



January 13, 2016

TO: PROSPECTIVE BIDDERS

**HIGH VOLTAGE 123 KV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK
HIGH VOLTAGE CIRCUIT BREAKERS
SPECIFICATION NO. MS 11-15-02
ADDENDUM NO. 2**

Addendum No. 2 is hereby issued to provide clarifications to questions and additional clarifications to Specification No. MS 11-15-02 that are hereby incorporated to the requirements of the RFP.

Question #1	Will Alameda MP consider removing the existing structure and placing the replacement breaker directly on the existing concrete pad?
Response #1	Yes. AMP will accept alternate bids using Manufacturer’s standard circuit breaker layout without modification. The Bidder shall submit bid proposals both for the Alternate Bid (using standard circuit breaker excluding Sections 5.5 and 5.6) and Base Bid per the Technical Specifications. Please use Bid Form B in Attachment B-2.
Question #2	If so, will Alameda MP agree to cutting off the existing anchors and replacing them by core drilling into the concrete pad and inserting new anchors with epoxy?
Response #2	Yes. See response to Question #1 above.
#3	Clarification to Section 19.3 (Wiring) of Technical Specifications (Attachment A). AMP will be re-using the existing field control wiring and conduit. Existing field wiring does not have enough slack/length to reach the new circuit breaker cabinet if the termination blocks and conduit entry are not in the same location as existing. AMP recommends the new circuit breaker termination block to be in same location as existing, otherwise transition box/cabinet and intermediate terminal blocks shall be provided to allow existing external field wiring to connect to new control cabinet terminal blocks and wiring without splices. Where transition boxes are provided they shall also be provided with removable blank steel floor or steel knockout plate for the existing field control wiring and conduit entry.



#4	<p>Clarification to Sections 5.5 and 5.6 (Construction) of Technical Specifications (Attachment A).</p> <p>The Technical Specifications require modification to the base of the new circuit breaker mounting legs and framing to fit existing anchor bolt and increase the elevation of the circuit breaker. <u>The circuit breaker Manufacturer shall provide a seismic certification of the modified circuit breaker and a stamp by a Registered Professional Structural Engineer.</u></p>
#5	<p>Clarification to Sections 20.0 and 20.1(On-Site Training) of Technical Specifications (Attachment A).</p> <p>On-Site training is now an Additional Bid Item. Only one training session shall be provided and it will be after the first circuit breaker is functionally completed per specifications Section 20.0 and 20.1. <u>Onsite training is not a part of the Base Bid.</u> Please use Bid Form F in Attachment B-2.</p>

The Table of Contents in the Request for Bids is modified to replace Attachment B-1 which previously replaced Attachment B with Attachment B-2, Bid Forms. Attachment B-2, Bid Forms provided in this Addendum No. 2 has been modified to reflect the inclusion of the Alternate Bid Item and the Additional Bid Item for On-Site Training. PLEASE DO NOT USE ATTACHMENT B OR ATTACHMENT B-1 TO SUBMIT BIDS.

Section IV, Selection Process of the Request for Bids is modified to include the following, “In addition to evaluating the bids based on conformance to the specification, cost, delivery schedule, and Bidder's qualifications, AMP will evaluate bids and delivery schedules for the Base Bid Item and Alternate Bid Item to determine the best value for AMP. AMP INTENDS TO ONLY AWARD EITHER THE BASE BID ITEM OR ALTERNATE BID ITEM, BUT RESERVES THE RIGHT TO AWARD FOR BOTH AS WELL AS THE RIGHT TO MAKE NO AWARD.”

Due to the need for On-Site Training in Section 20.1 and Manufacturer’s Technical Representative Field Oversight in Section 21.2 of the Technical Specifications (Attachment A), A sample agreement has been provided in Attachment C for the Proposer’s review and comment. Comments and exceptions, if any, to AMP’s standard agreement and insurance requirement should be noted. It is understood that prospective service providers have reviewed the agreement and will take exception only to those items identified in the proposals. Proposer shall clearly identify each proposed change and furnish reasons as well as specific recommendations for alternatives. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements. Otherwise, AMP will consider that all items offered are in strict compliance with the RFP, and the awarded Proposer will be responsible for compliance. AMP will consider such exceptions as part of the evaluation process which may constitute grounds for rejection of the proposal.

The Table of Contents in the Request for Bids is also modified to include Attachment C, Contract Agreement. Exceptions to the Contract Agreement is also referenced in Section 2.d of the Bid Signature Form (Attachment B-2).

Please acknowledge receipt of Addenda No. 1 and 2 in Attachment B-2, Bid Forms.

If you have any questions, you may contact Roger Yang, Utility Procurement Administrator, at yang@alamedamp.com or (510) 814-6420.

B I D S I G N A T U R E F O R M

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

The undersigned declares that he or she has carefully examined Specifications and Provisions of the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, Specification No. MS 11-15-02 filed with the Secretary of said Board on January 20, 2016, for furnishing HIGH VOLTAGE 123 kV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK HIGH VOLTAGE CIRCUIT BREAKERS, and hereby agrees to sell and deliver to the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, strictly in accordance with the terms and conditions of said Specifications and Provisions, the personal property hereinafter described, at the following price.

1. The Bidder is [], is not [], qualified for the "Alameda Bidder's Local Preference".
2. In submitting this Bid, Bidder represents:

- a. Bidder has examined the RFP, Technical Specifications, and the following Addenda (receipt of all of which is hereby acknowledged).

Addendum No.	Addendum Date	Signature of Bidder

- b. Bidder has attended the mandatory site visit and made arrangement to verify actual field dimensions to their satisfaction to adapt their fabrication to meet the customer’s actual field conditions.
- c. Bidder has given AMP prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the bid documents and the written resolution thereof through Addenda issued by AMP is acceptable to the Bidder.
- d. Bidder must include the following information/documents with the bid submission and failure to provide are grounds for disqualification:
 - Bid Form – Completely Filled Out, Properly Signed and Stamped (Attachment B)
 - Evidence of Manufacturers Qualifications and Experience
 - Manufacturer’s Warranty Policy
 - List of Customer References to Whom Manufacturer has Provided Similar Breakers
 - Identify Parts, if any, Manufactured by Others
 - Standard Products Functionally Equivalent to AMP’s Requirements, Providing All Material Variances
 - Exception to AMP’s Technical Specifications, Conditions of Award and/or Contract Agreement.
3. The undersigned Bidder understands that AMP reserves the right to reject this Bid.
4. If a contract for an award is mailed or delivered to the undersigned Bidder within ninety (90)

days after the day of Bid opening, the undersigned agrees to execute the contract required in the said Specifications and Provisions within fourteen (14) calendar days, after receiving notice that the contract has been awarded and is ready for signature.

- 5. The signature below certifies that the information given on this document is true and correct under penalty of perjury (Section 7028.15 California Business and Professionals Code).

Signature of Bidder: _____ Date: _____

Bidder's Name: _____

Name of Business: _____

Business Address: _____

Federal ID Employer Number or Social Security Number: _____

Phone Number: (____)_____ Fax Number (____)_____

E-Mail Address: _____

Incorporated under the laws of the State of: _____

Officers or Partners:

<u>Name</u>	<u>Title</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IMPORTANT INSTRUCTIONS:

- 1. Any erasure or interlineation may invalidate bid.
- 2. If bidder is:
 - a. An individual doing business under his/her own name, sign his/her name only.
 - b. An individual using a firm name, sign: Example, "John Doe, an individual doing business as Blank Co."
 - c. A co-partnership, sign: Example, "Blank Co., by John Doe, co-partner."
 - d. A corporation, sign: Example, "Blank Co., by John Doe, President" (or other officer or agent duly authorized). If by agent, furnish written evidence of authority.
- 3. If a firm or co-partnership, give the names and addresses of all individual co-partners composing the firm.
- 4. If a corporation, state legal name of corporation, also names and addresses of president, secretary and treasurer.
- 5. If corporation is bidder, affix seal of corporation.
- 6. Write plainly on the envelope "Proposal for Furnishing . . . (name of product). . . "

B I D S U M M A R Y**TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:**

The undersigned declares that he or she has carefully examined Specifications and Provisions of the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, Specification No. MS 11-15-02 filed with the Secretary of said Board on January 20, 2016, for furnishing HIGH VOLTAGE 123 kV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK HIGH VOLTAGE CIRCUIT BREAKERS, and hereby agrees to sell and deliver to the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, strictly in accordance with the terms and conditions of said Specifications and Provisions, the personal property hereinafter described, at the following price.

Bid Opening Date: January 20, 2016 at 3:00 p.m.

OVERALL BID SUMMARY

ITEM	DESCRIPTION	TOTAL BID (INCLUDES ALL TAXES) (\$)
BASE BID ITEM DESCRIPTION		
A	123 kV Maximum Voltage Rated Sulfur Hexafluoride (SF6) Dead-tank High Voltage Circuit Breaker QUANTITY = THREE (3)	
ALTERNATE BID ITEM DESCRIPTION		
B	123 kV Maximum Voltage Rated Sulfur Hexafluoride (SF6) Dead-tank High Voltage Circuit Breaker (No Section 5.5 & 5.6 of Technical Specifications) QUANTITY = THREE (3)	
ADDITIONAL BID ITEM DESCRIPTION		
C	Spare Parts and Maintenance Tools	
D	Manufacturer's Technical Representative Field Oversight	
E	Modular Circuit Breaker Automatic Monitoring System QUANTITY = THREE (3)	
F	On-Site Training	

B I D F O R M A

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

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Bid Opening Date: January 20, 2016 at 3:00 p.m.

BASE BID ITEM

HIGH VOLTAGE 123 kV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK HIGH VOLTAGE CIRCUIT BREAKERS

UNIT BID PRICE \$ _____

SALES TAX (____) \$ _____

TOTAL BID PRICE PER UNIT \$ _____

TOTAL BID PRICE, THREE (____) UNITS \$ _____

SHIPPING WEEKS: _____ WEEKS

DIMENSIONS: Height _____ Width _____ Depth _____ Weight _____ lbs.

MANUFACTURER & CATALOG NO.: _____

QUOTED BY: _____

SIGNATURE: _____

B I D F O R M B

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

The undersigned declares that he/she has carefully examined Specifications and Provisions of the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, Specification No. MS 11-15-02 filed with the Secretary of said Board on January 20, 2016, for furnishing HIGH VOLTAGE 123 kV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK HIGH VOLTAGE CIRCUIT BREAKERS, and hereby agrees to sell and deliver to the City of Alameda, California, Department of Public Utilities, Alameda Municipal Power, strictly in accordance with the terms and conditions of said Specification and Provisions, the personal property hereinafter described, at the following price.

Bid Opening Date: January 20, 2016 at 3:00 p.m.

ALTERNATE BID ITEM

HIGH VOLTAGE 123 kV SULFUR HEXAFLUORIDE (SF6) DEAD-TANK HIGH VOLTAGE CIRCUIT BREAKERS (No Section 5.5 & 5.6 of Technical Specifications)

UNIT BID PRICE \$ _____

SALES TAX (____) \$ _____

TOTAL BID PRICE PER UNIT \$ _____

TOTAL BID PRICE, THREE (____) UNITS \$ _____

SHIPPING WEEKS: _____ WEEKS

DIMENSIONS: Height _____ Width _____ Depth _____ Weight _____ lbs.

MANUFACTURER & CATALOG NO.: _____

QUOTED BY: _____

SIGNATURE: _____

B I D F O R M C

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

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Bid Opening Date: January 20, 2016 at 3:00 p.m.

ADDITIONAL BID ITEM

SPARE PARTS AND MAINTENANCE TOOLS

QTY	DESCRIPTION	MANUFACTURER & CATALOG NO.	DIMENSIONS (Height, Width, Depth, Weight)	UNIT BID PRICE	SALES TAX (9.5%)	TOTAL BID PRICE
TOTAL						

QUOTED BY: _____

SIGNATURE: _____

Instructions: If there is insufficient space, please submit multiple pages using Bid Form B for additional parts and tools.

B I D F O R M D

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

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Bid Opening Date: January 20, 2016 at 3:00 p.m.

ADDITIONAL BID ITEM

MANUFACTURER’S TECHNICAL REPRESENTATIVE FIELD OVERSIGHT

DESCRIPTION	UNIT BID PRICE	BILLABLE UNIT	UNITS	TOTAL BID PRICE
LABOR				
REIMBURSABLE EXPENSES:				
TOTAL				

QUOTED BY: _____

SIGNATURE: _____

B I D F O R M E

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

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Bid Opening Date: January 20, 2016 at 3:00 p.m.

ADDITIONAL BID ITEM

MODULAR CIRCUIT BREAKER AUTOMATIC MONITORING SYSTEM

UNIT BID PRICE \$ _____

SALES TAX (____) \$ _____

TOTAL BID PRICE PER UNIT \$ _____

TOTAL BID PRICE, THREE (____) UNITS \$ _____

SHIPPING WEEKS: _____ WEEKS

DIMENSIONS: Height _____ Width _____ Depth _____ Weight _____ lbs.

MANUFACTURER & CATALOG NO.: _____

QUOTED BY: _____

SIGNATURE: _____

B I D F O R M F

TO THE PUBLIC UTILITIES BOARD OF THE CITY OF ALAMEDA:

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Bid Opening Date: January 20, 2016 at 3:00 p.m.

ADDITIONAL BID ITEM

ON-SITE TRAINING

DESCRIPTION	UNIT BID PRICE	BILLABLE UNIT	UNITS	TOTAL BID PRICE
LABOR				
REIMBURSABLE EXPENSES:				
TOTAL				

QUOTED BY: _____

SIGNATURE: _____

(END OF FORMS)

CONTRACT AGREEMENT

MS 11-15-02

THIS AGREEMENT, entered into this ___ day of _____ 2016, by and between ALAMEDA MUNICIPAL POWER, a department of the CITY OF ALAMEDA, a municipal corporation (hereinafter referred to as "AMP"), and [Click here to enter Contractor Name.](#), [Choose an item.](#), whose address is [Click here to enter Address.](#), [Click here to enter City.](#), [Click here to enter State/Zip.](#) (hereinafter referred to as "Contractor"), is made with reference to the following:

RECITALS:

A. AMP is a department of the City of Alameda, a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.

B. AMP has a need for consulting services to install and maintain electrical equipment. AMP staff issued an RFP on December 9, 2015 and after a submittal period of ___ days received ___ of timely submitted proposals. Staff reviewed the proposals and selected the service provider that best meets the City's needs. Contractor is specially trained, experienced and competent to perform the special services which will be required by this Agreement.

C. Contractor possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

D. AMP and Contractor desire to enter into an agreement for materials and labor upon the terms and conditions herein.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. TERM:

The term of this Agreement shall commence on the ___ day of _____ 2016, and shall terminate on the ___ day of 2016, unless terminated earlier as set forth herein.

2. SERVICES TO BE PERFORMED:

Contractor shall perform each and every service set forth in Exhibit "A" which is attached hereto and incorporated herein by this reference.

3. COMPENSATION TO CONTRACTOR:

Contractor shall be compensated for services performed pursuant to this Agreement in the not to exceed amount of \$[Click here to enter Amount.](#) as set forth in Exhibit "B" which is attached hereto and incorporated herein by this reference. Payment shall be made by checks drawn on the treasury of the City, to be taken from the AMP fund.

4. TIME IS OF THE ESSENCE:

Contractor and AMP agree that time is of the essence regarding the performance of this Agreement.

5. STANDARD OF CARE:

Contractor agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by AMP nor have any contractual relationship with AMP.

6. INDEPENDENT PARTIES:

Contractor hereby declares that it is engaged in an independent business and agrees to perform its services as an independent contractor and not as the agent or employee of the City. The manner and means of conducting the work are under the control of Contractor, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Contractor's services. None of the benefits provided by AMP to its employees, including but not limited to, unemployment insurance, workers' compensation plans, vacation and sick leave are available from AMP to Contractor, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Contractor. Payments of the above items, if required, are the responsibility of Contractor.

7. IMMIGRATION REFORM AND CONTROL ACT (IRCA):

Contractor assumes any and all responsibility for verifying the identity and employment authorization of all of his/her employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Contractor shall indemnify, defend, and hold AMP harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Contractor.

8. NON-DISCRIMINATION:

Consistent with AMP's policy that harassment and discrimination are unacceptable employer/employee conduct, Contractor agrees that harassment or discrimination directed toward a job applicant, an AMP employee, or a citizen by Contractor or Contractor's employee or subcontractor on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation will not be tolerated. Contractor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

9. INDEMNIFICATION:

Contractor shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, and employees ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to Contractors' negligent act or

omission, whether alleged or actual, regarding performance of services or work conducted or performed pursuant to this Agreement. If Claims are filed against Indemnites which allege negligence on behalf of the Contractor, Contractor shall have no right of reimbursement against Indemnites for the costs of defense even if negligence is not found on the part of Contractor. However, Contractor shall not be obligated to indemnify Indemnites from Claims arising from the sole or active negligence or willful misconduct of Indemnites.

Indemnification For Claims for Professional Liability: As to Claims for professional liability only, Contractor's obligation to defend Indemnites (as set forth above) is limited to the extent to which its professional liability insurance policy will provide such defense costs.

10. INSURANCE:

On or before the commencement of the term of this Agreement, Contractor shall furnish AMP with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with paragraphs 10A, B, C, D and E. Such certificates, which do not limit Contractor's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to AMP, City of Alameda by certified mail, Attention: Risk Manager."

It is agreed that Contractor shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to AMP and licensed to do insurance business in the State of California.

Endorsements naming AMP, City of Alameda, its City Council, boards and commissions, officers and employees, as additional insured shall be submitted with the insurance certificates.

A. COVERAGE:

Contractor shall maintain the following insurance coverage:

(1) **Workers' Compensation:**

Statutory coverage as required by the State of California.

(2) **Liability:**

Commercial general liability coverage in the following minimum limits:

Bodily Injury: \$1,000,000 each occurrence

 \$2,000,000 aggregate - all other

Property Damage: \$1,000,000 each occurrence

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 will be considered equivalent to the required minimum limits shown above.

(3) **Automotive:**

Comprehensive automotive liability coverage in the following minimum limits:

Bodily Injury: \$500,000 each occurrence

Property Damage: \$100,000 each occurrence

or

Combined Single Limit: \$1,000,000 each occurrence

(4) **Professional Liability:**

Professional liability insurance which includes coverage for the professional acts, errors and omissions of Contractor in the amount of at least \$1,000,000.

B. SUBROGATION WAIVER:

Contractor agrees that in the event of loss due to any of the perils for which he/she has agreed to provide comprehensive general and automotive liability insurance, Contractor shall look solely to his/her insurance for recovery. Contractor hereby grants to AMP, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Contractor or AMP with respect to the services of Contractor herein, a waiver of any right to subrogation which any such insurer of said Contractor may acquire against AMP by virtue of the payment of any loss under such insurance.

C. FAILURE TO SECURE:

If Contractor at any time during the term hereof should fail to secure or maintain the foregoing insurance, AMP shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

D. ADDITIONAL INSURED:

AMP, City of Alameda, its City Council, boards and commissions, officers, and employees shall be named as an additional insured under all insurance coverages, except any professional liability insurance, required by this Agreement. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be

required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

E. SUFFICIENCY OF INSURANCE:

The insurance limits required by AMP are not represented as being sufficient to protect Contractor. Contractor is advised to confer with Contractor's insurance broker to determine adequate coverage for Contractor.

11. CONFLICT OF INTEREST:

Contractor warrants that it is not a conflict of interest for Contractor to perform the services required by this Agreement. Contractor may be required to fill out a conflict of interest form if the services provided under this Agreement require Contractor to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

12. PROHIBITION AGAINST TRANSFERS:

Contractor shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of AMP. Any attempt to do so without said consent shall be null and void, and any assignee, sub-lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Contractor from AMP under this Agreement may be assigned to a bank, trust company or other financial institution without prior written consent. Written notice of such assignment shall be promptly furnished to AMP by Contractor.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Contractor, or of the interest of any general partner or joint venturer or syndicate member or cotenant, if Contractor is a partnership or joint venture or syndicate or co-tenancy, which shall result in changing the control of Contractor, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

13. SUBCONTRACTOR APPROVAL:

Unless prior written consent from AMP is obtained, only those people and subcontractors whose names and resumes are attached to this Agreement shall be used in the performance of this Agreement.

In the event that Contractor employs subcontractors, such subcontractors shall be required to furnish proof of workers' compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Contractor. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

14. PERMITS AND LICENSES:

Contractor, at his/her sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License, that may be required in connection with the performance of services hereunder.

15. REPORTS:

A. Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report", reproduced, prepared or caused to be prepared by Contractor pursuant to or in connection with this Agreement, shall be the exclusive property of AMP. Contractor shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to AMP the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of AMP, and all publication rights are reserved to AMP.

B. All Reports prepared by Contractor may be used by AMP in execution or implementation of:

- (1) The original Project for which Contractor was hired;
- (2) Completion of the original Project by others;
- (3) Subsequent additions to the original project; and/or
- (4) Other AMP projects as appropriate.

C. Contractor shall, at such time and in such form as AMP may require, furnish reports concerning the status of services required under this Agreement.

D. All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on both sides of the paper except for one original, which shall be single sided.

E. No Report, information or other data given to or prepared or assembled by Contractor pursuant to this Agreement shall be made available to any individual or organization by Contractor without prior approval by AMP.

16. RECORDS:

Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by AMP that relate to the performance of services under this Agreement.

Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to such books and records to the representatives of AMP or its designee's at all proper times, and gives AMP the right to examine and audit same, and to

make transcripts therefrom as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of three (3) years after receipt of final payment.

If supplemental examination or audit of the records is necessary due to concerns raised by AMP's preliminary examination or audit of records, and AMP's supplemental examination or audit of the records discloses a failure to adhere to appropriate internal financial controls, or other breach of contract or failure to act in good faith, then Contractor shall reimburse AMP for all reasonable costs and expenses associated with the supplemental examination our audit.

17. NOTICES:

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States Mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests, or approvals from Contractor to AMP shall be addressed to AMP at:

Alameda Municipal Power
2000 Grand Street
Alameda CA 94501
Attention: [Click here to enter Name.](#), Project Manager

All notices, demands, requests, or approvals from AMP to Contractor shall be addressed to Contractor at:

[Click here to enter Contractor Name.](#)
[Click here to enter Contractor Address.](#)
[Click here to enter City, State Zip Code.](#)
Attention: [Click here to enter text.](#)

18. TERMINATION:

In the event Contractor fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Contractor shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Contractor from AMP of written notice of default, specifying the nature of such default and the steps necessary to cure such default, AMP may terminate the Agreement forthwith by giving to the Contractor written notice thereof.

AMP shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Contractor as provided herein. Upon termination of this Agreement, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

19. COMPLIANCES:

Contractor shall comply with all state or federal laws and all ordinances, rules and regulations enacted or issued by AMP.

20. CONFLICT OF LAW:

This Agreement shall be interpreted under, and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.)

Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Alameda, State of California.

21. ADVERTISEMENT:

Contractor shall not post, exhibit, display or allow to be posted, exhibited, displayed any signs, advertising, show bills, lithographs, posters or cards of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from AMP to do otherwise.

22. WAIVER:

A waiver by AMP of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character.

23. INTEGRATED CONTRACT:

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both AMP and Contractor.

24. INSERTED PROVISIONS:

Each provision and clause required by law to be inserted into the Agreement shall be deemed to be enacted herein, and the Agreement shall be read and enforced as though each were included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, the Agreement shall be amended to make such insertion on application by either party.

25. CAPTIONS:

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

Click here to enter Contractor Name.
Click here to enter Company Type.

ALAMEDA MUNICIPAL POWER, a
Department of the City of Alameda
A Municipal Corporation

By _____

By _____

Glenn O. Steiger
General Manager

(Please print or type name)

RECOMMENDED FOR APPROVAL:

Title _____
(If Corporation: President or Vice President)

By _____

Cynthia Whitchurch
Assistant General Manager
Engineering and Operations

By _____

APPROVED AS TO FORM:
City Attorney

(Please print or type name)

By _____

Alan M. Cohen
Assistant City Attorney

Title _____
(If Corporation: Secretary or Treasurer)