsite Pipelines</p> <p>11,500' of 6" PVC (from well to reservoir)</p> <p>ARV assembly</p> <p>Blow-off assembly</p> <p>Associated gate valves</p> <p align="center">SECONDARY WATER SUPPLY SYSTEM</p> <p>6" PVC connection with Foothills Estate Water System</p> <p>Metering and isolation valves for connection</p> <p>Electrical service, instrumentation, controls, and housing</p>	<p align="center">Storage/Pumping</p> <p>325,000 gallon above-ground steel tank</p> <p>Hydropneumatic tank</p> <p>1,700 gallon-per-minute fire booster pumps</p> <p>700' of 8" piping</p> <p>Associated valves and electrical</p> <p align="center">Onsite Pipelines</p> <p>1,047' of 8" ACP</p> <p>1,341' of 6" ACP</p> <p>701' of 4" ACP</p> <p>123' of 2" PVC</p> <p>508' of 1.5" PVC</p> <p>1,741' of 1" PVC</p> <p>638' of 3/4" PVC</p> <p align="center">Miscellaneous</p> <p>Associated valves</p> <p>Associated fire hydrants</p> <p>64 residential meters</p> <p>3 non-residential meters (community center, day care center, soccer field)</p>

EXHIBIT D REVISED COST ESTIMATE SHEET
--

OPERATION & MAINTENANCE OF WATER SYSTEM FACILITIES

SAN JERARDO HOUSING COOPERATIVE

Exhibit 2 – Cost Estimate Sheet

Item No.	Item Description	Quantity	Unit	Unit Cost	Annual Total Cost
Basics Services (Biddable)					
<i>1 Administrative/Customer Service</i>					
1.01	Administration of O&M Services	1	LS	\$ 835	\$ 10,020
1.02	Meter reading	12	Months	\$ 300	\$ 3,600
1.03	Billing Administration	12	Months	\$ 350	\$ 4,200
1.04	Handling routine calls/service questions	12	Months	\$	\$ Included
1.05	After-hours response (4 hrs) to customer calls	24	EA	\$ 215	\$ 2,580
1.06	Prepare and Implement O&M Plan	1	LS	\$	\$ 1,200
1.07	Regulatory compliance	1	LS	\$	\$ Included
<i>2 Operations</i>					
2.01	Dally operations/adjustments	261	Days	\$ 1,927	\$ 23,124
2.02	Monthly reports	12	Months	\$ 150	\$ 1,800
2.03	Annual analysis/reporting	1	LS	\$	\$ 1,500
2.04	Manage maintenance records	1	LS	\$	\$ Included
2.05	Staff training	1	LS	\$	\$ 1,200
2.06	Equipment inspection (see facilities list)*	1	LS	\$	\$ Included
2.07	Water Quality sampling/testing (residual, corrosion, MCLs, aesthetics) (see section 5)	1	LS	\$ 167	\$ 2,004
2.10	Cross connection detection	1	LS	\$	\$ 750
2.11	Accompany County staff on site visit	4	EA	\$ 55.67	\$ 668
2.12	Update System Maps	1	LS	\$	\$ 1,250
2.13	Order chemicals/lubricants/supplies	1	LS	\$	\$ Included
<i>3 (Preventive) Maintenance</i>					
3.01	Valve exercising	2	EA	\$ 50	\$ 600
3.02	Hydrant testing	1	EA	\$	\$
3.03	EG set/fire pump testing	12	Months	\$	\$ Included
3.04	Fleet maintenance	12	Months	\$	\$ Included
3.05	Telemetry maintenance	1	LS	\$	\$ (see section 5)
3.06	Control maintenance	1	LS	\$	\$ (see section 5)
3.07	Chlorinator equipment maintenance	1	LS	\$	\$ 1,500
3.08	Grounds keeping	1	LS	\$	\$ 1,500

<i>4 Specialized Services (Optional) - Must be approved</i>				
<i>Administrative/Customer Service</i>				
4.01 Water Conservation Program develop/Implement	1	LS	\$	\$ 1,200
4.02 Energy Management Program develop/Implement	1	LS	\$	\$ 600
4.03 Standard Operating Procedures develop/Implement	1	LS	\$	\$ 600
<i>(As-Needed) Q&M</i>				
Meter Repair	1	LS	\$	\$
Equipment replacement				
Meter	1	LS	\$	\$
Valve	1	LS	\$	\$
Hydrant	1	LS	\$	\$
Booster Pumps	1	LS	\$	\$
Pipeline (mains)	1	LS	\$	\$
System flush	1	LS	\$	\$ 500
Leak detection	1	LS	\$	\$
New connection (tapping)	1	LS	\$	\$
TOTAL				\$4,049.67 \$60,396.00

EXHIBIT D COST ESTIMATE

MCSI WATER SYSTEMS MANAGEMENT

Monterey County RFP #10355

We have separated each item by monthly and annual cost. Monthly cost is detailed under "Unit Cost" and annual costs under "Annual Total Cost". All items listed as LS "Lump Sum" have been broken down into monthly cost with the total lump sum figure listed under "Annual Total Cost". Items which are included in other services, such as daily, monthly or annual inspections and maintenance are marked "included". Some items listed in Exhibit D of this AGREEMENT cannot be broken down into a Lump Sum cost or are included in other services. These items include:

1.05 After-hours response (4 hrs.) to customer calls; 24 EA

Based on our experience with San Jerardo, after hours customer calls are rare. We estimate approximately 5 calls of this type per year.

1.07 Regulatory Compliance

This cost is subject to change. As Health Department regulations and requirements change frequently, we have attempted to estimate the monthly and yearly cost.

2.06 Equipment inspection

This cost is included in Section 2.01 Daily operations/adjustments of Exhibit D.

2.07 Water Quality sampling/testing (residual, corrosion, MCL's, aesthetics).

These costs are highly variable as some sample requirements are based on previous sample results. For example, increased testing may be required per Health Department regulation for total coliform samples; if a positive sample is detected, multiple re-samples are required. Health Department regulations require 4 repeat samples within 24 hours of a positive sample result. If any one of the four are positive, four more are required continuing in that fashion until all four are negative (clean) in one sample round. Five routine samples are then required for the month following a positive sample round(s). In addition, the Health Department may require public notification, proof of notification and an investigation and report completed and filed with their department.

Pricing as listed in Exhibit D item 2.07 will be for two routine total coliform/E.coli tests per month and collection of all required quarterly, yearly and tri-annual samples. Costs for lab charges are not included as these costs will vary greatly depending on what samples are required.

MCSI will provide sample collection and delivery, chain of custody form submittal, result analysis, and reporting of all Health Department required tests per section 4.2; 4.2.9 for the cost listed in section 2.07 of Exhibit D. Additional testing may be required by the Health Department based on results of those tests. All lab fees will be billed to County in addition to the cost listed in section 2.07 at cost with no mark-up. Based on our

experience, you can expect some lab charge invoices may exceed \$2500.00 in months where quarterly, yearly, and tri annual sampling is required. MCSI will make every effort to notify County when these charges are forthcoming. Lab charges for additional Health Department required bacteriological, chemical, radiological or other sampling will be billed to County at cost with no mark-up.

3.03 to 3.06 EG set, Fire pump testing, Fleet, Telemetry, Control maintenance
Costs for items 3.03 to 3.06 are included in item 2.01.

3.05 Telemetry Maintenance

MCSI will monitor and inspect the telemetry system, per KBL, CONTRACTOR responsible for installing the telemetry system, no routine maintenance is necessary.

3.06 Control Maintenance

MCSI will monitor and inspect the controls. Per KBL, the control and PLC systems do not need routine maintenance. Any repair should be performed by KBL.

3.08 Grounds Keeping

A local youth camp has volunteered to perform grounds keeping maintenance for free. However, we have included an estimated cost for such maintenance in the event maintenance needs to be performed and the youth camp is unavailable. MCSI will utilize the volunteer option as much as possible.

Section S8.1 Insurance Requirements

Cost for insurance and performance bond requirements detailed in section S8.1 and S15.0 is included in item 1.01 Administration of O&M Services.

1. Basic Services (Biddable)

MCSI shall for the monthly fee of \$4050.00 provide the following services detailed in Exhibit D Sections 1 (Administrative/Customer Service) and Section 2 (Operations)
Services will include and are limited to:

Item#

- 1.01 Administration of O&M Services
- 1.02 Meter Reading
- 1.03 Billing Administration
- 1.04 Handling routine calls/service questions
- 1.05 After-hours response (4 hours) to customer calls
- 1.07 Regulatory Compliance

2. Operations

- 2.01 Daily operations/adjustments
- 2.02 Monthly Reports
- 2.03 Annual analysis/reporting
- 2.04 Manage maintenance records
- 2.05 Staff training
- 2.06 Equipment inspection (see facilities list)
- ~~2.07 Water quality sampling/testing (residual, corrosion, MCL's, aesthetics (see section 5))~~

- 2.11 Accompany County Staff on,site visit
- 2.13 Order chemicals/lubricants/supplies

3. (Preventative) Maintenance

- 3.01 Valve Exercising
- 3.03 EG set/fire pump testing
- 3.04 Fleet Maintenance

All other items not listed above will be conducted on an as requested basis and charged in addition to the monthly fee of \$4050.00

These items include:

Section 3, items 3.02 through 3.08 and section 4, items 4.01 through 4.03 including all items titled (As needed) O&M

Items 3.07, 3.08 4.01, 4.02 and 4.03 and "system flush" have been estimated and a cost listed under "Annual Total Cost" If requested by BCSD San Jerardo/County, MCSI will conduct those activities not to exceed the cost listed and in addition to the monthly fee of \$4050.00.

All other items where no cost is assigned will be estimated at time of request for performance of that item and charged in addition to the monthly fee of \$4050.00.

Per item # 2.07


MCSI will provide sample collection and delivery, chain of custody form submittal, result analysis and reporting included in the monthly fee. All lab costs will be paid for by MCSI and charged to BCSD San Jerardo/County at cost with no mark-up in addition to the monthly fee of \$4,050.00.

Per item # 2.13

MCSI will order and pay for all necessary materials, supplies, repair parts, chemicals, lubricants and fuels for the EG set and fire pump. All costs for any such items will be billed to BCSD San Jerardo/County in addition to the monthly fee of \$4,050.00 at cost with no mark-up.

COUNTY OF MONTEREY - VENDOR DATA RECORD (Rev. 3-2012)

Required when doing business with the County of Monterey - No IRS W-9 form needed (Foreign vendors should submit IRS W-8)

<p>1</p> <p>RETURN TO:</p>	<p>COUNTY OF MONTEREY Contracts/Purchasing 168 W. Allsal Street 3rd Floor Salinas, CA 93901 Email: mcvss@co.monterey.ca.us Phone: (831) 755-4990 Fax: (831) 755-4969</p>	<p>PURPOSE: Information contained in this form will be used by the County of Monterey to prepare information returns (Form 1099) and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments.</p> <p>See Privacy Statement and California Non-Resident Withholding Information on next page.</p>
<p>2</p> <p>NAME AND ADDRESS</p>	<p>VENDOR'S LEGAL NAME (as shown on your income tax return) Management & Construction Services Inc.</p> <p>BUSINESS NAME / DBA (if different from line 1) MCSI Water Systems Management</p> <p>MAILING ADDRESS 11552 Hidden Hills Rd.</p> <p>ADDITIONAL MAILING ADDRESS</p> <p>CITY, STATE, ZIP CODE Carmel Valley, CA 93924</p>	<p>SELECT NAME TO BE MADE PAYABLE TO <input type="checkbox"/> Legal Name <input checked="" type="checkbox"/> Alias/DBA <input type="checkbox"/> Both</p> <p>PHONE NUMBER (831) 659-5360</p> <p>FAX NUMBER (831) 659-3166</p> <p>E-MAIL ADDRESS h2oman97@aol.com</p> <p>REMIT-TO ADDRESS 11552 Hidden Hills Rd.</p> <p>REMIT-TO CITY, STATE, ZIP CODE Carmel Valley, CA 93924</p>
<p>3</p> <p>TAX ID AND BUSINESS ENTITY TYPE</p>	<p>FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): 7 7 - 0 2 0 2 2 0 6</p> <p><input checked="" type="checkbox"/> C CORPORATION <input type="checkbox"/> S CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> EXEMPT PAYEE (e.g., government, non-profit) <input type="checkbox"/> OTHER: ▶</p> <p>SOCIAL SECURITY NUMBER (SSN): <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR</p>	<p>For Tax ID entry instructions, please see next page</p> <p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>
<p>4</p> <p>PAYMENT TYPE & ACTIVITY</p>	<p>PLEASE CHECK ALL BOXES THAT ARE APPLICABLE TO THE CATEGORY OF PAYMENT:</p> <p><input checked="" type="checkbox"/> SUPPLIES/EQUIPMENT <input type="checkbox"/> ATTORNEY SERVICES <input type="checkbox"/> INTEREST <input type="checkbox"/> SERVICES (MEDICAL) <input type="checkbox"/> LEGAL SETTLEMENT <input type="checkbox"/> GRANTS <input checked="" type="checkbox"/> SERVICES (NON-MEDICAL) <input type="checkbox"/> RENT/LEASE <input checked="" type="checkbox"/> OTHER: ▶ Lab Charges.</p> <p>Are you a former employee of the County of Monterey? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Are you a Certified Green Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See Information regarding green certification on next page)</p>	
<p>5</p> <p>VENDOR RESIDENCY STATUS FOR CA TAX PURPOSES</p>	<p>CALIFORNIA STATE WITHHOLDING STATUS (CA withholding information on next page):</p> <p><input checked="" type="checkbox"/> California Resident <input type="checkbox"/> California Form 590 (Withholding Exemption Certificate) attached</p> <p><input type="checkbox"/> California Non-Resident <input type="checkbox"/> Waiver of State withholding from California Franchise Tax Board attached <input type="checkbox"/> California Form 590 (Withholding Exemption Certificate) attached <input type="checkbox"/> All services for payments issued are performed OUTSIDE of California <input type="checkbox"/> No Services are being rendered, only goods are being provided for payment</p>	<p>CA Form 590 required if your address above in section 2 is a non-CA address</p> <p>CA NON-RESIDENTS: 7% will be withheld from payment unless one of the lower four boxes on left is checked.</p>
<p>6</p>	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the County of Monterey.</p>	
<p>CERTIFYING SIGNATURE</p>	<p>Authorized Representative's Name (Type or Print) Russell L. Hatch</p> <p>Signature </p>	<p>Title CFO</p> <p>Date 02/05/2013</p> <p>Phone Number (831) 659-5360</p>

COUNTY OF MONTEREY – VENDOR DATA RECORD (Rev 3-2012)

Section 1 Requirement to Complete Vendor Data Record
A completed Vendor Data Record (VDR) is required for payments to all vendors and will be kept on file at the County. Please return the fully completed VDR form and any other necessary documents for vendor setups/updates to the County of Monterey – Contracts/Purchasing at the address listed in this section. (For more information on Vendor Registration Process, visit <http://www.co.monterey.ca.us/admin/vendorinfo.htm>)

Section 2 Enter the payee's legal business name as shown on your income tax return. Individuals/Sole proprietorships must also include the owner's full name as shown on your income tax return.
The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here. The remit-to address should be the address the payee chooses to receive payments. If there are multiple remit-to addresses for the same payee, please list them and send it together with the completed Vendor Data Record (VDR) form.

Section 3 Check ONE box that corresponds to the payee entity type. (For more information on account types and TIN info, visit www.irs.gov)

What Name and Number to Give the Requester

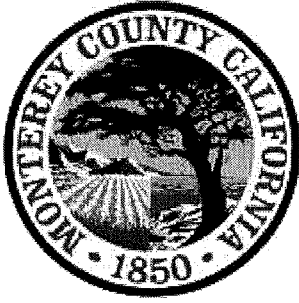
Entity Type	Name and Number to Give
1 Individual	The individual
2 Two or more individuals (joint account)	The actual owner of the account or if combined funds, the first individual on the account
3 Custodian account of a minor	The minor
4 a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee The actual owner
5 Sole proprietorship or disregarded entity owned by an individual	The owner
6 Grantor trust filing under Optional Form 1099 filing Method	The grantor
7 Disregarded entity not owned by an individual	The owner
8 A valid trust, estate, or pension trust	Legal entity
9 Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10 Association, club, religious, charitable, educational, or other tax-exempt organization.	The organization
11 Partnership or multi-member LLC	The partnership
12 A broker or registered nominee	The broker or nominee
13 Account with the Dept of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14 Grantor trust filing under the Form 1041 filing Method or the Optional Form 1099 filing Method 2	The trust

Section 4 Check ALL boxes that are applicable to the category of payment.
Indicate if you are a former employee of the County of Monterey.
Green Business Certification within the Tri-County area (Monterey, Santa Cruz and San Benito Counties) is administered through the Monterey Bay Area Green Business Program (www.montereybaygreenbusiness.org). Vendors from outside the Tri-County area are encouraged to seek similar certification from a local authority within their jurisdiction, and if a similar green business type of certification has been issued, vendors should check the "Yes" box. Green Business Certification may be used as one of the selection factors when awarding contracts from solicitations issued by the County of Monterey, therefore vendors should inform the County of this certification.

Section 5 ARE YOU A CALIFORNIA RESIDENT OR NONRESIDENT?
A corporation will be defined as a CA Resident if it has a permanent place of business in California or is qualified through the Secretary of State to conduct business in California.
A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at the time of death. A trust is considered a resident if at least one trustee is a California resident.
For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a non resident.
Payments to all non-resident vendors may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes.
Due to resource limitations, the County of Monterey will withhold 7% of their total payments even when the following conditions apply:
1) The total payments to the vendor are \$1,500 or less for the calendar year; and
2) The vendor is providing a combination of goods and services; and
3) The vendor is performing services for the County of Monterey both inside and outside of California.
If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form and submit to the County of Monterey.
For information on Nonresident withholding, contact the Franchise Tax Board at the numbers listed below:
Withholding Services and Compliance Section: 1-888-792-4900 or Outside the United States: 1-916-845-4900
For hearing impaired with TDD, call: 1-800-822-6268 or E-mail Address: wscs.gen@ftb.ca.gov or visit FTB's Website: www.ftb.ca.gov

Section 6 Provide the name, title, signature and telephone number of the beneficial owner of the payment requested or authorized agent of beneficial owner.
Provide the date the form was completed.

Privacy Statement
Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.
The County of Monterey requires that all parties entering into business transactions that may lead to payment(s) from the County must provide the Taxpayer Identification Number (TIN) as required by Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a).
It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties up to \$20,000.
You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact County of Monterey, Contracts/Purchasing at the address listed in Section 1 of this form.



COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION
168 W. ALISAL STREET, 3rd FLOOR
SALINAS, CA 93901-2439
(831) 755-4990

REQUEST FOR PROPOSAL # 10355

**FOR MANAGEMENT, MAINTENANCE AND
OPERATION OF THE SAN JERARDO WATER
SYSTEM**

Proposals are due by 3:00 pm (PST) on June 7, 2012

MANDATORY PRE-PROPOSAL MEETING:
11:00 am on May 21, 2012

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TABLE OF CONTENTS:

SOLICITATION DETAILS SECTION 4

1.0 INTENT 5

2.0 BACKGROUND & OPERATOR CERTIFICATION REQUIREMENT 5

3.0 CALENDAR OF EVENTS..... 5

4.0 COUNTY POINTS OF CONTACT 6

5.0 SCOPE OF SERVICES 7

6.0 CONTRACT TERM 8

7.0 PROPOSAL/QUALIFICATIONS PACKAGE REQUIREMENTS 8

8.0 SUBMITTAL INSTRUCTIONS & CONDITIONS 11

9.0 SELECTION CRITERIA..... 12

10.0 PREFERENCE FOR LOCAL CONTRACTORS 14

11.0 CONTRACT AWARDS 14

12. 0 SEQUENTIAL CONTRACT NEGOTIATION..... 15

13.0 AGREEMENT TO TERMS AND CONDITIONS 15

14.0 COLLUSION 15

15.0 RIGHTS TO PERTINENT MATERIALS 15

16.0 PIGGYBACK CLAUSE 16

SAMPLE AGREEMENT SECTION 17

ATTACHMENTS/EXHIBITS AND SIGNATURE PAGE..... 38

ATTACHMENTS AND EXHIBITS 39

ATTACHMENTS B 42

ATTACHMENTS D – EXHIBIT 1 SCOPE OF SERVICES 44

SIGNATURE PAGE..... 56

SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Department of Public Works, representing the Boronda County Sanitation District, hereinafter referred to as “County”, is soliciting proposals from a qualified organization(s), hereinafter referred to as “CONTRACTOR”, to provide professional services related to managing, operating and maintaining the water system (“SYSTEM”) serving the San Jerardo Housing Cooperative Community (SAN JERARDO) as outlined in Section 5.0 Scope of Work.
- 1.2 This solicitation is intended for a single, exclusive AGREEMENT.

2.0 BACKGROUND & OPERATOR CERTIFICATION REQUIREMENT

- 2.1 The County of Monterey is located on the Central Coast of California, approximately 120 miles south of San Francisco. The County is approximately 3,350 square miles. SAN JERARDO is located approximately 10 miles southeast of the county seat, Salinas, at Calle El Rosario & Old Stage Road.
- 2.2 This Request for Proposal (RFP # 10355) is for one Agreement with the COUNTY. The purpose of this Agreement is to provide the COUNTY with the necessary qualified resources California Department of Public Health (CDPH) Certified Grade 1 (or higher) Distribution Operator to manage the SYSTEM. Operation and Management (O&M) is to be performed on the existing SYSTEM as defined in the Project Scope 5.0. Each proposal shall specify each and every item as set forth in the attached specifications.

3.0 CALENDAR OF EVENTS

- 3.1 Issue RFP May 3, 2012
- 3.2 Pre-Proposal Meeting/Site Tour 11:00 a.m., PST May 21 2012
- 3.3 Deadline for Written Questions 3:00 p.m., PST, May 25, 2012
- 3.4 Proposal Submittal Deadline 3:00 p.m., PST, June 7, 2012
- 3.5 Estimated Notification of Selection June, 2012
- 3.6 Estimated AGREEMENT Date July, 2012

This schedule is subject to change as necessary.

- 3.7 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at www.co.monterey.ca.us/admin/solicitcenter.htm. Addenda will be posted on the website the day they are released.
- 3.8 **MANDATORY PRE-PROPOSAL MEETING/SITE TOUR:** Pre-proposal meeting will begin at 11:00 am on May 21, 2012 at the well site at 211 Zabala Rd, Salinas, CA and end at the tank site and community, 24500 Calle El Rosario. Those interested in submitting a proposal are required to attend this meeting. The purpose of this meeting is to field questions and orient prospective operators to the system. No presentations are required or permitted at this meeting/tour. Please indicate your intent to attend this meeting by sending a response to the County's Primary Contact person designated in the section below.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:
- 4.1.1 Proposal Format and Content **Jaime Ayala,**
Deputy Purchasing Agent / Buyer II
 168 W. Alisal Street, 3rd Floor
 Salinas, CA 93901-2439
 PHONE: (831) 755 – 4998
 FAX: (831) 755 – 4969
 Email: ayalaj@co.monterey.ca.us
- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTOR after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS herein**. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF SERVICES

- 5.1 Contractor Minimum Services Performance Percentage: CONTRACTOR shall perform with his own organization contract Services amounting to not less than 50 percent of the original total contract price, except that any designated 'Specialty Items' may be performed by subcontract and the amount of any such 'Specialty Items' so performed may be deducted from the original total contract price before computing the amount of work required to be performed by the Contractor with his own organization.
- 5.2 The Scope of Services includes but is not limited to the following:
- 5.3 The County of Monterey Department of Public Works maintains the existing SYSTEM (**Attachments A and B**). The items intended for O&M under this request include all components of the SYSTEM; supply, treatment, storage, and distribution facilities, up to and including individual water meters. There are currently 67 connections to the SYSTEM.
- 5.4 A summary of major components of the County's holdings related to the SYSTEM is included as Attachment C. The entire facilities consist of the following:
- 5.4.1 All wells, well pumps, well-head, treatment facilities, meters, fencing, landscaping, structures, and associated appurtenances.
 - 5.4.2 All transmission pipeline, valves and appurtenances, connecting the well site with the tank site;
 - 5.4.3 All emergency inter-tie pipelines, valves and appurtenances interconnecting the SYSTEM with the Foothill Estates water system;
 - 5.4.4 All tanks, pumps, valves, emergency generator, electrical panels, controls and alarms, distribution pipelines, fire hydrants, fencing, landscaping, structures, and associated appurtenances;
 - 5.4.5 All water service connections, up to and including meters and any vaults;
 - 5.4.6 All easements and appurtenances owned by the COUNTY that are part of the SYSTEM;
 - 5.4.7 All related parcels of real property owned by the COUNTY and part of the SYSTEM.
- 5.5 The information contained within this RFP is a general outline of the scope of work to be provided by the selected CONSULTANT(s).
- 5.5.1 The Scope of Services requested for O&M of the SYSTEM are detailed in **Attachment D, Exhibit 1**. It is intended as a guide only, and the specific Scope of Services to be provided by the CONSULTANT(s) must be included within their proposals.
 - 5.5.2 The following descriptions are not intended to exclude any firm from their ability to perform work as outlined.
 - 5.5.3 All potential respondents to this RFP are advised to include any information and/or procedures, which they deem pertinent and critical for the success of this project.
 - 5.5.4 Items added should be clearly identified within the proposal and should be supported with appropriate reasoning for addition.
 - 5.5.5 The cost of such items should be separately noted as "Optional Tasks" within the proposal.

- 5.5.6 Similarly, any additional costs that in the opinion of the proposer must be expended to make the programs operational shall be identified as such within the cost estimate section of their proposal.
- 5.5.7 It should be understood, however, that the County requires a single comprehensive system and that the main tasks identified within this RFP are not optional and must be included in all prospective proposals.
- 5.6 O&M should be a full-featured management system based on generally accepted water system management standards.
- 5.7 Proposals should include a detailed discussion of the Project showing the CONSULTANT(s) understanding of the Project requirements and constraints. In general, the proposal should include sufficient information to indicate the CONSULTANT(s) ability, expertise, and personnel to complete the requested services in a timely and efficient manner. At a minimum, the proposal should include the information listed in Sections 5.2 through 5.7, and arranged according to outline provided in Section

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of one (1) year with the option to extend the AGREEMENT for two (2) additional one (1) year periods.
- 6.2 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel this AGREEMENT, or any extension of this AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.
- 6.3 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
 - 6.3.1 Both parties shall agree upon rate extension(s) or changes in writing.
 - 6.3.2 The County is not required to state a reason if it elects not to renew.

7.0 PROPOSAL/QUALIFICATIONS PACKAGE REQUIREMENTS

7.1 CONTENT AND LAYOUT:

- 7.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal or qualifications package shall be organized as per the table below; headings and section numbering utilized in the proposal or qualification package shall be the same as those identified in the table. Proposals or qualifications packages shall include at a minimum, but not limited to, the following information in the format indicated:

Proposal or Qualifications Package Layout;
Organize and Number Sections as Follows:

Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	LICENSING REQUIREMENTS
Section 3	PROJECT EXPERIENCE AND REFERENCES (ATTACHMENT B)
Section 4	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 5	SEPARATE PRICING SEALED
Section 6	EXCEPTIONS
Section 7	APPENDIX

Section 1. Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding the equivalent of two (2) single-sided pages and should provide as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence.

Signed Signature Page and Signed Addenda (if any addenda were released for this solicitation). proposal or qualifications packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2. Pre-Qualifications/Licensing Requirements:

Pre-Qualifications/Licensing: CONTRACTOR must acknowledge in writing that it meets all of the pre-qualifications and licensing requirements as set forth within this RFP.

Section 3. Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the service identified herein.

Experience & References: CONTRACTOR shall describe at least 3 similar projects for which it provided services similar to the Scope of Services described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

Section 4. Environmental practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County’s Climate-Friendly Purchasing Policy attached hereto as **EXHIBIT 1**.

CONTRACTOR shall indicate whether or not it is a ‘Green Certified’ Business and state which governing authority administered the certification.

Section 5. Sealed Pricing

Pricing, must be submitted in a separate sealed envelope. It will remain unopened until after a tentative AGREEMENT award has been announced.

Section 6. Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “EXCEPTION TO MONTEREY COUNTY SOLICITATION #10355. Each Exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 7. Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal or qualifications package and include such information in an Appendix section.

7.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposals or qualifications packages shall adhere to the following:

7.2.1 Four (4) sets of the proposal or qualifications package (one original proposal marked “Original” plus three copies) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “RFP #10355”. In addition, submit one (1) electronic version of the entire proposal or qualifications package on a CD, DVD, or USB memory stick. Additional copies may be requested by the COUNTY at its discretion.

- 7.2.2 Proposals or qualifications packages shall be prepared on 8-1/2" x 11" paper, preferably bound with front and back covers. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.
- 7.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.
- 7.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal or qualifications package but may instead line out and initial in **BLUE** ink any item which no longer is applicable or accurate.
- 7.2.5 To validate your proposal or qualifications package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposals or qualifications packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in **BLUE** ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining three proposal copies. All prices and notations must be typed or written in **BLUE** ink in the original proposal copy as well. Errors may be crossed out and corrections printed in **BLUE** ink or typed adjacent, and must be initialed in **BLUE** ink by the person signing the proposal.
- 7.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal or qualifications package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION" at the top of the page.

8.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 8.1 Submittal Identification Requirements: ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL OR QUALIFICATIONS OR QUOTATION PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #10355 and CONTRACTORS COMPANY NAME.**
- 8.2 Mailing Address: Proposal or qualifications packages shall be mailed to County at the mailing address indicated on the **Signature Page** of this solicitation.
- 8.3 Due Date: Proposal or qualifications packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal or qualifications package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 8.4 Shipping Costs: Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.

- 8.5 Acceptance: Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal or qualifications packages, or part of any proposal or qualifications package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal or qualifications package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 8.6 Ownership: All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a Proposal or qualifications package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 8.7 Compliance: Proposal or qualifications packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 8.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

9.0 SELECTION CRITERIA

- 9.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 9.2 The selection criteria include, but are not limited to, the following:
- 9.2.1 Corporate Documentation (maximum of one page)
Documentation shall include type of organization, size, professional registration and affiliations, relevant information regarding organizational stability and strength, and a description of the organization (e.g.), sole proprietorship, partnership, corporation, joint venture, etc.
- 9.2.2 Staffing and Management (maximum of fifteen pages)
Description of the staffing, including names and qualifications of principal staff members, including major SUB-CONSULTANTS, for the project.
- 9.2.3 An organizational chart indicating structure of CONSULTANT and SUB-CONSULTANTS, and how entities will work together, i.e. by function, design, production, etc.
- 9.2.4 Description of your firm's understanding of and approach to preparing the REPORT. This should include the specific scope of work to be provided by the CONSULTANTS
- 9.2.5 Indication of project schedule for the various activities involved. Indicate monthly activities, quality control reviews and participation of sub CONSULTANTS.
- 9.2.6 Description of your firm's quality assurance/quality control procedures that will be used for the Project.

- 9.2.7 Indication of information and participation the CONSULTANT will require from County staff.
- 9.3 **Qualification, Experience and Additional Data (maximum of twenty pages)**
Qualification, experience and additional data shall include any other data the proposer deems essential to the evaluation of the proposal, such as, but not limited to:
- 9.3.1 Resumes of principal staff members,
 - 9.3.2 Copies of required certifications,
 - 9.3.3 Indication of insurance coverage,
 - 9.3.4 Letters of reference,
 - 9.3.5 Outline of projects providing relevant experience
- 9.4 References must include client name, address, and the name, email, and phone number of the client's project manager. At a minimum this section must include references and copies of required certifications.
- 9.5 **Cost Proposal (in a separate sealed envelope)**
The cost proposal shall include all tasks required to perform the work with a grand total not to exceed fee. Costs shall be all inclusive, including all overheads, materials, equipment, labor and all other miscellaneous and indirect costs. Cost of items to be added should be separately noted as "Optional Tasks" within the cost proposal. Insurance coverage shall be reflected in your estimated professional fee. A typical County Professional Services Agreement for CONSULTANT Services is attached.
- 9.6 **Responsible Bidder.** It is understood by the selection criteria above that the COUNTY desires to select a Responsible Bidder – one who has demonstrated the trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the requested services. To demonstrate to the COUNTY these attributes, the Respondent shall include in the Proposal the following:
- 9.6.1 **Distance to Site** Specify the distance between the San Jerardo site and the main office from which work for this Project will be completed.
 - 9.6.2 **Equipment Availability** Identify critical equipment that is or will be available to the Respondent within 30 minutes of notification. Such equipment includes an emergency generator set.
 - 9.6.3 **Legal, Licensing &/or Receivership Matters** List (within the past fifteen (15) years) any and all legal actions, claims, complaints, licensing, and/or Receivership matters that your firm or agency has been a party to, including but not limited to lawsuits, claims, complaints, Contractors State License Board actions, etc.
 - 9.6.4 **Health Department History** List (within the past fifteen (15) years) permit, enforcement, and/or complaint actions that your firm or agency has been a party to, including but not limited to, investigations, notices of violations, enforcement actions, orders, etc.
- 9.7 Failure to submit full and complete information related to the Responsible Bidder attributes above shall indicate to the County non-compliance with the RFP.

10.0 PREFERENCE FOR LOCAL CONTRACTORS

- 10.1 General Requirements: Each local supplier funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference as provided in this section.
- 10.2 Rights of First Refusal: Each local supplier who is within five percent of the lowest responsible bid and who is otherwise responsive and responsible to the call for bids shall be provided the opportunity to reduce the local supplier's bid to the amount equal to the amount of the lowest responsible bid, if the lowest responsible bid is submitted by other than a local supplier. The opportunity to reduce the amount of the bid shall be provided first to the lowest eligible local supplier and, if not accepted by such local supplier within five business days of the opening of bids, who is within five percent of the lowest responsible bid. In the event an eligible local supplier reduces the bid to the amount of the lowest responsible bid, the eligible local supplier shall be deemed to have provided the lowest responsible bid and shall be awarded the contract.
- 10.3 The foregoing provisions apply only to competitive bids that require that contracts be awarded to the lowest responsible bidder. For contracts awarded to the lowest responsible bidder. For contracts awarded pursuant to requests for proposals or requests for quotations, the awarding authority may consider, as one of the factors in determining the most suitable proposal or quotation, whether or not a local supplier submits the proposal or quotation.
- 10.4 Definitions: For the purpose of this Section, the following terms have the meanings indicated:
- 10.4.1 "Area" means Monterey County, San Benito County, and Santa Cruz County.
- 10.4.2 "Bid" includes any competitive bid, whether formal or informal.
- 10.4.3 "Local Supplier" shall mean a supplier doing business in the Area for not less than the past five consecutive years.
- 10.4.4 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.

11.0 CONTRACT AWARDS

- 11.1 Multiple Award(s): County has the option to award a portion or portions of this contract to multiple successful CONTRACTOR at the sole discretion of and benefit to County.
- 11.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 11.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 11.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.

- 11.5 Notification: Unsuccessful CONTRACTORS who have submitted a Proposal or Qualifications Package will be notified of the final decision as soon as it has been determined.
- 11.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.
- 11.7 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

12.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or qualifications or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

13.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel, similar to the "SAMPLE AGREEMENT SECTION" herein. Submission of a signed bid/proposal and the SIGNATURE PAGE will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the SAMPLE AGREEMENT Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

14.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

15.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential.

16.0 PIGGYBACK CLAUSE

CONTRACTOR shall indicate below if CONTRACTOR agrees to extend the same prices, terms and conditions of their proposal to other public agencies that have delivery locations within the State of California limits: _____ **Yes** _____ **No**. CONTRACTOR's response to this question will not be considered in award of the AGREEMENT. When the CONTRACTOR extends the prices, terms and conditions of this AGREEMENT to other public agencies, the AGREEMENT shall be between CONTRACTOR and the other agencies, and the County shall bear no responsibility or liability for any other AGREEMENTS.

SAMPLE AGREEMENT SECTION

SAMPLE AGREEMENT BETWEEN COUNTY OF MONTEREY AND CONTRACTOR

This AGREEMENT is made and entered into by and between the County of Monterey, a political subdivision of the State of California, hereinafter referred to as "County", and _____, hereinafter referred to as "CONTRACTOR."

SAMPLE RECITALS

WHEREAS, County has invited proposals through the Request for Proposals (RFP # _____) for _____, in accordance with the specifications set forth in this AGREEMENT; and

WHEREAS, CONTRACTOR has submitted a responsive and responsible proposal to perform such services; and

WHEREAS, CONTRACTOR has the expertise and capabilities necessary to provide the services requested.

NOW THEREFORE, County and CONTRACTOR, for the consideration hereinafter named, agree as follows:

S1.0 PERFORMANCE OF THE AGREEMENT

S1.1 After consideration and evaluation of the CONTRACTOR'S proposal, the County hereby engages CONTRACTOR to provide the services set forth in RFP # _____ and in this AGREEMENT on the terms and conditions contained herein and in RFP # _____. The intent of this AGREEMENT is to summarize the contractual obligations of the parties. The component parts of this AGREEMENT include the following:

- RFP # _____ dated _____, including all attachments and exhibits
- Addenda # _____
- CONTRACTOR'S Proposal dated _____,
- AGREEMENT, .
- Certificate of Insurance
- Additional Insured Endorsements

S1.2 All of the above-referenced contract documents are intended to be complementary. Work required by one of the above-referenced contract documents and not by others shall be done as if required by all. In the event of a conflict between or among component parts of the contract, the contract documents shall be construed in the following order: AGREEMENT, CONTRACTOR'S Proposal, RFP # _____ including all attachments and exhibits, Addenda, Certificate of Insurance, and Additional Insured Endorsements.

S1.3 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this AGREEMENT are specially trained,

experienced, competent, and appropriately licensed to perform the work and deliver the services required under this AGREEMENT and are not employees of the County, or immediate family of an employee of the County.

S1.4 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this AGREEMENT that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

1.4.1 CONTRACTOR must maintain all licenses throughout the term of the AGREEMENT.

S1.5 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this AGREEMENT, except as otherwise specified in this AGREEMENT. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this AGREEMENT.

S2.0 SCOPE OF SERVICES

- I. Objective. The primary objective of the services to be provided by the CONTRACTOR for the DISTRICT is to maintain, manage, and operate the San Jerardo Water System in a manner consistent with applicable Federal, State, and County laws and regulations and in accord with the Scope of Services, within which this Exhibit 1 is included by reference.
- II. Requirements. General and minimum requirements for the operation of a potable water system can be divided into four major categories:
 - regulatory compliance requirements
 - operational management practices
 - real property management and maintenance
 - water quality management
- III. Overview. For purposes of this Scope of Services, it is useful to define services that are anticipated to be basic and routine Operation and Maintenance on an annual basis (“Basic Services”) and those that are generally non-routine and/or emergency services (“Specialized Services”). The following items define the Scope of Services. A more detailed Scope may be developed after the CONTRACTOR is selected, with this exhibit revised accordingly.
- IV. Basic Services. Unless otherwise noted, any expenditures for Basic Services shall be considered part of the CONTRACTOR’s monthly operational fee and billed to the DISTRICT accordingly. **Basic Services** can be placed into three categories: Administrative, Operations, and (Preventive) Maintenance and are defined for this Scope of Services as follows:

S3.0 ADMINISTRATIVE/CUSTOMER SERVICE:

- V. Administration of O&M. The CONTRACTOR shall be responsible for managing the operations, maintenance and inspections of the System in accordance with customary utility practices and procedures and in compliance with all Federal, State, and County laws and regulations. The CONTRACTOR is referred to the American Water Works Association (AWWA) Standards G100 and G200 for guidance and requirements. The CONTRACTOR shall provide sufficient personnel (supervisory and operational) to perform its services hereunder.
- VI. Meter Reading and Billing. Among other essential administrative tasks, the CONTRACTOR shall monthly read water meters in the System, prepare water bills based on the meter readings, distribute said bills, and administer the collection and accounting of the bills.
- VII. Routine Calls and Service Questions. During normal business hours, the CONTRACTOR shall handle routine calls and in-person service inquiries on water service, billing, leaks, or other concerns of System customers.
- VIII. After Hours On-Call Response. After normal business hours, the CONTRACTOR shall maintain an emergency communications system and provide on-call response to emergency calls for the System. In addition to routine equipment, the CONTRACTOR shall provide or have access to any and all equipment required to perform emergency repair work to essential System equipment and water mains. Any expenditures associated with said after-hours on-call response – i.e. overtime – shall be considered part of the CONTRACTOR’s monthly operational fee and not charged to the DISTRICT over and above that fee. The parties hereto agree that in the absence of specific direction from the DISTRICT, the CONTRACTOR, its employees, and agents are authorized to order all necessary emergency repairs and modifications to the System to maintain potable water service to the System’s customers as the CONTRACTOR deems necessary or appropriate under the specific circumstances and under applicable Federal, State, and County laws.
- IX. Operation and Maintenance Plan. An adequate Operation and Maintenance Plan (“O&M Plan”) is essential to help a water system plan ahead, schedule and budget maintenance, provide oversight, facilitate training, and measure the quality of service delivered. The CONTRACTOR shall develop within the first one (1) year an adequate O&M Plan to meet any Federal, State, and COUNTY standards and which is in conformance with any and all other parts of this Scope of Services. The County Health Department, in particular, has *Guidelines for Preparation of an Operations and Maintenance Plan* that set forth recommended tasks and minimum frequency for performing the tasks. The CONTRACTOR will also be responsible for timely and efficient implementation of this O&M Plan.

The O&M Plan shall include a long-range capital replacement program for the System. The current long-range capital replacement plan for the San Jerardo System is attached as Exhibit 4. The CONTRACTOR shall also identify resources that will be devoted to operation and maintenance of the System in the O&M Plan. Specific functions, such as billing operations, financial management, water testing, connection services, facility maintenance and repair, should be covered. The O&M Plan need not be extensive, but should demonstrate that the CONTRACTOR has clearly identified operational needs and adequate resources to meet those and future needs. The expected quality of service that will result from the implementation of the O&M Plan should also be discussed within the O&M Plan.

Regulatory Compliance. The CONTRACTOR shall submit data and reports, as required, to Federal, State, and COUNTY regulatory agencies to ensure continued regulatory compliance of the System. The CONTRACTOR shall also obtain any and all necessary permits for normal and routine operation of the System.

Business Office. CONTRACTOR shall operate and maintain a local business office, located in or near Salinas, for the purpose of conducting business with System customers. CONTRACTOR will provide adequate staffing for the following services regarding the System operations and customer service: walk-in bill paying, establishing new customer accounts, closing existing accounts, transferring service from one account to another, handling customer inquiries and complaints, and offering customers assistance.

County Payments. The monthly cash receipts, the payments received from the customers for water service, shall be promptly remitted to the COUNTY.

Operational Reserve. The CONTRACTOR shall indicate, at a minimum in the O&M Plan if not prior to its development, how the CONTRACTOR intends to meet the requirement for an operational reserve to respond to emergencies and equipment failures.

S4.0 OPERATIONS:

Daily Operation. CONTRACTOR shall provide acts and services necessary to furnish a high level of domestic water service to System customers in daily operation of the System. Daily operation services shall include, in addition to other services defined in this Scope of Services, operation of pumps and pump stations, by California State-certified water treatment operators of Grade II or better; water treatment or disinfection equipment operation; and transmission and distribution system operation.

Monthly Reporting. The CONTRACTOR shall provide the DISTRICT written monthly reports covering the operations and maintenance of the System. These monthly reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies.

Annual Reporting. The CONTRACTOR shall provide the DISTRICT written O&M reports on a quarterly and annual basis. These reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies. All reports shall also detail each account's monthly billings and amount collected for the period covered by the report. The annual reports shall include a discussion of implementing the O&M Plan, as discussed below, including optimization of System operation, setting of goals for the coming year, and assessment of implementing the previous year's goals.

Recordkeeping. The CONTRACTOR shall maintain records relating to the operation and maintenance of the System for at least five (5) years, except chemical analyses and inspection/evaluation reports which must be retained for at least ten (10) years. The records shall be made available for inspection by the DISTRICT at all reasonable times during normal business office hours and upon twenty-four (24) hours advance notice to the CONTRACTOR. All records shall include a date, time of service rendered, and name of main personnel involved. Minimum records include the following:

Operational notes, including weekly calculation of chemical dosage;

Records of chlorine residual and location of residual measurement;

Records of any other water treatment;

Chlorination failure log;

Reports of bacteriological and chemical analyses;

Water supply production records;

Inspection records;

Records of maintenance and corrective actions performed;

Variances, waivers, or exemptions granted by regulators.

Employee Training. The CONTRACTOR shall implement adequate employee training on System operation and maintenance, including implementation of any Disaster and Emergency Response Plan.

Routine System Inspection. The CONTRACTOR should inspect all above-ground System equipment often enough to ensure prompt detection of problems. Daily inspection of the equipment is recommended. The COUNTY Health Department may impose more or less stringent requirements during the permitting process. The CONTRACTOR shall also perform

routine inspection of the distribution components of the System at a level sufficient to identify surface leaks. Quarterly inspection is recommended.

System Inspection should consist of a visual inspection of the equipment, checking and filling the chlorine solution level, measuring the chlorine residual, adjusting chlorination equipment as necessary, calculating the dosage rate, and writing down the results of the inspection. Any problems noted should be corrected promptly.

Water Quality Sampling, Testing, and Reporting. The CONTRACTOR shall provide trained and qualified personnel to endeavor to ensure that the System is in compliance with existing Federal, State, and County laws and regulations pertaining to water quality. CONTRACTOR shall perform, or cause to be performed, by a laboratory certified by the State of California, any and all water quality sampling, testing, analysis, and reporting as required for potable water sources, distribution mains, and service lines by the U.S. Environmental Protection Agency, State of California Department of Public Health and Drinking Water Program, and the Monterey County Health Department or special acts of the U.S. Congress or California Legislature.

The CONTRACTOR shall ensure that proper Chain of Custody procedures and forms are used. The CONTRACTOR shall provide water quality services as listed herein, which shall include, but not be limited to: preparing monitoring plans; scheduling and collecting water samples for testing; transporting samples to a certified lab; maintaining water quality records; reporting to appropriate regulators; collecting and analyzing special or emergency samples; emergency notification to affected customers; responding to customer inquiries on water quality; preparing and sending the Annual Consumer Confidence Report to System customers; providing a hazardous material control program; ensuring all operator's certification is in compliance with State and Federal requirements; and paying fines or assessments if incurred due to CONTRACTOR's neglect. The Annual Consumer Confidence Report shall be prepared annually by the CONTRACTOR, based on data collected from the previous year, and distributed to all System users by July 1st.

The following water quality constituents will be monitored for at each water supply source, as applicable (required frequency is indicated in parentheses, although waivers may be granted for longer frequencies):

- Primary Inorganic Compounds (every 3 years);
- Secondary Compounds (every 3 years);
- Volatile Organic Chemicals (every 3 years);
- Synthetic Organic Chemicals (every 3 years);
- Radioactivity (4 consecutive quarters);
- Nitrates (quarterly);
- Coliform bacteria (once monthly).

Coliform Sampling and Testing. The CONTRACTOR shall sample and test for coliform bacteria at least once per month, with one sample collected from the distribution system and one sample collected at the well head. Chlorine residuals should also be determined for each coliform sample. Reporting of coliform test results should be provided to the DISTRICT and COUNTY Health Department.

Asbestos Testing. The CONTRACTOR shall sample and test each water supply source for asbestos in the System at a minimum every nine (9) years, unless a waiver for reduced monitoring applies.

Cross-Connection Detection. At least on an annual basis, the CONTRACTOR shall routinely inspect the System and analyze water usage to detect the presence of cross connections. The CONTRACTOR shall then investigate potential or identified cross connections and notify residents of violations of Health Department criteria. The CONTRACTOR shall list identified cross connections in annual reports and subsequently check within six (6) months of noted violation for correction of the cross connection.

Site Visit. The CONTRACTOR shall allow authorized representatives of the DISTRICT to visit and inspect the System at any time. If requested by the DISTRICT representative, a representative of the CONTRACTOR shall be available to accompany the DISTRICT representative during any such site visit.

Update System Maps. The CONTRACTOR shall update System maps per any maintenance or replacements, as appropriate given the level of detail on existing System maps.

Order Chemicals/Lubricants/Supplies. The CONTRACTOR shall monitor the stock of chemicals, lubricants, and other supplies necessary to properly maintain the System and order such supplies as needed for proper System O&M. Supplies include but are not limited to lab supplies and repair materials necessary to properly operate the System.

S5.0 Maintenance:

System Operation. In addition to other operational procedures identified herein, the CONTRACTOR shall regularly exercise the mechanical facilities of the System to ensure their continued operation. Water valves are recommended to be exercised quarterly. Backflow preventors (BFPs), if present, are recommended to be checked and exercised annually.

Hydrant Testing. The CONTRACTOR shall regularly test fire hydrants and maintain hydrants to ensure proper operating order.

Electric Motor and Generator Set (EG Set)/Fire Pump Testing. The CONTRACTOR shall regularly test the back-up electric motor and generator set (EG Set) and fire pumps and maintain the EG Set and Fire Pumps to ensure proper operating order.

Fleet Maintenance. The CONTRACTOR shall regularly inspect the fleet vehicles used for services under this Scope of Services and maintain these vehicles to ensure proper operating order.

Telemetry Maintenance. The CONTRACTOR shall regularly test the telemetry components of the System and maintain the telemetry equipment to ensure proper operating order.

Control Maintenance. The CONTRACTOR shall regularly test the electrical controls of the System and maintain the controls to ensure proper operating order.

Chlorinator Equipment Maintenance. In accord with the COUNTY Operational Requirements for Chlorination Systems, the CONTRACTOR must adequately ensure the following with respect to chlorination equipment (referred to as “equipment” below):

- S5.7.1 The equipment must be in good operating condition and adequate for the application.
- S5.7.2 The equipment must be covered from the elements.
- S5.7.3 Equipment must provide a consistent feed rate under all operating conditions.
- S5.7.4 The chlorinator must be activated by the circuit controlling the well pump or in response to a signal from the flow meter.
- S5.7.5 A flow meter must be provided to allow for calculation of chemical dosages.
- S5.7.6 The chlorine solution storage crock must be designed for use in mixing and measuring chlorine solutions. It must be large enough to hold enough solution for one week of peak use plus a prudent reserve. The amount of chemical in the crock must be able to be accurately measured by taking readings from marks on the container.
- S5.7.7 Equipment for monitoring chlorine residuals must use the DPD method. For example, Hach DR100 Chlorimeter or equivalent may be used.

Grounds keeping. The CONTRACTOR shall regularly manage and maintain or cause to maintain real property belonging to the System, such that hazards are minimized. Grounds keeping duties include but are not limited to routine site inspections, grass mowing, and litter collection and disposal.

Specialized Services. Specialized Services for this Scope of Services are placed into two categories: Administrative, and (As-Needed) O&M. Certain administrative functions may be required or desired over time to enhance the O&M of the System. Non-routine maintenance may be required as-needed based on information gathered during routine inspections.

These Specialized Services would not be required under the Scope of Services unless the CONTRACTOR is given a separate Notice-to-Proceed. Prior to giving Notice-to-Proceed on these services, the COUNTY requires contact from the CONTRACTOR with a scope and fee for such services. The Administrative and As-Needed O&M Services are defined for this Scope of Services as follows:

S6.0 Administrative/Customer Service:

Water Conservation Program. Given the age of the System, customers’ desire to minimize water and wastewater bills, and the various regulations and requirements encouraging water conservation, a Water Conservation Program could be an important part of maintaining the System. CONTRACTOR shall develop and implement a Water Conservation Program based on available and appropriate water conservation standards. The Water Conservation Program shall include provisions to replace water fixtures, minimize landscape irrigation, and implement other Best Management Practices where practical.

Energy Management Program. An Energy Management Program could serve to reduce energy costs and reduce wear and tear on the System's electrical components. The CONTRACTOR shall develop and implement an Energy Management Program that identifies System components and procedures that could be made more energy-efficient while maintaining adequate operation of the System.

Standard Operation Procedures. As part of the O&M Plan, the CONTRACTOR shall develop Standard Operation Procedures (SOPs) for routine and non-routine System O&M tasks. A manual of SOPs shall be prepared and periodically updated. System O&M staff shall also be routinely trained on the SOPs and a copy of the SOPs manual kept in a convenient location for review and use by System O&M staff.

S7.0 As-Needed O&M Services:

Meter Repair. Residential and non-residential water meters shall be replaced with a similar meter if the existing meter is found to be ineffective for accurate and regular meter reading.

Other System Repair and Replacement. CONTRACTOR shall perform, if capable, other repairs and replacements of System components, when needed.

Flush System. In addition or in conjunction with the System Inspection, the CONTRACTOR shall develop and implement a program to routinely flush System water mains, hydrants, the storage tank, and dead-end lines. Flushing should be done at least quarterly.

Leak Detection. The CONTRACTOR shall perform inspection of any suspected or reported pipeline or equipment leaks, record findings of inspection, and recommend any follow-up actions in a written report.

New Service Connections. The CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.

Well Flushing. The CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.

Capital (Major) and Minor Improvements. The CONTRACTOR shall not make any capital improvements, or perform any of the Specialized Services, without prior authorization of the DISTRICT. All other repairs or replacements costing over \$1,000 shall also need to be authorized by the DISTRICT.

Chemical Additive Requirements. All chemicals or products, including chlorine, added directly to the drinking water as part of a treatment process must meet the ANSI/NSF Standard 60. The manufacturer or distributor of the chemical should be able to provide documentation of compliance with this requirement.

Equipment. The CONTRACTOR must own, lease, or otherwise have use of the necessary equipment to provide the requested services during the term of work.

Operator Certification. Section 4017(d) and 7107 of the California Health and Safety Code states that all persons responsible for the operation of water treatment plants shall possess a State Water Treatment Operator's certificate of appropriate grade. Water treatment plants include chemical feed systems, such as chlorinators. For operation of a chlorination system for small systems, the minimum certification requirement is a Grade 1 certificate. As part of the Scope of Services, the CONTRACTOR will ensure that an operator with proper certification is in charge of the System operations during the term of work.

S8.0 TERM OF AGREEMENT

- S8.1 The initial term shall commence with the signing of the AGREEMENT through and including _____, with the option to extend the AGREEMENT for _____ additional _____ year periods. County is not required to state a reason if it elects not to renew this AGREEMENT.
- S8.2 If County exercises its option to extend, all applicable parties shall mutually agree upon the extension, including any changes in rate and/or terms and conditions in writing.
- S8.3 County reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty (30) day written notice, or immediately with cause.

S9.0 COMPENSATION AND PAYMENTS

- S9.1 It is mutually understood and agreed by both parties that CONTRACTOR shall be compensated under this AGREEMENT in accordance with the pricing sheet attached hereto.
- S9.2 Prices shall remain firm for the initial term of this AGREEMENT and, thereafter, may be adjusted annually as provided in this paragraph. County does not guarantee any minimum or maximum amount of dollars to be spent under this AGREEMENT.
- S9.3 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of this AGREEMENT.
- S9.4 Any discount offered by the CONTRACTOR must allow for payment after receipt and acceptance of services, material or equipment and correct invoice, whichever is later. In no case will a discount be considered that requires payment in less than 30 days.
- S9.5 CONTRACTOR shall levy no additional fees or surcharges of any kind during the term of this AGREEMENT without first obtaining approval from County in writing.
- S9.6 Tax:
S9.6.1 Pricing as per this AGREEMENT is inclusive of all applicable taxes.

S9.6.2 County is registered with the Internal Revenue Service, San Francisco office, and registration number 94730022K. The County is exempt from Federal Transportation Tax; an exemption certificate is not required where shipping documents show Monterey County as consignee.

S10.0 INVOICES AND PURCHASE ORDERS

S10.1 Invoices for all services rendered per this AGREEMENT shall be billed directly to:

**Boronda County Sanitation District – San Jerardo
County of Monterey
Department of Public Works
168 W. Alisal St., 2nd Floor
Salinas, CA 93901**

S101.2 CONTRACTOR shall reference the RFP/RFQ number on all invoices submitted to County. CONTRACTOR shall submit such invoices periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. County shall certify the invoice, either in the requested amount or in such other amount as County approves in conformity with this AGREEMENT, and shall promptly submit such invoice to County Auditor-Controller for payment. County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

S10.3 All County of Monterey Purchase Orders issued for the AGREEMENT are valid only during the fiscal year in which they are issued (the fiscal year is defined as July 1 through June 30).

S10.4 Unauthorized Surcharges or Fees: Invoices containing unauthorized surcharges or unauthorized fees of any kind shall be rejected by County. Surcharges and additional fees not included in the AGREEMENT must be approved by County in writing via an Amendment.

S11.0 STANDARD INDEMNIFICATION

S11.1 CONTRACTOR shall indemnify, defend, and hold harmless County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this AGREEMENT, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with CONTRACTOR's performance of this AGREEMENT, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

S12.0 INSURANCE REQUIREMENTS

S12.1 Evidence of Coverage:

S12.1.1 Prior to commencement of this AGREEMENT, CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition CONTRACTOR upon request shall provide a certified copy of the policy or policies.

S12.1.2 This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. CONTRACTOR shall not receive a "Notice to Proceed" with the work under this AGREEMENT until it has obtained all insurance required and such, insurance has been approved by County. This approval of insurance shall neither relieve nor decrease the liability of CONTRACTOR.

S12.2 Qualifying Insurers: All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by County's Purchasing Officer.

S12.3 Insurance Coverage Requirements:

S12.3.1 Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

S12.3.1.1 Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

S12.3.2 Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this AGREEMENT, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

S12.3.3 Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this AGREEMENT, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

S12.3.4 Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in

the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, CONTRACTOR shall, upon the expiration or earlier termination of this AGREEMENT, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this AGREEMENT.

S12.4 Other Insurance Requirements:

S12.4.1 All insurance required by this AGREEMENT shall be with a company acceptable to County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this AGREEMENT, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this AGREEMENT.

S12.4.2 Each liability policy shall provide that County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this AGREEMENT, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

S12.4.3 Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

S12.4.4 Prior to the execution of this AGREEMENT by County, CONTRACTOR shall file certificates of insurance with County's contract administrator and County's Contracts/Purchasing Division, showing that CONTRACTOR has in effect the insurance required by this AGREEMENT. CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the

indemnification clause in this AGREEMENT, which shall continue in full force and effect.

S12.4.5 CONTRACTOR shall at all times during the term of this AGREEMENT maintain in force the insurance coverage required under this AGREEMENT and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this AGREEMENT, which entitles County, at its sole discretion, to terminate this AGREEMENT immediately.

S13.0 RECORDS AND CONFIDENTIALITY

S13.1 Confidentiality: CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this AGREEMENT, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this AGREEMENT except for the sole purpose of carrying out CONTRACTOR's obligations under this AGREEMENT.

S13.2 County Records: When this AGREEMENT expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this AGREEMENT.

S13.3 Maintenance of Records: CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this AGREEMENT.

S13.4 Access to and Audit of Records: County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of CONTRACTOR and its subcontractors related to services provided under this AGREEMENT. The parties to this AGREEMENT may be subject, at the request of County or as part of any audit of County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this AGREEMENT for a period of three years after final payment under the AGREEMENT.

S14.0 NON-DISCRIMINATION

S14.1 During the performance of this contract, CONTRACTOR shall not unlawfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sex, or sexual orientation. CONTRACTOR shall ensure that the

evaluation and treatment of its employees and applicants for employment are free of such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, §12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, §7285.0, et seq.).

- S14.2 The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12900, et seq., set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full.
- S14.3 CONTRACTOR shall include the non-discrimination and compliance provisions of the clause in all AGREEMENTs with subcontractors to perform work under the contract.

S15.0 OVERRIDING CONTRACTOR PERFORMANCE REQUIREMENTS

- S15.1 Independent Contractor: CONTRACTOR shall be an independent contractor and shall not be an employee of Monterey County, nor immediate family of an employee of County. CONTRACTOR shall be responsible for all insurance (General Liability, Automobile, Workers' Compensation, unemployment, etc.) and all payroll-related taxes. CONTRACTOR shall not be entitled to any employee benefits. CONTRACTOR shall control the manner and means of accomplishing the result contracted for herein.
- S15.2 Minimum Services Performance Percentage: CONTRACTOR shall perform with his own organization contract Services amounting to not less than 50 percent of the original total AGREEMENT amount, except that any designated 'Specialty Items' may be performed by subcontract and the amount of any such 'Specialty Items' so performed may be deducted from the original total AGREEMENT amount before computing the amount of work required to be performed by CONTRACTOR with his own organization or per a consortium.
- S15.3 Non-Assignment: CONTRACTOR shall not assign this contract or the Services required herein without the prior written consent of County.
- S15.4 Any subcontractor shall comply with all of County of Monterey requirements, including insurance and indemnification requirements as detailed in SAMPLE AGREEMENT.

S16.0 CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR, its responsible officers, and its employees having major responsibilities for the performance of Services under the AGREEMENT, presently have no interest and during the term of this AGREEMENT will not acquire any interests, direct or indirect, which might conflict in any manner or degree with the performance of CONTRACTOR'S Services under this AGREEMENT.

S16.0 COMPLIANCE WITH APPLICABLE LAWS

- S16.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state and local laws, ordinances, regulations, and orders, including but not limited to all state and

federal tax laws, that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices required by law in the performance of the Services.

S16.2 CONTRACTOR shall report immediately to County's Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

S16.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations and guidelines that are in force at the time such documentation is prepared.

S17.0 FORCE MAJEURE

In the case of default by CONTRACTOR, County may procure the articles or services from other sources and may recover the loss occasioned thereby from any unpaid balance due to CONTRACTOR or by proceeding against any performance bond of CONTRACTOR, if any, or by suit against CONTRACTOR. The prices paid by County shall be considered the prevailing market price at the time such purchase(s) may be made. Inspections of deliveries or offers for deliveries that do not meet specifications shall be made at the expense of CONTRACTOR.

S18.0 TRAVEL REIMBURSEMENT

Travel cost shall be included in the CONTRACTOR'S rates to the COUNTY. No additional reimbursement for travel will be considered in this agreement.

S19.0 PERFORMANCE BOND

S19.1 CONTRACTOR shall provide a performance security bond of \$100,000.00.

S19.2 CONTRACTOR may offer the performance security entirely through an irrevocable letter of credit or by a combination of an irrevocable letter of credit and a performance bond.

S19.2.1 CONTRACTOR may choose to offer a performance security of at least seventy five thousand dollars (\$75,000.00) in the form of an irrevocable letter of credit and the balance by the bond.

S19.2.2 The irrevocable letter of credit shall be in a form acceptable to the County.

S19.2.3 The minimum amount of the irrevocable letter of credit shall be seventy five thousand dollars (\$75,000.00). It shall be issued by a federally insured (FDIC) banking institution, acceptable to the County, with a debt rating of 1A or higher by the FDIC; A or higher by Standard and Poor's; A or higher by Moody's investors; or have a comparable rating by another rating system acceptable to the County.

S19.3 If a performance bond is provided to the County, the surety shall satisfy the following requirements:

S19.3.1 shall be a California Admitted Surety insurer under the Bond and Undertaking Law, California Code of Civil Procedure Sections 995.101 et seq.,

S19.3.2 Shall be either a current A.M. Best A IV rated Surety or has a current Standard and Poor's rating of A.

S19.3.3 The performance bond shall provide for the immediate release of funds to the County upon notice of material breach of the AGREEMENT.

S19.3.3.1 The performance bond shall also provide that any legal dispute, which the CONTRACTOR or the bonding company may initiate, shall not delay the release of funds to the County.

S19.4 The irrevocable letter of credit and/or performance bond shall be used to assure the management, maintenance and operation of the San Jerardo Water System, including, but not limited to, the conduct of a procurement process, and negotiation or related administrative expenses, and additional contract costs incurred as a result of contracting with a new contractor, should the County terminate performance of the CONTRACTOR under the AGREEMENT because of default.

S19.5 The CONTRACTOR's failure to meet the performance security requirements after and during the execution of the agreement may be deemed a material breach of the AGREEMENT.

S20.0 EMERGENCY SITUATIONS

CONTRACTOR shall provide the name and contact information of a representative who shall be available 24 hours a day, 7 days a week, in the event of an emergency. During the emergency, CONTRACTOR shall provide County with all available supplies, materials, equipment and/or services on a priority basis.

County expects emergency deliveries to occur within 4 hours of order placement and may be required during evenings, weekends, and holidays. Time is of the essence for delivery during emergency situations. Delivery location(s) and estimated arrival will be mutually agreed upon, by County and CONTRACTOR, at time of order and will be determined based on need and existing conditions. It is understood that current conditions, such as power outages, road closures, and damages to CONTRACTOR's facility and/or equipment, will be taken into consideration.

S21.0 NON-APPROPRIATIONS CLAUSE

Notwithstanding anything contained in this AGREEMENT to the contrary, if insufficient funds are appropriated, or funds are otherwise unavailable in the budget for County for any reason whatsoever in any fiscal year, for payments due under this AGREEMENT, County will immediately notify CONTRACTOR of such occurrence, and this AGREEMENT shall terminate after the last day during the fiscal year for which appropriations shall have been budgeted for County or are otherwise available for payments. To the extent permitted by law, this provision will not be construed so as to permit County to terminate this AGREEMENT in order to acquire or lease any other equipment or to allocate funds directly or indirectly to perform the same application and in the same manner for which the equipment is intended.

S22.0 HAZARDOUS MATERIALS

HAZARDOUS MATERIALS: Transportation of any hazardous materials to County must be done so in conformance with SARA Title 3 as amended. Appropriate documentation must be provided in a Material Safety Data Sheet (MSDS) and other documentation as necessary relating to the traits, characteristics, and pervasive properties of any hazardous materials shipped to the County of Monterey. The shipper understands that County shall not accept any shipment of hazardous materials without complete documentation and safety information as required by law. County shall not take responsibility for the accidental or purposeful discharge or release of any hazardous material. County does not take responsibility for the improper packaging and/or transportation of any hazardous materials ordered by County while in transit or storage prior to delivery and acceptance by County.

S23.0 WARRANTY BY CONTRACTOR

CONTRACTOR shall fully warrant all materials, equipment, and service against poor and inferior quality or workmanship for a period of not less than one (1) year from date of final acceptance by the COUNTY. Time is of the essence of this AGREEMENT. CONTRACTOR shall repair or replace any inoperable materials or equipment in a timely manner during warranty period.

S24.0 CLEANUP

During performance and completion of work on this project CONTRACTOR shall remove all unused equipment and instruments of service, all excess or unsuitable material, trash, rubbish and debris, and legally dispose of same, unless otherwise directed by the AGREEMENT. CONTRACTOR shall leave entire area in a neat, clean and acceptable condition as approved by the COUNTY.

S25.0 DAMAGE

The CONTRACTOR shall be held responsible for any breakage, loss of the COUNTY's equipment or supplies through negligence of the CONTRACTOR or his employee while working on the COUNTY's premises. The CONTRACTOR shall be responsible for restoring/replacing any equipment, facilities, etc. so damaged. The CONTRACTOR shall immediately report to the COUNTY any damages to the premises resulting from services performed under this AGREEMENT.

S26.0 PROTECTION OF PUBLIC

CONTRACTOR shall provide adequate warning devices, barricades, guards, flagmen, or other necessary precautions shall be taken by the CONTRACTOR to give advice and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area(s) affected by this AGREEMENT.

S27.0 NOTICES

Notices required to be given to the respective parties under this AGREEMENT shall be deemed given by any of the following means: (1) when personally delivered to County’s contract administrator or to CONTRACTOR’S responsible officer; (2) when personally delivered to the party’s principle place of business during normal business hours, by leaving notice with any person apparently in charge of the office and advising such person of the import and contents of the notice; (3) 24 hours after the notice is transmitted by FAX machine to the other party, at the party’s FAX number specified pursuant to this AGREEMENT, provided that the party giving notice by FAX must promptly confirm receipt of the FAX by telephone to the receiving party’s office; or, (4) three (3) days after the notice is deposited in the U. S. mail with first class or better postage fully prepaid, addressed to the party as indicated below.

Notices mailed or faxed to the parties shall be addressed as follows:

<p>TO COUNTY: Contracts/Purchasing Officer County of Monterey, Contracts/Purchasing 168 W. Alisal Street, 3rd Floor. Salinas, CA 93901-2439 Tel. No.: (831) 755-4990 FAX No.: (831) 755-4969 derrm@co.monterey.ca.us</p>	<p>TO CONTRACTOR: Name _____ Address _____ Tel. No. _____ FAX No. _____ Email _____</p>
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S28.0 LEGAL DISPUTES

CONTRACTOR agrees that this AGREEMENT and any dispute arising from the relationship between the parties to this AGREEMENT, shall be governed and interpreted by the laws of the State of California, excluding any laws that direct the application of another jurisdiction’s laws.

Any dispute that arises under or relates to this AGREEMENT (whether contract, tort, or both) shall be resolved in the Superior Court of California in Monterey County, California.

CONTRACTOR shall continue to perform under this AGREEMENT during any dispute.

The parties agree to waive their separate rights to a trial by jury. This waiver means that the trial will be before a judge.

COUNTY Signature

CONTRACTOR Signature

Printed Name

Printed Name

Title

Title

Date

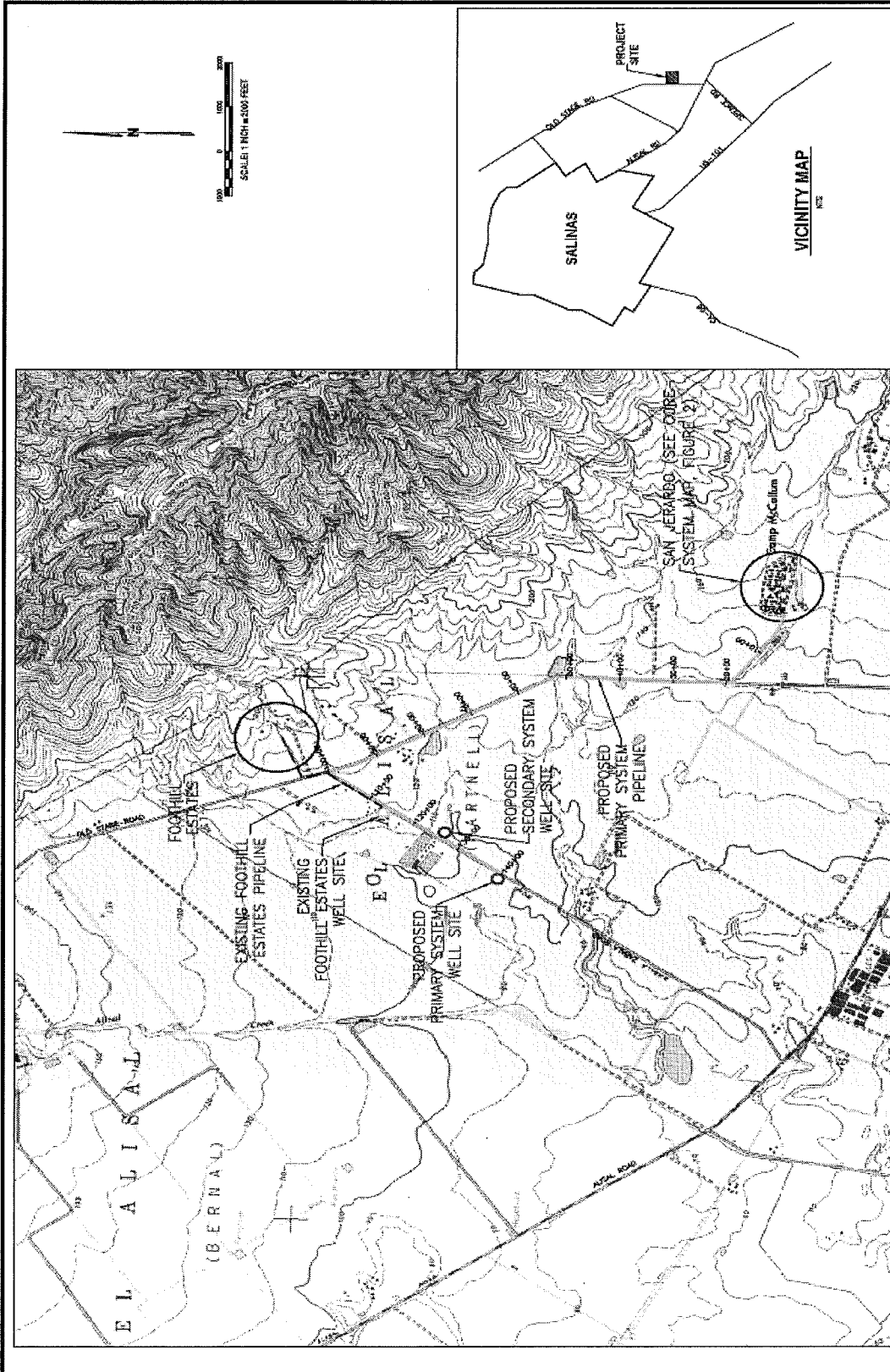
Date

--END OF SAMPLE AGREEMENT SECTION--

ATTACHMENTS/EXHIBITS AND SIGNATURE PAGE

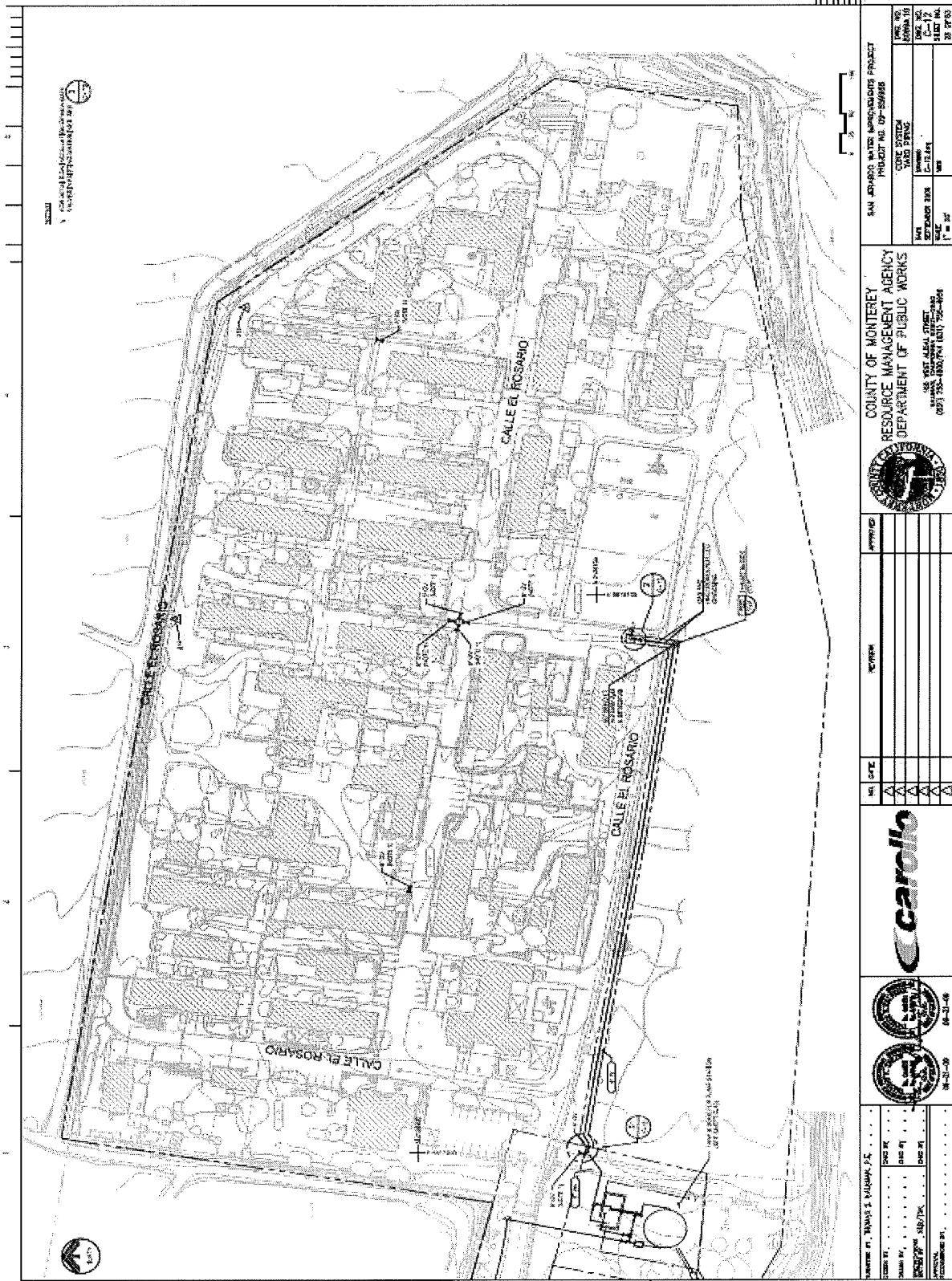
ATTACHMENTS AND EXHIBITS

**BORONDA COUNTY SANITATION DISTRICT
ATTACHMENT A – SITE MAP LAYOUT**



<p>FIGURE 1</p>		<p>2/14/07</p>
		<p>SCALE: AS NOTED</p>
<p>SAN JERARDO CO-OP WELL REPLACEMENT AND STORAGE PROJECT</p>		<p>DESIGN:</p>
<p>Schaaf & Wheeler CONSULTING CIVIL ENGINEERS 100 N. WINCHESTER BLVD, STE 200 SANTA CLARA, CA 95050 (408) 246-4848</p>		<p>DRAWN: LJC</p>
<p>Page 40 of 50</p>		<p>CHECKED:</p>

ATTACHMENTS B



By:

**BORONDA COUNTY SANITATION DISTRICT
ATTACHMENTS C – FACILITIES LIST**

SAN JERARDO HOUSING COOPERATIVE

WATER SYSTEM

PRIMARY WATER SUPPLY SYSTEM	STORAGE AND DISTRIBUTION SYSTEM
Well System	Storage/Pumping
400' of 10" Casing	325,000 gallon above-ground steel tank
10" Grundfos pump	Hydropneumatic tank
Well housing	1,700 gallon-per-minute fire booster pumps
Electrical service, instrumentation, controls, and housing	700' of 8" piping
Real property	Associated valves and electrical
Site fencing and gates	Onsite Pipelines
Chlorine storage tank	1,047' of 8" ACP
Chlorine well-head disinfection system	1,341' of 6" ACP
Offsite Pipelines	701' of 4" ACP
11,500' of 6" PVC (from well to reservoir)	123' of 2" PVC
ARV assembly	508' of 1.5" PVC
Blow-off assembly	1,741' of 1" PVC
Associated gate valves	638' of 3/4" PVC
SECONDARY WATER SUPPLY SYSTEM	Miscellaneous
6" PVC connection with Foothills Estate Water System	Associated valves
Metering and isolation valves for connection	Associated fire hydrants
Electrical service, instrumentation, controls, and housing	64 residential meters
	3 non-residential meters (community center, day care center, soccer field)

ATTACHMENTS D – EXHIBIT 1 SCOPE OF SERVICES

OPERATIONS and MAINTENANCE SERVICES AGREEMENT

**OPERATION and MAINTENANCE OF
SAN JERARDO HOUSING COOPERATIVE
WATER SYSTEM FACILITIES**

Exhibit 1 – Scope of Services

- I. Objective. The primary objective of the services to be provided by the CONTRACTOR for the DISTRICT is to maintain, manage, and operate the San Jerardo Water System in a manner consistent with applicable Federal, State, and County laws and regulations and in accord with the Operations and Services Agreement (“Agreement”), within which this Exhibit 1 is included by reference. All abbreviations and reference terms (CONTRACTOR, DISTRICT, etc.) used herein are as defined and used in the Agreement.
- II. Requirements. General and minimum requirements for the operation of a potable water system can be divided into four major categories:
- regulatory compliance requirements,
 - operational management practices,
 - real property management and maintenance, and
 - water quality management.
- III. Overview. For purposes of this Agreement, it is useful to define services that are anticipated to be basic and routine Operation and Maintenance on an annual basis (“Basic Services”) and those that are generally non-routine and/or emergency services (“Specialized Services”). The following items define the Scope of Services under this Agreement. A more detailed Scope may be developed after the CONTRACTOR is selected, with this exhibit revised accordingly.
- IV. Basic Services. Unless otherwise noted, any expenditures for Basic Services shall be considered part of the CONTRACTOR’s monthly operational fee and billed to the DISTRICT accordingly. **Basic Services** can be placed into three categories: Administrative, Operations, and (Preventive) Maintenance and are defined for this Agreement as follows:

IV.1. Administrative Customer Service:

- IV.1.1. Administration of O&M. The CONTRACTOR shall be responsible for managing the operations, maintenance and inspections of the System in accordance with customary utility practices and procedures and in compliance with all Federal, State, and County laws and regulations. The CONTRACTOR is referred to the American Water Works Association (AWWA) Standards G100 and G200 for guidance and requirements. The CONTRACTOR shall provide sufficient personnel (supervisory and operational) to perform its services hereunder.
- IV.1.2. Meter Reading and Billing. Among other essential administrative tasks, the CONTRACTOR shall monthly read water meters in the System, prepare water bills based on the meter readings, distribute said bills, and administer the collection and accounting of the bills.
- IV.1.3. Routine Calls and Service Questions. During normal business hours, the CONTRACTOR shall handle routine calls and in-person service inquiries on water service, billing, leaks, or other concerns of System customers.
- IV.1.4. After Hours On-Call Response. After normal business hours, the CONTRACTOR shall maintain an emergency communications system and provide on-call response to emergency calls for the System. In addition to routine equipment, the CONTRACTOR shall provide or have access to any and all equipment required to perform emergency repair work to essential System equipment and water mains. Any expenditures associated with said after-hours on-call response – i.e. overtime – shall be considered part of the CONTRACTOR's monthly operational fee and not charged to the DISTRICT over and above that fee. The parties hereto agree that in the absence of specific direction from the DISTRICT, the CONTRACTOR, its employees, and agents are authorized to order all necessary emergency repairs and modifications to the System to maintain potable water service to the System's customers as the CONTRACTOR deems necessary or appropriate under the specific circumstances and under applicable Federal, State, and County laws.
- IV.1.5. Operation and Maintenance Plan. An adequate Operation and Maintenance Plan ("O&M Plan") is essential to help a water system plan ahead, schedule and budget maintenance, provide oversight, facilitate training, and measure the quality of service delivered. The CONTRACTOR shall develop within the first one (1) year of this Agreement an adequate O&M Plan to meet any Federal, State, and COUNTY standards and which is in conformance with any and all other parts of this Agreement. The County Health Department, in particular, has *Guidelines for Preparation of an Operations and Maintenance Plan* that

set forth recommended tasks and minimum frequency for performing the tasks. The CONTRACTOR will also be responsible for timely and efficient implementation of this O&M Plan.

The O&M Plan shall include a long-range capital replacement program for the System. The current long-range capital replacement plan for the San Jerardo System is attached as Exhibit 4. The CONTRACTOR shall also identify resources that will be devoted to operation and maintenance of the System in the O&M Plan. Specific functions, such as billing operations, financial management, water testing, connection services, facility maintenance and repair, should be covered. The O&M Plan need not be extensive, but should demonstrate that the CONTRACTOR has clearly identified operational needs and adequate resources to meet those and future needs. The expected quality of service that will result from the implementation of the O&M Plan should also be discussed within the O&M Plan.

I.V.1.6. Regulatory Compliance. The CONTRACTOR shall submit data and reports, as required, to Federal, State, and COUNTY regulatory agencies to ensure continued regulatory compliance of the System. The CONTRACTOR shall also obtain any and all necessary permits for normal and routine operation of the System.

I.V.1.7. Business Office. CONTRACTOR shall operate and maintain a local business office, located in or near Salinas, for the purpose of conducting business with System customers. CONTRACTOR will provide adequate staffing for the following services regarding the System operations and customer service: walk-in bill paying, establishing new customer accounts, closing existing accounts, transferring service from one account to another, handling customer inquiries and complaints, and offering customers assistance.

I.V.1.8. County Payments. The monthly cash receipts, the payments received from the customers for water service, shall be promptly remitted to the COUNTY.

I.V.1.9. Operational Reserve. The CONTRACTOR shall indicate, at a minimum in the O&M Plan if not prior to its development, how the CONTRACTOR intends to meet the requirement for an operational reserve to respond to emergencies and equipment failures.

IV.2. Operations:

IV.2.1. Daily Operation. CONTRACTOR shall provide acts and services necessary to furnish a high level of domestic water service to System customers in daily operation of the System. Daily operation services shall include, in addition to other services defined in this Agreement, operation

of pumps and pump stations, by California State-certified water treatment operators of Grade II or better; water treatment or disinfection equipment operation; and transmission and distribution system operation.

IV.2.2. Monthly Reporting. The CONTRACTOR shall provide the DISTRICT written monthly reports covering the operations and maintenance of the System. These monthly reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies.

IV.2.3. Annual Reporting. The CONTRACTOR shall provide the DISTRICT written O&M reports on a quarterly and annual basis. These reports shall briefly discuss any noted System deficiencies in water distribution and water quality, as well as procedures undertaken by the CONTRACTOR to remedy such deficiencies. All reports shall also detail each account's monthly billings and amount collected for the period covered by the report. The annual reports shall include a discussion of implementing the O&M Plan, as discussed below, including optimization of System operation, setting of goals for the coming year, and assessment of implementing the previous year's goals.

IV.2.4. Recordkeeping. The CONTRACTOR shall maintain records relating to the operation and maintenance of the System for at least five (5) years, except chemical analyses and inspection/evaluation reports which must be retained for at least ten (10) years. The records shall be made available for inspection by the DISTRICT at all reasonable times during normal business office hours and upon twenty-four (24) hours advance notice to the CONTRACTOR. All records shall include a date, time of service rendered, and name of main personnel involved. Minimum records include the following:

- Operational notes, including weekly calculation of chemical dosage;
- Records of chlorine residual and location of residual measurement;
- Records of any other water treatment;
- Chlorination failure log;
- Reports of bacteriological and chemical analyses;
- Water supply production records;
- Inspection records;
- Records of maintenance and corrective actions performed;
- Variances, waivers, or exemptions granted by regulators.

I.V.2.5. Employee Training. The CONTRACTOR shall implement adequate employee training on System operation and maintenance, including implementation of any Disaster and Emergency Response Plan.

I.V.2.6. Routine System Inspection. The CONTRACTOR should inspect all above-ground System equipment often enough to ensure prompt detection

of problems. Daily inspection of the equipment is recommended. The COUNTY Health Department may impose more or less stringent requirements during the permitting process. The CONTRACTOR shall also perform routine inspection of the distribution components of the System at a level sufficient to identify surface leaks. Quarterly inspection is recommended.

System Inspection should consist of a visual inspection of the equipment, checking and filling the chlorine solution level, measuring the chlorine residual, adjusting chlorination equipment as necessary, calculating the dosage rate, and writing down the results of the inspection. Any problems noted should be corrected promptly.

I.V.2.7. Water Quality Sampling, Testing, and Reporting. The CONTRACTOR shall provide trained and qualified personnel to endeavor to ensure that the System is in compliance with existing Federal, State, and County laws and regulations pertaining to water quality. CONTRACTOR shall perform, or cause to be performed, by a laboratory certified by the State of California, any and all water quality sampling, testing, analysis, and reporting as required for potable water sources, distribution mains, and service lines by the U.S. Environmental Protection Agency, State of California Department of Public Health and Drinking Water Program, and the Monterey County Health Department or special acts of the U.S. Congress or California Legislature.

The CONTRACTOR shall ensure that proper Chain of Custody procedures and forms are used. The CONTRACTOR shall provide water quality services as listed herein, which shall include, but not be limited to: preparing monitoring plans; scheduling and collecting water samples for testing; transporting samples to a certified lab; maintaining water quality records; reporting to appropriate regulators; collecting and analyzing special or emergency samples; emergency notification to affected customers; responding to customer inquiries on water quality; preparing and sending the Annual Consumer Confidence Report to System customers; providing a hazardous material control program; ensuring all operator's certification is in compliance with State and Federal requirements; and paying fines or assessments if incurred due to CONTRACTOR's neglect. The Annual Consumer Confidence Report shall be prepared annually by the CONTRACTOR, based on data collected from the previous year, and distributed to all System users by July 1st.

The following water quality constituents will be monitored for at each water supply source, as applicable (required frequency is indicated in parentheses, although waivers may be granted for longer frequencies):

- Primary Inorganic Compounds (every 3 years);
- Secondary Compounds (every 3 years);

- Volatile Organic Chemicals (every 3 years);
- Synthetic Organic Chemicals (every 3 years);
- Radioactivity (4 consecutive quarters);
- Nitrates (quarterly);
- Coliform bacteria (once monthly).

I.V.2.8. Coliform Sampling and Testing. The CONTRACTOR shall sample and test for coliform bacteria at least once per month, with one sample collected from the distribution system and one sample collected at the well head. Chlorine residuals should also be determined for each coliform sample. Reporting of coliform test results should be provided to the DISTRICT and COUNTY Health Department.

I.V.2.9. Asbestos Testing. The CONTRACTOR shall sample and test each water supply source for asbestos in the System at a minimum every nine (9) years, unless a waiver for reduced monitoring applies.

I.V.2.10. Cross-Connection Detection. At least on an annual basis, the CONTRACTOR shall routinely inspect the System and analyze water usage to detect the presence of cross connections. The CONTRACTOR shall then investigate potential or identified cross connections and notify residents of violations of Health Department criteria. The CONTRACTOR shall list identified cross connections in annual reports and subsequently check within six (6) months of noted violation for correction of the cross connection.

IV.2.11. Site Visit. The CONTRACTOR shall allow authorized representatives of the DISTRICT to visit and inspect the System at any time. If requested by the DISTRICT representative, a representative of the CONTRACTOR shall be available to accompany the DISTRICT representative during any such site visit.

IV.2.12. Update System Maps. The CONTRACTOR shall update System maps per any maintenance or replacements, as appropriate given the level of detail on existing System maps.

IV.2.13. Order Chemicals/Lubricants/Supplies. The CONTRACTOR shall monitor the stock of chemicals, lubricants, and other supplies necessary to properly maintain the System and order such supplies as needed for proper System O&M. Supplies include but are not limited to lab supplies and repair materials necessary to properly operate the System.

IV.3. Maintenance:

IV.3.1. System Operation. In addition to other operational procedures identified herein, the CONTRACTOR shall regularly exercise the mechanical facilities of the System to ensure their continued operation. Water valves

are recommended to be exercised quarterly. Backflow preventors (BFPs), if present, are recommended to be checked and exercised annually.

- IV.3.2. Hydrant Testing. The CONTRACTOR shall regularly test fire hydrants and maintain hydrants to ensure proper operating order.
- IV.3.3. Electric Motor and Generator Set (EG Set)/Fire Pump Testing. The CONTRACTOR shall regularly test the back-up electric motor and generator set (EG Set) and fire pumps and maintain the EG Set and Fire Pumps to ensure proper operating order.
- IV.3.4. Fleet Maintenance. The CONTRACTOR shall regularly inspect the fleet vehicles used for services under this Agreement and maintain these vehicles to ensure proper operating order.
- IV.3.5. Telemetry Maintenance. The CONTRACTOR shall regularly test the telemetry components of the System and maintain the telemetry equipment to ensure proper operating order.
- IV.3.6. Control Maintenance. The CONTRACTOR shall regularly test the electrical controls of the System and maintain the controls to ensure proper operating order.
- IV.3.7. Chlorinator Equipment Maintenance. In accord with the COUNTY Operational Requirements for Chlorination Systems, the CONTRACTOR must adequately ensure the following with respect to chlorination equipment (referred to as "equipment" below):
- IV.3.7.1 The equipment must be in good operating condition and adequate for the application.
 - IV.3.7.2 The equipment must be covered from the elements.
 - IV.3.7.3 Equipment must provide a consistent feed rate under all operating conditions.
 - IV.3.7.4 The chlorinator must be activated by the circuit controlling the well pump or in response to a signal from the flow meter.
 - IV.3.7.5 A flow meter must be provided to allow for calculation of chemical dosages.
 - IV.3.7.6 The chlorine solution storage crock must be designed for use in mixing and measuring chlorine solutions. It must be large enough to hold enough solution for one week of peak use plus a prudent reserve. The amount of chemical in the crock must be able to be accurately measured by taking readings from marks on the container.
 - IV.3.7.7 Equipment for monitoring chlorine residuals must use the DPD method. For example, Hach DR100 Chlorimeter or equivalent may be used.

IV.3.8. Grounds keeping. The CONTRACTOR shall regularly manage and maintain or cause to maintain real property belonging to the System, such that hazards are minimized. Grounds keeping duties include but are not limited to routine site inspections, grass mowing, and litter collection and disposal.

V. Specialized Services. Specialized Services for this agreement are placed into two categories: Administrative and (As-Needed) O&M. Certain administrative functions may be required or desired over time to enhance the O&M of the System. Non-routine maintenance may be required As-needed based on information gathered during routine inspections.

These Specialized Services would not be required under the Agreement unless the CONTRACTOR is given a separate Notice-to-Proceed. Prior to giving Notice-to-Proceed on these services, the COUNTY requires contact from the CONTRACTOR with a scope and fee for such services. The Administrative Customer Service and As-Needed O&M Services are defined for this Agreement as follows:

V.1. Administrative/Customer Service:

V.1.1 Water Conservation Program. Given the age of the System, customers' desire to minimize water and wastewater bills, and the various regulations and requirements encouraging water conservation, a Water Conservation Program could be an important part of maintaining the System. CONTRACTOR shall develop and implement a Water Conservation Program based on available and appropriate water conservation standards. The Water Conservation Program shall include provisions to replace water fixtures, minimize landscape irrigation, and implement other Best Management Practices where practical.

V.1.2. Energy Management Program. An Energy Management Program could serve to reduce energy costs and reduce wear and tear on the System's electrical components. The CONTRACTOR shall develop and implement an Energy Management Program that identifies System components and procedures that could be made more energy-efficient while maintaining adequate operation of the System.

V.1.3. Standard Operation Procedures. As part of the O&M Plan, the CONTRACTOR shall develop Standard Operation Procedures (SOPs) for routine and non-routine System O&M tasks. A manual of SOPs shall be prepared and periodically updated. System O&M staff shall also be

routinely trained on the SOPs and a copy of the SOPs manual kept in a convenient location for review and use by System O&M staff.

V.2. As-Needed O&M Services:

- V.2.1. Meter Repair. Residential and non-residential water meters shall be replaced with a similar meter if the existing meter is found to be ineffective for accurate and regular meter reading.
 - V.2.2. Other System Repair and Replacement. CONTRACTOR shall perform, if capable, other repairs and replacements of System components, when needed.
 - V.2.3. Flush System. In addition or in conjunction with the System Inspection, the CONTRACTOR shall develop and implement a program to routinely flush System water mains, hydrants, the storage tank, and dead-end lines. Flushing should be done at least quarterly.
 - V.2.4. Leak Detection. The CONTRACTOR shall perform inspection of any suspected or reported pipeline or equipment leaks, record findings of inspection, and recommend any follow-up actions in a written report.
 - V.2.5. New Service Connections. The CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.
 - V.2.6. Well Flushing. The CONTRACTOR shall perform inspection and final sign-off functions related to all new service connection permits.
- VI. Capital (Major) and Minor Improvements. The CONTRACTOR shall not make any capital improvements, or perform any of the Specialized Services, without prior authorization of the DISTRICT. All other repairs or replacements costing over \$1,000 shall also need to be authorized by the DISTRICT.
- VII. Chemical Additive Requirements. All chemicals or products, including chlorine, added directly to the drinking water as part of a treatment process must meet the ANSI/NSF Standard 60. The manufacturer or distributor of the chemical should be able to provide documentation of compliance with this requirement.
- VIII. Equipment. The CONTRACTOR must own, lease, or otherwise have use of the necessary equipment to provide the requested services during the Term of the Agreement.
- IX. Operator Certification. Section 4017(d) and 7107 of the California Health and Safety Code states that all persons responsible for the operation of water treatment plants shall possess a State Water Treatment Operator's certificate of appropriate grade. Water treatment plants include chemical feed systems, such as chlorinators. For operation of a chlorination system for small systems, the minimum certification requirement is a Grade 1 certificate. As part of the Scope under this Agreement, the CONTRACTOR will ensure that an operator with proper certification is in charge of the System operations during the Term of this Agreement.

OPERATION & MAINTENANCE OF WATER SYSTEM FACILITIES

SAN JERARDO HOUSING COOPERATIVE

Exhibit 2 – Cost Estimate Sheet

Item No.	Item Description	Quantity	Unit	Unit Cost	Annual Total Cost
Basics Services (Biddable)					
1 Administrative/Customer Service					
1.01	Administration of O&M Services	1	LS	\$	\$
1.02	Meter reading	12	Months	\$	\$
1.03	Billing Administration	12	Months	\$	\$
1.04	Handling routine calls/service questions	12	Months	\$	\$
1.05	After-hours response (4 hrs) to customer calls	24	EA	\$	\$
1.06	Prepare and Implement O&M Plan	1	LS	\$	\$
1.07	Regulatory compliance	1	LS	\$	\$
2 Operations					
2.01	Daily operations/adjustments	261	Days	\$	\$
2.02	Monthly reports	12	Months	\$	\$
2.03	Annual analysis/reporting	1	LS	\$	\$
2.04	Manage maintenance records	1	LS	\$	\$
2.05	Staff training	1	LS	\$	\$
2.06	Equipment inspection (see facilities list)*	1	LS	\$	\$
2.07	Water Quality sampling/testing (residual, corrosion, MCLs, aesthetics)	1	LS	\$	\$
2.10	Cross connection detection	1	LS	\$	\$
2.11	Accompany County staff on site visit	4	EA	\$	\$
2.12	Update System Maps	1	LS	\$	\$
2.13	Order chemicals/lubricants/supplies	1	LS	\$	\$
3 (Preventive) Maintenance					
3.01	Valve exercising	2	EA	\$	\$
3.02	Hydrant testing	1	EA	\$	\$
3.03	EG set/fire pump testing	12	Months	\$	\$
3.04	Fleet maintenance	12	Months	\$	\$
3.05	Telemetry maintenance	1	LS	\$	\$
3.06	Control maintenance	1	LS	\$	\$
3.07	Chlorinator equipment maintenance	1	LS	\$	\$
3.08	Grounds keeping	1	LS	\$	\$

4 Specialized Services (Optional) - Must be approved**Administrative/Customer Service**

4.01 Water Conservation Program develop/implement	1	LS	\$	\$
4.02 Energy Management Program develop/implement	1	LS	\$	\$
4.03 Standard Operating Procedures develop/implement	1	LS	\$	\$

(As-Needed) O&M

Meter Repair	1	LS	\$	\$
Equipment replacement				
Meter	1	LS	\$	\$
Valve	1	LS	\$	\$
Hydrant	1	LS	\$	\$
Booster Pumps	1	LS	\$	\$
Pipeline (mains)	1	LS	\$	\$
System flush	1	LS	\$	\$
Leak detection	1	LS	\$	\$
New connection (tapping)	1	LS	\$	\$

TOTAL

SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP # 10355
ISSUE DATE: Thursday May 3, 2012



RFP TITLE: **MANAGEMENT, MAINTENANCE AND OPERATION OF THE SAN JERARDO WATER SYSTEM**

PROPOSALS ARE DUE IN THE OFFICE OF THE CONTRACTS/PURCHASING OFFICER BY
3:00 P.M., LOCAL TIME, ON Thursday June, 7 2012

MAILING ADDRESS:
COUNTY OF MONTEREY
CONTRACTS/PURCHASING OFFICE
168 W. ALISAL STREET, 3rd FL.
SALINAS, CA 93901-2439

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
Jaime Ayala, AyalaJ@CO.MONTEREY.CA.US, (831) 755 – 4998

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (1 original, and 1 Electronic plus 4 copies):

ALL REQUIRED CONTENT AS DEFINED PER SECTION 7.1 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____

By: J Ayala, DPA, Buyer II



CERTIFICATE OF LIABILITY INSURANCE

MCSIW-1

OP ID: RL2

DATE (MM/DD/YYYY)

05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leap/Carpenter/Kemps Insurance 3187 Collins Dr. (95348) P.O. Box 1512 Merced, CA 95341-1512 Pedro Ponce	Phone: 209-384-0727 Fax: 209-384-0401	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED M.C.S.I. Water Systems Mgmt Ross Hatch 11552 Hidden Hills Road Carmel Valley, CA 93924		INSURER(S) AFFORDING COVERAGE INSURER A: Admiral Insurance Company INSURER B: Preferred Employers Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 24856 10900

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	X	FEIECC1539900	05/26/2013	05/26/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WKN10044312	11/01/2012	11/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The County of Monterey, Its Officers, Agents and Employees are named as Additional Insured with respects to the General Liability. Waiver of Subrogation & Primary/Non-Contributory Wording Endorsements pending by carrier.
 10 Day Notice applies for non-payment of premium. Order #839300

CERTIFICATE HOLDER MONTE04 County of Monterey Contracts/Purchasing Dept. 168 W. Allsal Street; 3rd Fl. Salinas, CA 93901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Rosa Maria Jarama</i>
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Commercial Certificate of Liability Insurance



FARMERS

Agency MATTHEW O'BRIEN
 Name 1722 SEABRIGHT AVE
 & SANTA CRUZ CA 95062
 Address 831-429-9595

Issue Date (MM/DD/YY) 02/18/13

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies shown below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

St. 96 Dist. 86 Agent B.56

Insured MCSI WATER SYSTEM MGT
 Name 11550 HIDDEN HILLS RD
 & CARMEL VALLEY CA 93926
 Address

Companies Providing Coverage (NAIC #):
 Company Letter A Truck Insurance Exchange 21709
 Company Letter B Farmers Insurance Exchange 21652
 Company Letter C Mid-Century Insurance Company 21687
 Company Letter D

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Add'l. Insrd.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
		General Liability <input type="checkbox"/> Commercial General Liab. <input type="checkbox"/> Businessowners Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence General Aggregate Limit Applies: <input type="checkbox"/> Per Location <input type="checkbox"/> Per Project				Each Occurrence \$ Damage To Rented Premises (Ea. Occur.) \$ Medical Expenses (Any one person) \$ Personal & Adv. Injury \$ General Aggregate \$ Prod./Comp. Ops. Aggr. \$	
C		Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	604841533	08/12/12	08/12/13	Combined Single Limit (Each accident) \$ 1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage (Per accident) \$	
		Garage Liability <input type="checkbox"/> Any Auto				Auto Only-Ea. Accident \$ Other Than Auto Only: Each Accident \$ Aggregate \$	
		Umbrella Liability Retention \$				Limit \$	
		Workers' Compensation and Employers' Liability				Statutory Each Accident \$ Disease - Ea. Employee \$ Disease - Policy Limit \$	

Description of Operations/Vehicles/Restrictions/Special items:

MONTEREY CO , ITS OFFICERS, AGENTS, AND EMPLOYEES AS AJ WITH RESPECT TO LIABILITY ARISING OUT OF CONTRACTORS WORK POLICY IS PRIMARY - RFP#10355 SAN JERARDO WATER SYSTEMS

Certificate Holder

Name MO COUNTY ADMIN OFFICE CONTRACT
 & PURCHASING DIV, 168 W ALISAL 3RD FLR
 Address SALINAS CA 93901

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/9/2012

PRODUCER
 FARMERS INS GRP - O BRIEN AGCY
 1722 Seabright Ave
 Santa Cruz, CA 95062
 (831)429-9595

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
 MCSI WATER SYSTEM MGMT

 11550 HIDDEN HILLS RD
 CARMEL VALLEY, CA 93924

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: MID CENTURY INSURANCE CO

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADOL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMPIOP AGG	\$
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	604841533	08/12/12	08/12/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$ 1,000,000
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CONTRACTORS INSURANCE IS "PRIMARY" AND THE COUNTY OF MONTEREY IS "NON-CONTRIBUTORY"
 THE COUNTY OF MONTEREY, ITS OFFICERS, AGENTS AND EMPLOYEES NAMED ADDITIONAL INSURED PER THE ATTACHED CA20480299 ENDORSEMENT

CERTIFICATE HOLDER

COUNTY OF MONTEREY
 CONTRACTS/PURCHASING DIVISION
 168 WEST ALISAL ST, 3RD FLOOR
 SALINAS, CA 93906

CANCELLATION

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

POLICY NUMBER: 604841533

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

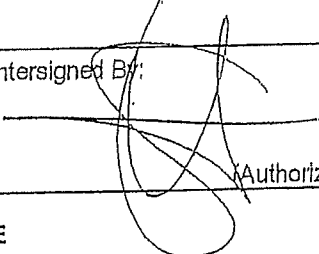
This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 02/18/2013	Countersigned By: 
Named Insured: M C S I WATER SYSTEM MGT	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): County of Monterey, its officers, agents and employees
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY – PLEASE READ IT CAREFULLY

Effective: 08/12/2012

Policy Number 604841533

E0002

This endorsement modifies insurance provided under the following:

CA20480299

County of Monterey, its officers, Agents & Employees
Contracts/Purchasing Division
168 West Alisal Street 3rd Floor
Salinas CA 93906

The following language is added:

Primary/Non-Contributory Provision.

If the additional insured designated herein has an Other Insurance provision making its policy excess, and You (MCSI Water System Mgmt) agreed in a written contract or written agreement to provide the Additional Insured coverage on a Primary/Non-Contributory basis under the provision of the Additional Insured endorsement (CA20480299) attached hereto, then this policy shall be Primary/Non-Contributory to any insurance issued directly to the Additional Insured, provided such written contract or written agreement were executed prior to the issuance of the Additional Insured endorsement.



Automatic Additional Insured – Owners, Lessees or Contractors

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number FEJ-ECC-15399-00. This endorsement changes the Policy. Please read it carefully.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) whom the *Named Insured* agrees, in a written contract, to name as an additional insured. However, this status exists only for the project specified in that contract.

The person or organization shown in this Schedule is included as an insured, but only with respect to that person's or organization's vicarious liability arising out of your ongoing operations performed for that insured.



Automatic Primary and Non-Contributory
Insurance Endorsement
Designated Work Or Project(s)

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number FEI-ECC-15399-00. This endorsement changes the Policy. Please read it carefully.

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) whom the *Named Insured* agrees, in a written contract, to provide Primary and/or Non-contributory status of this insurance. However, this status exists only for the project specified in that contract.

In consideration of an additional premium of \$Applied and notwithstanding anything contained in this policy to the contrary, it is hereby agreed that this policy shall be considered primary to any similar insurance held by third parties in respect to work performed by you under any written contractual agreement with such third party. It is further agreed that any other insurance which the person(s) or organization(s) named in the schedule may have is excess and non-contributory to this insurance.



Automatic Waiver of Subrogation Endorsement

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number
FEI-BCC-15399-00. This endorsement changes the Policy. Please read it carefully.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) to whom the *Named Insured* agrees, in a written contract, to provide a waiver of subrogation. However, this status exists only for the project specified in that contract.

The Company waives any right of recovery it may have against the person or organization shown in the above Schedule because of payments the Company makes for injury or damage arising out of the *insured's* work done under a contract with that person or organization. The waiver applies only to the person or organization in the above Schedule.

Under no circumstances shall this endorsement act to extend the policy period, change the scope of coverage or increase the Aggregate Limits of Insurance shown in the Declarations.



CERTIFICATE OF LIABILITY INSURANCE

MCSIW-1

OP ID: RL2

DATE (MM/DD/YYYY)

05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leap/Carpenter/Kamps Insurance 3187 Collins Dr. (95348) P.O. Box 1512 Merced, CA 95341-1512 Pedro Ponce	Phone: 209-384-0727 Fax: 209-384-0401	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED: M.C.S.I. Water Systems Mgmt Ross Hatch 11552 Hidden Hills Road Carmel Valley, CA 93924		INSURER(S) AFFORDING COVERAGE INSURER A: Admiral Insurance Company NAIC # 24856 INSURER B: Preferred Employers Ins Co 10900 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURERS	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC	X X	FEIECC1539900	05/26/2013	05/26/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DEC. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WKN10844312	11/01/2012	11/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The County of Monterey, Its Officers, Agents and Employees are named as Additional Insured with respects to the General Liability. Waiver of Subrogation & Primary/Non-Contributory Wording Endorsements pending by carrier.
 10 Day Notice applies for non-payment of premium. Order #839300

CERTIFICATE HOLDER MONTE04 County of Monterey Contracts/Purchasing Dept. 168 W. Alisal Street, 3rd Fl. Salinas, CA 93904	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Rosa Maria Jimenez</i>
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Automatic Primary and Non-Contributory
Insurance Endorsement
Designated Work Or Project(s)

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number FE1-ECC-15399-00. This endorsement changes the Policy. Please read it carefully.

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) whom the *Named Insured* agrees, in a written contract, to provide Primary and/or Non-contributory status of this insurance. However, this status exists only for the project specified in that contract.

In consideration of an additional premium of \$Applied and notwithstanding anything contained in this policy to the contrary, it is hereby agreed that this policy shall be considered primary to any similar insurance held by third parties in respect to work performed by you under any written contractual agreement with such third party. It is further agreed that any other insurance which the person(s) or organization(s) named in the schedule may have is excess and non-contributory to this insurance.



Automatic Waiver of Subrogation Endorsement

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number FE1-ECC-15399-00. This endorsement changes the Policy. Please read it carefully.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) to whom the *Named Insured* agrees, in a written contract, to provide a waiver of subrogation. However, this status exists only for the project specified in that contract.

The Company waives any right of recovery it may have against the person or organization shown in the above Schedule because of payments the Company makes for injury or damage arising out of the *insured's* work done under a contract with that person or organization. The waiver applies only to the person or organization in the above Schedule.

Under no circumstances shall this endorsement act to extend the policy period, change the scope of coverage or increase the Aggregate Limits of Insurance shown in the Declarations.



Automatic Additional Insured – Owners, Lessees or Contractors

This endorsement, effective 5/26/2013 attaches to and forms a part of Policy Number FEJ-ECC-15399-00. This endorsement changes the Policy. Please read it carefully.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person(s) or organization(s) whom the *Named Insured* agrees, in a written contract, to name as an additional insured. However, this status exists only for the project specified in that contract.

The person or organization shown in this Schedule is included as an insured, but only with respect to that person's or organization's vicarious liability arising out of your ongoing operations performed for that insured.

Commercial Certificate of Liability Insurance



FARMERS

Agency MATTHEW O'BRIEN
 Name 1722 SEABRIGHT AVE
 & SANTA CRUZ CA 95062
 Address 831-429-9595

Issue Date (MM/DD/YY) 02/18/13

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies shown below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

St. 96 Dist. 86 Agent B.56

Insured MCSI WATER SYSTEM MGT
 Name 11550 HIDDEN HILLS RD
 & CARMEL VALLEY CA 93926
 Address

Companies Providing Coverage (NAIC #):
 Company Letter A Truck Insurance Exchange 21709
 Company Letter B Farmers Insurance Exchange 21652
 Company Letter C Mid-Century Insurance Company 21687
 Company Letter D

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Add'l. Insrd.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits
		General Liability <input type="checkbox"/> Commercial General Liab. <input type="checkbox"/> Businessowners Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence General Aggregate Limit Applies: <input type="checkbox"/> Per Location <input type="checkbox"/> Per Project				Each Occurrence \$ Damage To Rented Premises (Ea. Occur.) \$ Medical Expenses (Any one person) \$ Personal & Adv. Injury \$ General Aggregate \$ Prod./Comp. Ops. Aggr. \$
C		Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	604841533	08/12/12	08/12/13	Combined Single Limit (Each accident) \$ 1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage (Per accident) \$
		Garage Liability <input type="checkbox"/> Any Auto				Auto Only-Ea. Accident \$ Other Than Each Accident \$ Auto Only: Aggregate \$
		Umbrella Liability Retention \$				Limit \$
		Workers' Compensation and Employers' Liability				Statutory Each Accident \$ Disease - Ea. Employee \$ Disease - Policy Limit \$

Description of Operations/Vehicles/Restrictions/Special items:

MONTEREY CO, ITS OFFICERS, AGENTS, AND EMPLOYEES AS AI WITH RESPECT TO LIABILITY ARISING OUT OF CONTRACTORS WORK POLICY IS PRIMARY - RFP#10355 SAN JERARDO WATER SYSTEMS

Certificate Holder:

Name MO COUNTY ADMIN OFFICE CONTRACT
 & PURCHASING DIV. 168 W ALISAL 3RD FLR
 Address SALINAS CA 93901

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) **8/9/2012**

PRODUCER
ARMERS INS GRP - O BRIEN AGCY
 722 Seabright Ave
 Santa Cruz, CA 95062
 (831) 429-9595
INSURED
MCSI WATER SYSTEM MGMT
 11550 HIDDEN HILLS RD
 CARMEL VALLEY, CA 93924

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

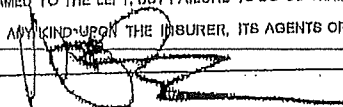
INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: MID CENTURY INSURANCE CO	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

VERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	604841533	08/12/12	08/12/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 CONTRACTORS INSURANCE IS "PRIMARY" AND THE COUNTY OF MONTEREY IS "NON-CONTRIBUTORY"
 THE COUNTY OF MONTEREY, ITS OFFICERS, AGENTS AND EMPLOYEES NAMED ADDITIONAL INSURED PER THE ATTACHED CA20480299 ENDORSEMENT

CERTIFICATE HOLDER
 COUNTY OF MONTEREY
 CONTRACTS/PURCHASING DIVISION
 168 WEST ALISAL ST, 3RD FLOOR
 SALINAS, CA 93906

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

POLICY NUMBER: 604841533

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

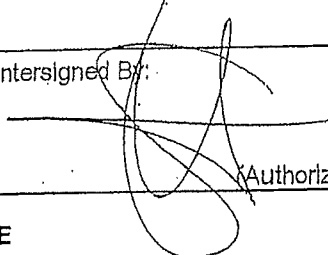
This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 02/18/2013	Countersigned By: 
Named Insured: M C S I WATER SYSTEM MGT	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): County of Monterey, its officers, agents and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY – PLEASE READ IT CAREFULLY

Effective: 08/12/2012

Policy Number 604841533

E0002

This endorsement modifies insurance provided under the following:

CA20480299

County of Monterey, its officers, Agents & Employees
Contracts/Purchasing Division
168 West Alisal Street 3rd Floor
Salinas CA 93906

The following language is added:

Primary/Non-Contributory Provision.

If the additional insured designated herein has an Other Insurance provision making its policy excess, and You (MCSI Water System Mgmt) agreed in a written contract or written agreement to provide the Additional Insured coverage on a Primary/Non-Contributory basis under the provision of the Additional Insured endorsement (CA20480299) attached hereto, then this policy shall be Primary/Non-Contributory to any insurance issued directly to the Additional Insured, provided such written contract or written agreement were executed prior to the issuance of the Additional Insured endorsement.