



**REQUEST FOR QUALIFICATIONS FOR
SPANISH LANGUAGE OUTREACH SERVICES
FOR
USED MOTOR OIL/FILTER RECYCLING
AND
SOLID WASTE RECYCLING
FOR THE
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

Proposals due 5:00 p.m. on May 5, 2008

Submit proposal to:

Karina Chilcott, Waste Management Specialist
Sonoma County Waste Management Agency
2300 County Center Drive, Suite B100
Santa Rosa, CA 95403

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1. INTENT AND BACKGROUND

1.1 Definitions

This section contains definitions that are used throughout this RFQ.

AGENCY: The Sonoma County Waste Management Agency, a joint powers authority composed of the County of Sonoma and the nine incorporated jurisdictions within Sonoma County: Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor.

CIWMB: California Integrated Waste Management Board is responsible for solid waste management activities in California.

1.2 Overview of Requested Services

The Sonoma County Waste Management Agency (AGENCY) is seeking a two-year agreement for \$24,000 annually with a CONTRACTOR to conduct Spanish language outreach services for used motor oil/filter recycling and solid waste recycling activities in Sonoma County.

Completion of Exhibit A by the PROPOSER will define the key parameters and Scope of Services requested by the AGENCY for this RFQ.

2. GENERAL INFORMATION

The general guidelines for preparing a response to this RFQ are explained in this section.

2.1 Questions

All questions pertaining to this RFQ must be directed to:

Karina Chilcott, Waste Management Specialist
Sonoma County Waste Management Agency
2300 County Center Drive, Suite B100
Santa Rosa, CA 95403
fax: 707/565-3701 e-mail: kchilcot@sonoma-county.org

Questions must be submitted no later than 3:00 p.m. on **March 13, 2008**; no response will be made to questions submitted after this date. An addendum to this RFQ will be prepared in response to any questions received. The PROPOSER is solely responsible for providing their email address and fax number by **April 22, 2008** to the contact above so that the addendum can be circulated as soon as available. The AGENCY cannot assure that every entity receiving a RFQ will receive the addenda. All addenda shall become part of the Agreement documents, and all PROPOSERS are bound by such addenda, whether or not received by the PROPOSER.

2.2 AGENCY Contact for Information

All requests for additional information regarding this RFQ should be directed to the AGENCY's Waste Management Specialist, noted above. Do *not* directly contact other AGENCY staff or members of the Board of Directors. Individuals or organizations that do so may be disqualified from further consideration. AGENCY will recognize only those responses to inquiries issued in writing by AGENCY in Addendum form

as binding modifications to this RFQ.

2.3 Appeals Process

Should any PROPOSER dispute the AGENCY's determinations and findings during the RFQ process, such PROPOSER shall give the AGENCY written notice of the matter in dispute within five (5) days of PROPOSER's first knowledge of the decision or determination. The PROPOSER shall thereafter, within ten (10) days of PROPOSER's first knowledge of the AGENCY decision or determination in dispute, provide AGENCY with a complete and comprehensive "Statement of Dispute" that discusses all the reasons why the PROPOSER disputes the AGENCY's determination or decision and submit all documentary evidence relied on by the PROPOSER. The Statement of Dispute must meet the following conditions and requirements:

- a. The Statement of Dispute must contain a complete statement of the factual and legal basis for the protest.
- b. The Statement of Dispute must specifically refer to the specific portions of the RFQ, which form the basis for the protest, and all documentary evidence relied upon.
- c. The Statement of Dispute must include the name, address and telephone number of the person representing the protesting party.
- d. The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest, which may be adversely affected by the outcome of the protest. Such parties shall include all other PROPOSERS, who shall have seven (7) calendar days to respond to the Statement of Dispute.

The AGENCY will review the Statement of Dispute, and may elect to hold an administrative hearing thereon, and may request PROPOSER to produce such further evidence as AGENCY deems material to a decision on the issue, after which time AGENCY will issue a determination which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the PROPOSER's sole and exclusive remedy in the event of protest and failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the AGENCY's decisions and determinations made during the RFQ process.

2.4 Confidentiality

AGENCY has made a determination in accordance with Section 6255 of the Government Code that all Proposals submitted in response to this RFQ shall not be made public by AGENCY until the time AGENCY is considering award of a contract for the services. In addition, AGENCY has made a determination in accordance with Section 6255 of the Government Code that all PROPOSER proprietary financial information which is specifically identified by the PROPOSER as "confidential" shall not be made public by AGENCY and shall be returned to each PROPOSER, unless otherwise required by law. In the event a PROPOSER wishes to claim other portions of its proposal exempt from disclosure under the Public Records Act, it is incumbent upon PROPOSER to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page, along with a written justification as to why such information should be exempt from disclosure. Blanket designations of "confidential" shall not be effective. However, AGENCY will make a decision based upon applicable laws. AGENCY shall notify PROPOSER of any requests for disclosure under the Public Records Act. If the PROPOSER wishes to prevent the disclosure of such material, the PROPOSER shall bear the sole burden of seeking review in a court of competent jurisdiction. In addition, PROPOSER shall defend and indemnify AGENCY from any claims and/or litigation relating to a claim of confidentiality.

Proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. The cost of services shall not be

designated as proprietary or confidential information.

3. INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL

3.1 Submittal Rules

Proposals must be presented in accordance with the information requested in Section 4, Proposal Requirements. Other relevant information that the PROPOSER feels is appropriate may be included. The following rules shall apply:

1. All proposals shall be submitted in writing and be in accordance with the requirements of this Request for Qualifications. No facsimile or emailed proposals will be accepted.
2. One (1) copies of the proposal shall be submitted to the AGENCY no later than **5:00 p.m.** on the time clock located at 2300 County Center Drive, Suite B100, Santa Rosa, California, on **May 5, 2008**. The package of proposals must be clearly labeled on the outside with the name and the address of the firm submitting the proposal with the words: "Spanish Language Outreach Services" in the address. Proposals must be addressed and delivered to the AGENCY contact found in Section 2.1 above.
3. Each proposal shall be printed on 8 1/2" by 11" paper, double-sided where appropriate, or if larger paper is required, it must be folded to 8 1/2" by 11". Paper should be at least 30% post-consumer recycled content.
4. Each proposal shall include all information required by this RFQ and any subsequent addenda.
5. Proposals received after the required submittal date will be rejected and will be returned unopened. The AGENCY will not, in any manner, be liable or responsible for any late delivery of proposals.

3.2 Evaluation Process

The AGENCY shall evaluate each proposal. All determinations with regard to the evaluation of proposals will be at the sole discretion of the AGENCY. Each proposal shall first be evaluated for completeness and for compliance with the requirements of this RFQ. The AGENCY will then evaluate the benefit of the proposed services described in the proposal to the AGENCY and its citizens. For Evaluation Criteria, refer to page 9.

3.3 Rights of the AGENCY

PROPOSERS shall submit an appropriately signed Exhibit B – Proposal Authorization and Acknowledgement Form stating that the PROPOSER agrees with the rights of the Agency as described below. The AGENCY shall have the right to:

1. Award an agreement for services described in this RFQ.
2. Reject all proposals and not award an agreement.
3. Reject any proposal.
4. If during the course of negotiations with a selected PROPOSER, the AGENCY determines in its sole discretion that an acceptable Agreement cannot be negotiated, the AGENCY reserves the right to suspend negotiations with that PROPOSER and begin negotiations with another PROPOSER. Also, the AGENCY reserves the right to undertake simultaneous negotiations of the final Agreement with more than one PROPOSER.

5. Waive defects and/or irregularities in any proposal.
6. Request from any PROPOSER at any time during the evaluation process, clarification of any information contained in the proposal.
7. Conduct interview(s) with any PROPOSER(s).
8. Negotiate terms and conditions that are different from those described in this RFQ and Agreement.
9. Contact references provided and seek information from any client with which the PROPOSER has done business.
10. Take other such action that best suits the needs of the AGENCY and/or its citizens.

PROPOSERS are notified that the costs of preparing and submitting proposals and the risks associated therewith shall be borne solely by the PROPOSER. No compensation will be provided to PROPOSERS for work performed or costs incurred during the preparation, submittal or evaluation of Proposals neither for the negotiation or execution and delivery of an Agreement awarded as a result of this RFQ.

4. PROPOSAL REQUIREMENTS

A proposal shall be complete and concise and should be prepared in substantial conformance with the format and order described below to assist in the review process. *A Proposal that omits or inadequately addresses any of the topics below may be rejected.*

4.1 Submission requirements

Please submit the following information:

- a) Complete a Letter of Submission**
 - The proposal must contain a submission letter that contains the PROPOSER's unconditional acceptance of the performance obligations set forth in the RFQ. An officer of the proposing entity authorized to bind the PROPOSER to the proposal terms must sign this letter.
 - The Letter of Submission shall also include a description of the ownership of the proposing company, including, but not limited to:
 - Official name and address. Indicate the type of entity and list its officers (e.g. corporation, partnership, sole proprietorship). Indicate the date and place of incorporation or organization.
 - If entity is a joint venture, submit a current copy of the joint venture agreement or contract.
 - Federal Employer I.D. Number
 - Complete name, mailing address, phone number, fax number and email address (if available) of the person to receive notices and who is authorized to make decisions or represent the company with respect to this RFQ.
- b) Complete the form "History and Experience" (Attachment A)**
- c) Complete a sample "Outreach Plan and Budget" (Attachment A) specific to this project which includes budget allocations for meetings, staff time, media buys, reporting etc. Please make sure that the total budget does not exceed \$24,000. This draft outreach plan, once approved, will become your Scope of Work/Budget.**
- d) Resumes of key personnel**

e) Complete Exhibit B: Proposal Authorization and Acknowledgement Form

4.2 Insurance

The PROPOSER should demonstrate the ability to submit proof of the required insurance as set forth in the Agreement. Prior to award of the Agreement, the successful PROPOSER shall furnish the AGENCY with Certificates of Insurance clearly evidencing all required insurance and endorsements. The successful PROPOSER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the successful PROPOSER, its agents, representatives, employees or subcontractors.

4.3 Agreement for consulting services

The selected PROPOSER must execute the Agreement and submit Exhibit B, acknowledging their willingness to sign the Agreement for Spanish Language Outreach Services attached hereto as Exhibit C to this RFQ, unless modified pursuant to the procedures set forth herein. PROPOSER shall identify in its proposal any proposed modifications to the Agreement for Recycling Services.

5. SCHEDULE

<u>Date</u>	<u>Action</u>	<u>Responsible Party</u>
April 11, 2008	Distribution of RFQ	AGENCY
April 22, 2008	Submit Written Questions	PROPOSER
May 5, 2008	Proposals Due	PROPOSER
June 18, 2008	Award of Agreement (tentative)	AGENCY

Exhibit A

History and Experience/Outreach Plan and Budget

ABOUT THE SONOMA COUNTY WASTE MANAGEMENT AGENCY:

The Sonoma County Waste Management Agency (SCWMA) is the joint powers authority of the nine incorporated cities and the County of Sonoma. The specific focus of the Agency's efforts is waste diversion required by State law AB939 in the following categories: wood waste, yard waste, household hazardous waste, education, diversion and planning.

Pertinent to this project, the Agency's programs include:

Eco-Desk Hotline 565-DESK(3375)—The Eco-Desk is a telephone based service answering questions about recycling, hazardous waste and other disposal issues. The Eco-Desk is comprised of an English language voice mailbox system where callers can listen to pre-recorded information before leaving a message. Calls are returned by the next business day. The Spanish Eco-Desk 565-3375 option #2 was added in October 2006. Spanish speaking callers are routed to a bi-lingual solid waste management specialist. All Eco-Desk calls are recorded on an Access Database.

Web site www.recyclenow.org— Eco-Desk resources are available on-line through a database search function. Currently, there is no Spanish version of the web site.

Recycling Guide in the AT&T Yellow Pages phone book and Hispanic Yellow Pages—The Sonoma County Recycling Guide is a 28-page annual resources that compliments the Eco-Desk and web site. Portions of the Recycling Guide were translated to Spanish for the 2007-2008 Hispanic Yellow Pages for Lake, Mendocino, Napa, Solano and Sonoma Counties.

ABOUT THE AGENCY'S USED OIL RECYCLING PROGRAM:

Funded by block grants from the California Integrated Waste Management Board (CIWMB), the Agency operates a program to encourage recycling opportunities and help prevent illegal disposal for used motor oil and filters. Since 2003, C²: Alternative Services, a contractor, has assisted staff of the Sonoma County Waste Management Agency with administrative tasks including auditing oil recycling centers and coordinating oil recycling publicity. C² Alternative Services contract for services will expire on June 30, 2008.

PILOT ECO-DESK SPANISH LANGUAGE PROJECT BACKGROUND:

In October 2006, the Agency awarded a contract to C² Alternative Services to conduct a pilot Spanish Eco-Desk project test outreach to Spanish-speaking residents to increase used oil and solid waste recycling using social marketing outreach. The \$40,000 contract which will expire on June 30, 2008 was paid for with CIWMB Used Oil Grant money (62.5%) and through the Agency's Education budget (37.5%).

Tasks and related budget in the current Pilot Eco-Desk Spanish Language Scope of Work include:

Task	Cost in current Pilot Eco-Desk Spanish Language contract
<p>Preparation Review information to be provided to callers, including resources available in SCWMA office and elsewhere. Includes a training day in the SCWMA office.</p> <p>Develop procedures for data collection and reporting, using Agency's existing Access database.</p>	<p>\$1,410</p>

<p>Promote hotline Develop media plan. Research available media to determine optimal reach to target audiences, solicit rates and special packages where available from media outlets; develop promotional ideas</p> <p>Develop community based social marketing plan. Process may include focus groups, spot interviews, contact with community leaders, and/or literature review.</p> <p>Implement media plan. Adjust plan in response to data from calls. Implement community based social marketing plan. Adjust plan in response to data from calls.</p>	\$21,535
<p>Answer hotline calls Calls will be answered by bilingual staff (Spanish/English) 9am to 5pm M-F. Message left outside of these hours will be answered the following business day. All calls will be logged including data categories consistent with those used for current Eco-Desk calls.</p> <p>Consult SCWMA staff and other sources to obtain information for callers.</p> <p>Analyze data monthly to determine which outreach methods/media are generating calls.</p>	\$12,800
<p>Reporting and administration Record-keeping including any forms required by CIWMB or other grants.</p> <p>Progress memos, communication with staff.</p> <p>Pilot Assessment, report and recommendations.</p> <p>Develop procedures for data collection and reporting, using Agency's existing Access database.</p>	\$4,235
Total	\$39,980

We learned from the pilot project that the budget would look differently for future Spanish language outreach efforts to reflect more media and community based social marketing activities, more translation services for Agency publications and a reduced budget for answering Eco-Desk calls.

DESCRIPTION OF SERVICES REQUIRED:

Sonoma County's Spanish-speaking population is growing at a rate of over 8% per year, and is currently estimated at well over 20% of the County's population. This effort is part of the implementation of one of the Countywide Integrated Waste Management Plan objectives to "Identify effective communication strategies and implement programs to encourage behaviors that reduce, reuse, and recycle products and materials in non-English speaking communities. "

The Agency is seeking a contractor to enter into a two-year agreement for \$24,000 each year. This contract would be paid for with money from the CIWMB Funded Used Oil Block Grant (\$15,000) and the Sonoma County Waste Management Agency Education Budget (\$9,000). The Scope of Work for this project would include the following activities:

- To develop and maintain relationships with Hispanic media (radio, newspaper and TV) including determining target audiences, doing media appearances, feature stores, etc.
- To conduct person-to-person outreach through public event venues, businesses and other locations frequented by Spanish-speaking people.
- To answer the Spanish Eco-Desk 565-3375 option #2 and record these calls in a provided Access database.
- To consult with Agency staff and other sources to obtain information as needed for Eco-Desk callers.
- To monitor Eco-Desk caller referrals to determine which outreach methods are generating calls.

- To provide Spanish translations services to Agency staff as needed for various outreach materials.
- To keep records, including any forms required for reimbursement for the CIWMB Used Oil Grant program.
- To write progress reports as required for reporting to the Sonoma County Waste Management Agency Board Members and for the CIWMB Used Oil Block Grant program.
- To prepare press releases as needed throughout the project.
- To prepare an outreach/media buy plan of all activities, not to exceed \$24,000, including staff time.

EVALUATION CRITERIA:

To enable the SCWMA to evaluate potential contractors, please address each of the items below. SCWMA staff will evaluate the Proposals based on completeness of answers to the items below and use of the following scoring criteria. Each question (1-8) will be scored with a maximum score of 100 points being possible. Proposals must score at least 75 points to be considered for the contract.

HISTORY AND EXPERIENCE:

Please provide brief answers to the following questions:

Question 1 (5 points): General questions	
How long practicing business?	
How many employees (if any)?	
Principal hourly rate?	Staff hourly rate?
Question 2 (10 points): Experience working with government departments	
Have you worked with government agencies before? Please describe. If yes, name agency/ office and date worked _____ Reference name _____ Reference phone _____	
Question 3 (15 points): Experience conducting Spanish language education specific to used oil recycling	
Experience conducting bi-lingual and/or Spanish language outreach specific to used oil recycling? If yes, explain? _____ Date worked _____ Reference name _____ Reference phone _____	
Question 4 (15 points): Experience conducting Spanish language education specific to solid waste and recycling	
Experience conducting bi-lingual and/or Spanish language outreach specific to solid waste and recycling? If yes, explain? _____ Date worked _____ Reference name _____ Reference phone _____	
Question 5 (10 points): Experience working with local Spanish media	
Experience working with local Spanish media? 	
Question 6 (10 points): Familiarity with solid waste management recycling and solid waste activities in Sonoma County	
Question 7 (5 points): Are any modifications requested to the Agreement for Spanish Language Outreach Services	

OUTREACH PLAN AND BUDGET

Company name _____ Contact person _____

Question 8 (30 points): Outreach plan and budget

Please complete a sample outreach plan and budget specific to this project which includes budget allocations for meetings, staff time, media buys, reporting etc. Please make sure that the total budget does not exceed \$24,000. This draft outreach plan, once approved, will become your Scope of Work/Budget.

Proposal Authorization and Acknowledgement Form

NAME OF PROPOSER _____

ORGANIZATION _____

1. The undersigned is a Proposer under this RFQ and possesses the legal authority to submit this Proposal.
2. The undersigned is authorized to conduct all negotiations for and legally bind the Proposer in all matters relating to this Proposal submittal.
3. The undersigned has reviewed, understands, is able to comply with and agrees to be bound by the conditions described in the Agreement for Professional Services (Exhibit C) and this RFQ.
4. The undersigned certifies that this Proposal is irrevocable until _____, 2008 (minimum of 120 days from submittal).
5. The undersigned acknowledges that the Agency reserves the following rights and options related to proposals submitted in response to the RFQ:
 - Award an agreement for services described in this RFQ.
 - Reject all proposals and not award an agreement.
 - Reject any proposal.
 - If during the course of negotiations with a selected PROPOSER, the AGENCY determines in its sole discretion that an acceptable Agreement cannot be negotiated, the AGENCY reserves the right to suspend negotiations with that PROPOSER and begin negotiations with another PROPOSER. Also, the AGENCY reserves the right to undertake simultaneous negotiations of the final Agreement with more than one PROPOSER.
 - Waive defects and/or irregularities in any proposal.
 - Request from any PROPOSER at any time during the evaluation process, clarification of any information contained in the proposal.
 - Conduct interview(s) with any PROPOSER(s).
 - Negotiate terms and conditions that are different from those described in this RFQ and Agreement.
 - Contact references provided and seek information from any client with which the PROPOSER has done business.
 - Take other such action that best suits the needs of the AGENCY and/or its citizens.

Form of Agreement

_____ The undersigned has carefully reviewed the forms of Agreement contained in the RFQ and is prepared to agree to the terms and conditions stated therein.

_____ The undersigned has carefully reviewed the forms of Agreement contained in the RFQ and is prepared to agree to the terms and conditions of the forms with the proposed modifications attached hereto. (Proposer must attach any proposed modifications to the forms of Agreement.)

Print Name: _____

Title: _____

Organization: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____ (optional)

Signature: _____ Date: _____

Exhibit C

Agreement for Professional Services

This agreement ("Agreement"), dated as of _____, 2008 ("Effective Date") is by and between the Sonoma County Waste Management Agency, (hereinafter "Agency"), and _____, a (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is duly qualified and experienced in Spanish Language Outreach Services for Used Motor Oil/Filter and Solid Waste Recycling and related services; and

WHEREAS, in the judgment of the Board of Directors of Agency, it is necessary and desirable to employ the services of Contractor to conduct Spanish language outreach activities in Sonoma County

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services.

1.1 Contractor's Specified Services. This Agreement is entered into for the purpose of establishing a contract for Spanish Language Outreach Services. Contractor shall perform services as defined in Exhibit "A", Proposed Scope of Services.

1.2 Cooperation with Agency. Contractor shall cooperate with Agency and Agency staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. If Agency determines that any of Contractor's work is not in accordance with such level of competency and standard of care, Agency, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with Agency to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time Agency, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from Agency.

b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by Agency to be key personnel whose services are a material inducement to Agency to enter into this Agreement, and without whose services Agency would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of Agency.

c. In the event that any of Contractor's personnel assigned to perform services under

this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment. For all services and as defined in attachment Exhibit A, attached hereto and included herein by this reference (hereinafter as "Scope and Budget Table"). Agency payment to Contractor under this Agreement shall not exceed \$48,000 for two years or \$24,000 for each year.

Invoices shall be submitted monthly with a quarterly "memo to file" attachment giving a brief update as to the progress of the program. At the end of the first six months and the end of each consecutive six month term, a report containing the following shall be submitted for that months invoice to be deemed complete and payable: 1) a concise narrative progress report including marketing and/or advertising materials, 2) summary of findings to date, number of calls and origin of calls for report period. Contractor shall submit invoices to Agency's contract manager for review for completeness.

Finally, upon completion of the project, a final report shall be submitted with the last invoice. The final report shall be submitted no later than 45 days following the last day of the program term. Included in the final report shall be an expenditure summary with receipts, as well as personnel expenditure documentation.

This project is to be funded, in part, from a Used Oil Block Grant from the California Integrated Waste Management Board. Contractor must meet and comply with all the terms and conditions set forth by that grant. Contractor is obligated to remain within the provided budget and will not be reimbursed for expenses that exceed the "not to exceed" limit set forth, herein. Furthermore, should the California Integrated Waste Management Board fail to distribute said grant to Agency or delay distribution of grant, this Agreement similarly may be terminated or delayed.

All expenses that are not included in Exhibit A need prior, written, approval to ensure proper Used Oil Grant Manager approval may be obtained. Any expense that has not received prior approval, in writing, may be considered a non-reimbursable expense, and the Agency, at its discretion, may not reimburse contractor for said expense.

3. Term of Agreement. The term of this Agreement shall be from _____ to _____, unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, Agency shall have the right, in its sole discretion, to terminate this Agreement by giving ten (10) days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, Agency may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination.

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to Agency all materials and work product subject to Section 9.9 and shall submit to Agency payment up to the date of termination.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to Agency, and to defend, indemnify, hold harmless, reimburse and release Agency, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense including, but not limited to, attorneys' fees and the cost of litigation

incurred in the defense of claims as to which this indemnity applies or incurred in an action by Agency to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity arising out of or in connection with the performance of Contractor hereunder, but, to the extent required by law, excluding liability due to the sole negligence or willful misconduct of Agency. If there is a possible obligation to indemnify, Contractor's duty to defend with legal counsel acceptable to Agency, exists regardless of whether it is ultimately determined that there is not a duty to indemnify. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

6.1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days' prior written notice to the Agency.

6.2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

- a. The Agency, its Board of Directors and staff, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
- c. The insurance provided herein is primary coverage to the Agency with respect to any insurance or self-insurance programs maintained by the Agency.
- d. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

6.3 Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

6.4 Documentation. The following documentation shall be submitted to the Agency:

- a. Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Certificates of Insurance evidencing the above-required coverages, limits, and endorsements on file with the Agency for the duration of this Agreement.

- b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
- c. Upon Agency's written request, certified copies of the insurance policies. Said policy copies shall be submitted within thirty (30) days of Agency's request.

6.6 Policy Obligations. Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

6.7 Material Breach. If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. Agency, in its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, Agency may purchase such required insurance coverage, and without further notice to Contractor, Agency may deduct from sums due to Contractor any premium costs advanced by Agency for such insurance. These remedies shall be in addition to any other remedies available to Agency.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes which do not increase or decrease the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Agency's Executive Director in a form approved by Agency Counsel. All other extra or changed work must be authorized in writing by the Agency Board of Directors.

9. Representations of Contractor.

9.1 Standard of Care. Agency has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by Agency shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of Agency and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits provided to Agency staff. In the event Agency exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold Agency harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case Agency is audited for compliance regarding any withholding or other applicable taxes. Contractor agrees to furnish Agency with proof of payment of taxes on these earnings.

9.4 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to Agency for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

9.5 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed by Contractor. In addition, if requested to do so by Agency, Contractor shall complete and file and shall require any other person doing work under Contractor and this Agreement to complete and file a "Statement of Economic Interest" with Agency disclosing Contractor's or such other person's financial interests.

9.6 Nondiscrimination. Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.7 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

- 9.8 Assignment Of Rights. Contractor assigns to Agency all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to Agency in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Agency may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of Agency. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of Agency.

9.9 Ownership And Disclosure Of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of Agency. Agency shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to Agency all such documents which have not already been provided to Agency in such form or format as Agency deems appropriate. Such documents shall be and will remain the property of Agency without restriction or limitation. Contractor may retain copies of the above described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Agency.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of

due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article 10 limits Agency's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

Agency: Sonoma County Waste Management Agency
Attention:
Karina Chilcott
2300 County Center Drive, Suite 100 B
Santa Rosa, CA 95403

Phone: (707) 565-3668

FAX: (707) 565-3701

Consultant: Name
Attention:
Address: Phone:
City, State Zip Fax:

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile, the notice bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail, (2) the sender has a written confirmation of the facsimile transmission, and (3) the facsimile is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by Agency of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and Agency acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and Agency acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or

delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

AGENCY: SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: _____
Chair, SCWMA

CONTRACTOR:

By: _____

Name: _____

Title: _____

APPROVED AS TO SUBSTANCE BY
AND CERTIFICATES OF INSURANCE
ON FILE WITH:

By: _____
Interim Executive Director, SCWMA

APPROVED AS TO FORM FOR AGENCY:

By: _____
Agency Counsel