



County of Santa Clara  
Office of the County Executive  
Procurement Department  
130 West Tasman Drive  
San Jose, CA 95134  
Telephone 408-491-7400

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**AGREEMENT BETWEEN THE COUNTY OF SANTA CLARA AND  
CLARKE MOSQUITO CONTROL PRODUCTS INC.  
FOR PESTICIDE AND HERBICIDE PRODUCTS**

This agreement is entered into by and between the County of Santa Clara (the "County") and Clarke Mosquito Control Products Inc. ("Contractor" or "Supplier") (the "Agreement"), for Pesticide and Herbicide Products for the County.

The effective date of the Agreement is January 13, 2025. The parties, intending to be bound, mutually agree as follows:

**KEY PROVISIONS**

<b>AGREEMENT TITLE:</b>	Herbicide and Pesticide Products
<b>AGREEMENT NUMBER:</b>	CW2253509
<b>INITIAL AWARD DATE:</b>	January 13, 2025
<b>AGREEMENT TERM:</b>	January 13, 2025 through January 12, 2028, with two (2) one-year options to extend the term through January 12, 2030, which may be exercised in the County's sole and absolute discretion (subject to the termination provisions set forth below).
<b>COMMODITY NAME / CODE:</b>	Herbicide, Insecticide and Fungicide / 02046 Pesticides / 67554
<b>AUTHORIZED USERS:</b>	Consumer and Environmental Protection Agency Vector Control District 1580 Berger Dr San Jose, CA 95112
<b>COUNTY DEPARTMENT CONTACTS:</b>	Sutapa Biswas, Program Manager Vector Control District (408) 918-4771; <a href="mailto:Sutapa.biswas@cep.sccgov.org">Sutapa.biswas@cep.sccgov.org</a>

**SUPPLIER:** Clarke Mosquito Control Products Inc.  
675 Sidwell Ct.  
St. Charles, IL 60174

**SUPPLIER CONTACT:** Nancy Voorhees, Control Consultant  
(650) 522-0394; nvoorhees@clarke.com

**SUPPLIER NUMBER:** 1017269

**PURPOSE:** To establish a contract with Clarke Mosquito Control Products Inc. to provide Herbicide and Pesticide Products.

**TAX STATUS:** Taxable

**PAYMENT TERMS:** Net 30

**TOTAL AGREEMENT VALUE:** **Not to Exceed \$500,000.** *Contractor understands that this Not to Exceed amount does not represent a commitment by County to Contractor.*

**COUNTY CONTRACT ADMINISTRATORS:**

Justin Singleton, Buyer III  
(408) 491-7466; justin.singleton@prc.sccgov.org

Chaz Miyamoto, Buyer III  
(408) 491-7468; chaz.miyamoto@prc.sccgov.org

**REFERENCES:** The following is incorporated and constitutes a material part of the Agreement:

Exhibit A: County of Santa Clara Standard Terms and Conditions

Exhibit B: Product and Price Schedule

Exhibit C: Specifications and Requirements

By signing below, signatory warrants and represents that they executed this Agreement in their authorized capacity, that they have the authority to bind the entity listed below to contractual obligations and that by their signature on this Agreement, the entity on behalf of which they acted, executed this Agreement.

**COUNTY OF SANTA CLARA**

DocuSigned by:

*Caroline Kho*

1/13/2025

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For: Matthew Hada

Director of Procurement

Date

**CONTRACTOR**

Signed by:

*Ryan Arkoudas*

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By:

Print:

Ryan Arkoudas

Title:

Control Consultant

Date:

1/13/2025

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:

*Robert Nakamae*

1/9/2025

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Robert Nakamae

Deputy County Counsel

Date

**EXHIBIT A**  
**COUNTY OF SANTA CLARA STANDARD TERMS AND CONDITIONS**

**DEFINITIONS**

- a. "County Confidential Information" shall include all material, non-public information (including material, non-public County Data) appearing in any form (including, without limitation, written, oral or displayed), that is disclosed, directly or indirectly, through any means of communication by County, its agents or employees, to Contractor, its agents or employees, or any of its affiliates or representatives.
- b. "County Data" shall mean data and information received by Contractor from County. County Data includes any information or data that is transported across a County network, or that resides in a County-owned information system, or on a network or system under the control and management of a contractor for use by County. As between Contractor and County, all County Data shall remain the property of County.
- c. "Deliverables" means goods, services, software, hardware, information technology, telecommunications technology, enhancements, updates, new versions or releases, documentation, and any other items to be delivered pursuant to this Agreement, including any such items furnished incident to the provision of services.
- d. "Documentation" means manuals and other printed materials (including updates and revisions) necessary or useful to County in its use or maintenance of the Deliverables provided pursuant to this Agreement.
- e. When used in this Agreement, "days" shall refer to calendar days unless stated otherwise.

**1. NON-EXCLUSIVE AGREEMENT**

The Agreement does not establish an exclusive contract between County and Contractor. County expressly reserves rights to, without limitation, the following: the right to utilize others to provide products, support and services; the right to request proposals from others with or without requesting proposals from Contractor; and the unrestricted right to bid any such product, support or service.

**2. DELIVERABLES**

Contractor agrees to provide County all Deliverables on terms set forth in the Agreement, including all Exhibits that are attached to the Agreement and incorporated, as well as all necessary equipment and resources. However, this Agreement does not provide authority to ship Deliverables. That authority shall be established by contract release purchase orders placed by County and sent to Contractor throughout the term of the Agreement. Each and every contract release purchase order shall incorporate all terms of this Agreement and this Agreement shall apply to same.

Any additional or different terms or qualifications sent by Contractor, including, without limitation, electronically or in mailings, attached to invoices or with any deliverables

shipped, shall not become part of the contract between the parties. County's acceptance of Contractor's offer is expressly made conditional on this statement.

Contractor shall timely provide to County, all documentation and manuals relevant to the Deliverables to be supplied, at no additional cost. Such documentation shall be delivered either in advance of the delivery of Deliverables or concurrently with the delivery of Deliverables.

Employees and agents of Contractor, shall, while on the premises of County, comply with all rules and regulations of the premises, including, but not limited to, security requirements. If required, Contractor shall be responsible for installation, training and knowledge transfer activities in relation to the Deliverables being supplied.

All equipment shall be delivered to a County site specified in the contract release purchase order, or if not so specified therein, in the Statement of Work/Specifications.

Contractor holds itself out as an expert in the subject matter of the Agreement. Contractor represents itself as being possessed of greater knowledge and skill in this area than the average person. Accordingly, Contractor is under a duty to exercise a skill greater than that of an ordinary person, and the manner in which performance is rendered will be evaluated in light of Contractor's superior skill. Contractor shall provide equipment and perform work in a professional manner consistent, at minimum, with industry standards.

Contractor represents that all prices, warranties, benefits and other terms being provided hereunder are fair, reasonable and commensurate with the terms otherwise being offered by Contractor to its current customers ordering comparable Deliverables and services. County does not guarantee any minimum orders.

### **3. NECESSARY ACTS AND FURTHER ASSURANCES**

Contractor shall at its own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

### **4. COUNTING DAYS**

Days are to be counted by excluding the first day and including the last day, unless the last day is a Saturday, a Sunday, or a legal holiday, and then it is to be excluded.

### **5. PRICING**

Unless otherwise stated, prices shall be fixed for the term of the Agreement, including all extensions. If any product listed in this Agreement is discontinued or upgraded prior to delivery, Contractor shall extend the same pricing towards a comparable replacement which is functionally equivalent or an upgraded version.

Exhibit B of the Agreement is the basis for pricing and compensation throughout the term of the Agreement.

Notwithstanding the above, if at any time during the term of the Agreement Contractor offers special, promotional or reduced pricing when compared with the price paid by County, County shall benefit from that pricing, and that pricing shall apply to County at the same time that is offered to other entities. Contractor is required, on an ongoing basis, to inform County of any such special, promotional or reduced pricing.

## **6. MODIFICATION**

This Agreement or any contract release purchase order may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement contract release purchase order will be binding on County unless it is in writing and signed by County's authorized representative.

## **7. TIME OF THE ESSENCE**

Time is of the essence in the delivery of goods by Contractor under this Agreement and any contract release purchase order. If Contractor fails to deliver goods and/or services on time, Contractor shall be liable for any costs incurred by County because of Contractor's delay. For instance, County may purchase or obtain the goods and/or services elsewhere and Contractor shall be liable for the difference between the price in the Agreement and the cost to County; or County may terminate on grounds of material breach and Contractor shall be liable for County's damages.

Contractor shall promptly reimburse County for the full amount of its liability, or, at County's option, County may offset such liability from any payment due to Contractor under any contract with County.

The rights and remedies of County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law. The acceptance by County of late or partial performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the rights or requirements for the complete and timely performance of any obligation remaining to be performed by Contractor, or of any other claim, right or remedy of County.

## **8. HAZARDOUS SUBSTANCES**

If any product being offered, delivered or supplied to County is listed in the Hazardous Substances List of the Regulations of the Director of Industrial Relations with the California Occupational Safety and Health Standards Board, or if the product presents a physical or health hazard as defined in the California Code of Regulations, General Industry Safety Order, Section 5194 (T8CCR), Hazard Communication, Contractor must include a Material Safety Data Sheet (MSDS) with delivery, or shipment. Each MSDS must reference the contract/purchase order number, and identify the "Ship To Address". All shipments and containers must comply with the labeling requirements of Title 49, Code of Federal Regulations by identifying the hazardous substance, name and address of manufacturer, and appropriate hazard warning regarding potential physical safety and health hazard.

## **9. SHIPPING AND RISK OF LOSS**

Goods shall be packaged, marked and otherwise prepared by Contractor in suitable containers in accordance with sound commercial practices. Contractor shall include an itemized packing list with each shipment and with each individual box or package shipped to County. The packing list shall contain, without limitation, the applicable contract release purchase order number.

Unless otherwise specified in writing, all shipments by Contractor to County will be F.O.B. point of destination. Freight or handling charges are not billable unless such charges are referenced on the order. Transportation receipts, if required by contract release purchase order, must accompany invoice. Regardless of F.O.B. point, Contractor agrees to bear all risks of loss, injury, or destruction to goods and materials ordered herein which occur prior to delivery at County's destination; and such loss, injury or destruction shall not release Contractor from any obligation hereunder.

Any shipments returned to Contractor shall be delivered as F.O.B. shipping point.

## **10. INSPECTION AND RELATED RIGHTS**

All goods and services are subject to inspection, testing, approval and acceptance by County. Inspection shall be made within 60 days or a reasonable time after delivery, whichever period is longer. If the goods, services, or the tender of delivery fail in any respect to conform to the contract, County may reject the entire tender, accept the entire tender, or, if the deliverables are commercially divisible, may, at its option, accept any commercial unit or units and reject the rest.

Contractor shall be responsible to reclaim and remove any rejected goods or items at its own expense. Should Contractor fail to reclaim or remove any rejected goods or items within a reasonable time, County shall, at its option dispose of such goods or items and require reimbursement from Contractor for any costs or expenses incurred.

In the event that Contractor's goods are not accepted by County, Contractor shall be liable for any costs incurred by County because of such failure by Contractor. For instance, County may purchase or obtain the goods elsewhere and Contractor shall be liable for the difference between the price in the Agreement and the cost to County, and any other costs incurred; or County may terminate for cause on grounds of material breach and Contractor shall be liable for County's damages.

Contractor shall promptly reimburse County for the full amount of its liability, or, at County's option, County may offset such liability from any payment due to Contractor under any contract with County.

The rights and remedies of County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law. The acceptance by County of late or partial performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the rights or requirements for

the complete and timely performance of any obligation remaining to be performed by Contractor, or of any other claim, right or remedy of County.

## **11. ADJUSTMENT BY COUNTY**

County reserves the right to waive a variation in specification of goods or services supplied by Contractor. Contractor may request an equitable adjustment of payments to be made by County if County requires a change in the goods or services to be delivered. Any claim by Contractor for resulting adjustment of payment must be asserted within 30 days from the date of receipt by Contractor of the notification of change required by County; provided however, that County's authorized representative decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment made for goods and services supplied by Contractor. Where the cost of property made obsolete or excess as a result of a change is included in Contractor's claim for adjustment, County's authorized representative shall have the right to prescribe the manner of disposition of such property. Nothing in this clause shall excuse performance by Contractor.

## **12. INVOICING**

Contractor shall invoice according to Exhibit B of the Agreement. Invoices shall be sent to County customer or department referenced in the individual contract release purchase order. Invoices for goods or services not specifically listed in the Agreement will not be approved for payment.

Invoices shall include: Contractor's complete name and remit-to address; invoice date, invoice number, and payment term; County contract number; pricing per the Agreement; applicable taxes; and total cost.

Contractor and County shall make reasonable efforts to resolve all invoicing disputes within seven (7) days.

## **13. PAYMENT**

County's standard payment term shall be Net Thirty (30), unless otherwise agreed to by the parties. Payment shall be due Net Thirty (30) days from the date of receipt and approval of correct and proper invoices. Payment is deemed to have been made on the date County mails the warrant or initiates the electronic funds transfer.

## **14. OTHER PAYMENT PROVISIONS**

Notwithstanding anything to the contrary, County shall not make payments prior to receipt of service or goods (i.e. County will not make "advance payments"). Unless specified in writing in an individual purchase order, County will not accept partial delivery with respect to any purchase order. Any acceptance of partial delivery shall not waive any of County's rights on an ongoing basis.

Sales tax shall be noted separately on every invoice. Items that are not subject to sales tax shall be clearly identified.



Contractor shall be responsible for payment of all state and federal taxes assessed on the compensation received under this Purchase Order and such payment shall be identified under Contractor's federal and state identification number(s).

County does not pay Federal Excise Taxes (F.E.T). County will furnish an exemption certificate in lieu of paying F.E.T. Federal registration for such transactions is: County #94730482K. Contractor shall not charge County for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose, unless expressly authorized by County.

#### **15. LATE PAYMENT CHARGES OR FEES**

Contractor acknowledges and agrees that County will not pay late payment charges.

#### **16. DISALLOWANCE**

In the event Contractor receives payment for goods or services, which payment is later disallowed by County or state or federal law or regulation, Contractor shall promptly refund the disallowed amount to County upon notification. At County's option, County may offset the amount disallowed from any payment due to Contractor under any contract with County.

#### **17. TERMINATION FOR CONVENIENCE**

County may terminate this Agreement or any order at any time for the convenience of County, specifying the effective date and scope of such termination.

In no event shall County be liable for costs incurred by Contractor as a result of the termination or any loss of profits on the resulting order or portion thereof so terminated. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other materials (collectively referred to as "materials") prepared by Contractor under this Agreement or contract release purchase order shall become the property of County and shall be promptly delivered to County. Upon receipt of such materials, County shall pay Contractor as full compensation for performance, the unit or pro rata price for the then-accepted portion of goods and/or services. If this Agreement is terminated, neither party may nullify obligations, if any, already incurred prior to the date of termination.

Termination for Convenience may be exercised anytime by and at the sole discretion of County.

#### **18. TERMINATION FOR CAUSE**

County may terminate this Agreement or any order, in whole or in part, for cause upon thirty (30) days written notice to Contractor. For purposes of this Agreement, cause includes, but is not limited to, any of the following: (a) material breach of this Agreement or any contract release purchase order by Contractor, (b) violation by Contractor of any applicable laws or regulations; (c) assignment or delegation by Contractor of the rights or duties under this Agreement without the written consent of County or (d) less than perfect tender of delivery or performance by Contractor that is not in strict conformance with

terms, conditions, specifications, covenants, representations, warranties or requirements in this Agreement or any order.

In the event County terminates for cause under this provision, Contractor shall be liable for any costs incurred by County because of Contractor's default. Contractor shall promptly reimburse County for the full amount of its liability, or, at County's option, County may offset such liability from any payment due to Contractor under any contract or order with County.

If, after notice of termination under the provisions of this clause, it is determined for any reason that Contractor was not in default under this provision of this clause, County has the option to make its notice of termination pursuant to the Termination for Convenience clause and the rights and obligations of the parties would be in accordance with that provision.

In lieu of terminating immediately upon contractor's default, County may, at its option, provide written notice specifying the cause for termination and allow Contractor ten (10) days (or other specified time period by County) to cure. If, within ten (10) days (or other specified time) after County has given Contractor such notice, Contractor has not cured to the satisfaction of County, or if the default cannot be reasonably cured within that time period, County may terminate this Agreement at any time thereafter. County shall determine whether Contractor's actions constitute complete or partial cure. In the event of partial cure, County may, at its option, decide whether to (a) give Contractor additional time to cure while retaining the right to immediately terminate at any point thereafter for cause; or (b) terminate immediately for cause. If this Agreement is terminated, neither party may nullify obligations, if any, already incurred prior to the date of termination.

Notwithstanding any of the above, if County determines that any action by Contractor contributes to the curtailment of an essential service or pose an immediate threat to life, health, or property, County may terminate this Agreement effective immediately without penalty or opportunity to cure upon issuing either oral or written notice to Contractor.

## **19. TERMINATION FOR BANKRUPTCY**

If Contractor is adjudged to be bankrupt or should have a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of Contractor's insolvency, County may terminate this Agreement immediately without penalty. For the purpose of this Section, bankruptcy shall mean the filing of a voluntary or involuntary petition of bankruptcy or similar relief from creditors; insolvency; the appointment of a trustee or receiver, or any similar occurrence reasonably indicating an imminent inability to perform substantially all the party's duties under this Agreement. If this Agreement is terminated, neither party may nullify obligations, if any, already incurred prior to the date of termination.

## **20. BUDGETARY CONTINGENCY**

Performance and/or payment by County pursuant to this Agreement is contingent upon the appropriation by County of sufficient funds for Deliverables covered by this

Agreement. If funding is reduced or deleted by County for services covered by this Agreement, County may, at its option and without penalty or liability, terminate this Agreement or offer an amendment to this Agreement indicating the reduced amount.

## **21. DISENTANGLEMENT**

Contractor shall cooperate with County and County's other contractors to ensure a smooth transition at the time of termination of this Agreement, regardless of the nature or timing of the termination. Contractor shall cooperate with County's efforts to ensure that there is no interruption of work required under the Agreement and no adverse impact on the supply of goods, provision of County services or County activities. Contractor shall return to County all County assets or information in Contractor's possession.

For any software programs developed for use under County's Agreement, Contractor shall provide a nonexclusive, nontransferable, fully-paid, perpetual, irrevocable, royalty-free worldwide license to County, at no charge to County, to use, copy, and modify, all work or derivatives that would be needed in order to allow County to continue to perform for itself, or obtain from other providers, the services as the same might exist at the time of termination.

County shall be entitled to purchase at net book value those Contractor assets used for the provision of services to or for County, other than those assets expressly identified by the parties as not being subject to this provision. Contractor shall promptly remove from County's premises, or the site of the work being performed by Contractor for County, any Contractor assets that County, or its designee, chooses not to purchase under this provision.

Contractor shall deliver to County or its designee, at County's request, all documentation and data related to County, including, but not limited to, County Data and client files, held by Contractor, within sixty (60) days of the request, and after return of same, Contractor shall destroy all copies thereof not turned over to County, all at no charge to County.

## **22. DISPUTES**

Except as otherwise provided in this Agreement, any dispute arising under this contract that is not disposed of by agreement shall be decided by County's authorized representative or designee, who shall furnish the decision to Contractor in writing. The decision of County's authorized representative or designee shall be final and conclusive. Contractor shall proceed diligently with the performance of the contract pending County's authorized representative or designee's decision. County's authorized representative or designee shall not be required to decide issues that are legal or beyond his or her scope of expertise.

## **23. ACCOUNTABILITY**

Contractor will be the primary point of contact for the performance of any subcontractors and assume the responsibility of all matters relating to the purchase of goods and/or services under this Agreement, including payment issues. If such or similar issues arise, Contractor must take immediate action to correct or resolve the issues.

## **24. NO ASSIGNMENT, DELEGATION OR SUBCONTRACTING WITHOUT PRIOR WRITTEN CONSENT**

Contractor may not assign any of its rights, delegate any of its duties or subcontract any portion of its work or business under this Agreement or any contract release purchase order without the prior written consent of County. No assignment, delegation or subcontracting will release Contractor from any of its obligations or alter any of its obligations to be performed under the Agreement. Any attempted assignment, delegation or subcontracting in violation of this provision is voidable at the option of County and constitutes material breach by Contractor. As used in this provision, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance, or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

## **25. MERGER AND ACQUISITION**

The terms of this Agreement will survive an acquisition, merger, divestiture or other transfer of rights involving Contractor. In the event of an acquisition, merger, divestiture or other transfer of rights Contractor must ensure that the acquiring entity or the new entity is legally required to:

- (1) Honor all the terms negotiated in this Agreement and any pre-acquisition or pre-merger Agreement between Contractor and County, including but not limited to a) established pricing and fees; b) guaranteed product support until the contract term even if a new product is released; and c) no price escalation during the term of the contract.
- (2) If applicable, provide the functionality of the software in a future, separate or renamed product, if the acquiring entity or the new entity reduces or replaces the functionality, or otherwise provide a substantially similar functionality of the current licensed product. County will not be required to pay any additional license or maintenance fee to an acquiring entity in order to continue with full use, benefit, and functionality of software licensed under this Agreement until expiration or termination.
- (3) Give 30-days written notice to County following the closing of an acquisition, merger, divestiture or other transfer of right involving Contractor.

## **26. COMPLIANCE WITH ALL LAWS & REGULATIONS APPLICABLE TO GOODS AND/OR SERVICES PROVIDED**

Contractor shall comply with all laws, codes, regulations, rules and orders (collectively, "Regulations") applicable to the goods and/or services to be provided hereunder. Contractor's violation of this provision shall be deemed a material default by Contractor, giving County a right to terminate the contract. Examples of such Regulations include but are not limited to California Occupational Safety and Health Act of 1973, Labor Code §6300 et seq. the Fair Packaging and Labeling Act, and the standards and regulations issued there under. Contractor agrees to indemnify and hold harmless County for any loss, damage, fine, penalty, or any expense whatsoever as a result of Contractor's failure

to comply with any Regulation applicable to the goods and/or services to be provided hereunder.

## **27. FORCE MAJEURE**

Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Agreement if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include acts of God/nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service ("Force Majeure Event").

Each party, as applicable, shall give the other party notice of its inability to perform and reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.

The party asserting a Force Majeure Event as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

County shall reserve the right to terminate this Agreement and/or any applicable order or contract release purchase order effective immediately, upon written notice, in the event of non-performance by Contractor because of a Force Majeure Event. County shall reserve the right to extend the agreement and time for performance at its discretion.

## **28. INDEPENDENT CONTRACTOR**

Contractor shall supply all goods and/or perform all services pursuant to this Agreement as an independent contractor and not as an officer, agent, or employee of County. Contractor shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. Nothing herein shall be considered as creating a partnership or joint venture between County and Contractor. No person performing any services and/or supplying all goods shall be considered an officer, agent, or employee of County, nor shall any such person be entitled to any benefits available or granted solely to employees of County.

Contractor is responsible for payment to sub-contractors and must monitor, evaluate, and account for the sub-contractor(s) services and operations.

## **29. INSURANCE**

Contractor shall maintain insurance coverage pursuant to the exhibit setting forth insurance requirements, if such exhibit is attached to the Agreement.

### **30. DAMAGE AND REPAIR BY CONTRACTOR**

Any and all damages to County owned or leased property caused by Contractor's negligence or operations shall be repaired, replaced or reimbursed by Contractor at no charge to County. Repairs and replacements shall be completed within seventy-two (72) hours of the incident unless County requests or agrees to an extension or another time frame. The cleanup of all damage related to accidental or intentional release of any/all non-hazardous or hazardous material (e.g. hydraulic fluid, fuel, grease, etc.) from Contractor's vehicles or during performance shall be the responsibility of Contractor. All materials must be cleaned up in a manner and time acceptable to County (completely and immediately to prevent potential as well as actual environmental damage). Contractor must immediately report each incident to County's Director of Procurement or designee. Damage observed by Contractor, whether or not resulting from Contractor's operations or negligence shall be promptly reported by Contractor to County. County may, at its option, approve and/or dictate the actions that are in County's best interests.

### **31. LIENS, CLAIMS, ENCUMBRANCES AND TITLE**

Contractor represents and warrants that all the goods and materials ordered and delivered are free and clear of all liens, claims or encumbrances of any kind. Title to the material and supplies purchased shall pass directly from Contractor to County at the F.O.B. point, subject to the right of County to reject upon inspection.

### **32. ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS**

Contractor hereby assigns to County all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by Contractor for sale to County pursuant to this Agreement.

### **33. INDEMNITY**

Notwithstanding any other provision of this Agreement, Contractor shall indemnify, release, hold harmless, and defend, with counsel approved by County, County and its officers, agents, and employees from any claim, demand, suit, judgment, liability, loss, injury, damage, or expense of any kind (including attorneys' fees and costs) arising out of, or in connection with, performance of this Agreement by Contractor and/or its officers, agents, employees, or sub-contractors, excepting only loss, injury, or damage caused by the sole negligence or willful misconduct of personnel employed by County. It is the intent of the parties to this Agreement to provide the broadest possible coverage for County as allowed by law. Contractor shall reimburse County for all costs, attorneys' fees, expenses, and liabilities incurred with respect to any litigation or process in which Contractor contests its obligation to indemnify, defend, and/or hold harmless County under this Agreement and does not prevail in that contest.

### **34. INTELLECTUAL PROPERTY INDEMNITY**

Contractor represents and warrants for the benefit of County and its users that it is the exclusive owner of all rights, title and interest in the product or services to be supplied. Contractor shall, at its own expense, indemnify, defend, settle, and hold harmless County and its employees, agents and assigns against any claim or potential claim that any good, (including software) and/or service, or County's use of any good (including software) and/or service, provided under this Agreement infringes any patent, trademark, copyright or other proprietary rights, including trade secret rights. Contractor shall pay all costs, damages and attorneys' fees that a court or other adjudicatory body awards as a result of any such claim.

### **35. WARRANTY**

Any goods and/or services furnished under this Agreement shall be covered by the most favorable commercial warranties that Contractor gives to any of its customers for the same or substantially similar goods and/or services. Any warranties so provided shall supplement, and shall not limit or reduce, any rights afforded to County by any clause in this Agreement, any applicable Uniform Commercial Code warranties, including, without limitation, Implied Warranty of Merchantability and Implied Warranty of Fitness for a Particular Purpose as well as any other express warranty.

Contractor expressly warrants that all goods supplied shall be new, suitable for the use intended, of the grade and quality specified, free from all defects in design, material and workmanship, in conformance with all samples, drawings, descriptions and specifications furnished by County, in compliance with all applicable federal, state and local laws and regulations and free of liens, claims and encumbrances. Contractor warrants that all services shall strictly conform to County's requirements.

Contractor shall immediately replace or repair any good not conforming to any warranty, or provide services to conform to County's requirements. If after notice, Contractor fails to repair or replace goods, or to provide services to conform to County's requirements, Contractor shall promptly refund to County the full purchase price paid by County. This remedy is nonexclusive of other remedies and rights that may be exercised by County. Claims for damages may include direct damages, such as cost to repair, as well as incidental and consequential damages.

During the provision of goods and services, Contractor may not disclaim any warranty, express or implied, and any such disclaimer shall be void. Additionally, the warranties above shall not be deemed to exclude Contractor's standard warranties or other rights and warranties that County may have or obtain.

### **36. COOPERATION WITH REVIEW**

Contractor shall cooperate with County's periodic review of Contractor's performance.

Contractor shall make itself available onsite to review the progress of the project and Agreement, as requested by County, upon reasonable advanced notice.

Contractor agrees to extend to County or his/her designees and/or designated auditor of County, the right to monitor or otherwise evaluate all work performed and all records, including service records and procedures to assure that the project is achieving its purpose, that all applicable County, State, and Federal regulations are met, and that adequate internal fiscal controls are maintained.

### **37. AUDIT RIGHTS**

Pursuant to California Government Code Section 8546.7, the parties acknowledge and agree that every contract involving the expenditure of public funds in excess of \$10,000 may be subject to audit by the State Auditor.

All payments made under this Agreement shall be subject to an audit at County's option, and shall be adjusted in accordance with said audit. Adjustments that are found necessary as a result of auditing may be made from current billings.

Contractor shall be responsible for receiving, replying to, and complying with any payment adjustments set forth in any County audits. Contractor shall pay to County the full amount determined to be due as a result of a County audit. This provision is in addition to other inspection and access rights specified in this Agreement.

### **38. ACCESS AND RETENTION OF RECORDS AND PROVISION OF REPORTS**

Contractor shall maintain financial records adequate to show that County funds paid were used for purposes consistent with the terms of the contract between Contractor and County. Records shall be maintained during the term of the Agreement and for a period of four (4) years from its termination, or until all claims have been resolved, whichever period is longer, unless a longer period is required under any contract or applicable law.

All books, records, reports, and accounts maintained pursuant to the Agreement, or related to Contractor's activities under the Agreement, shall be open to inspection, examination, and audit by County, federal and state regulatory agencies, and to parties whose Agreements with County require such access. County shall have the right to obtain copies of any and all of the books and records maintained pursuant to the Agreement, upon the payment of reasonable charges for the copying of such records.

Contractor shall provide annual reports that include, at a minimum, (i) the total contract release purchase order value for County as a whole and individual County departments, and (ii) the number of orders placed, the breakdown (by customer ID/department and County) of the quantity and dollar amount of each product and/or service ordered per year. Annual reports must be made available no later than 30 days of the contract anniversary date unless otherwise requested.

Contractor shall also provide quarterly reports to County that show a breakdown by contract release purchase order (i) the order date (ii) ship date (iii) estimated arrival date (iv) actual arrival date (v) list of products, services and maintenance items and (vi) the number and details of problem/service calls and department name that each such call pertains to (including unresolved problems). Quarterly reports must be made available



to County in electronic format, two (2) business days after the end of each quarter unless otherwise requested.

### **39. ACCESS TO BOOKS AND RECORDS PURSUANT TO THE SOCIAL SECURITY ACT**

Access to Books and Records: If and to the extent that, Section 1861 (v) (1) (1) of the Social Security Act (42 U.S.C. Section 1395x (v) (1) (1) is applicable, Contractor shall maintain such records and provide such information to County, to any payor which contracts with County and to applicable state and federal regulatory agencies, and shall permit such entities and agencies, at all reasonable times upon request, to access books, records and other papers relating to the Agreement hereunder, as may be required by applicable federal, state and local laws, regulations and ordinances. Contractor agrees to retain such books, records and information for a period of at least four (4) years from and after the termination of this Agreement. Furthermore, if Contractor carries out any of its duties hereunder, with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period, through a subcontract with a related organization, such subcontract shall contain these same requirements. This provision shall survive the termination of this Agreement regardless of the reason for the termination.

### **40. COUNTY NO-SMOKING POLICY**

Contractor and its employees, agents and subcontractors, shall comply with County's No Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all County-owned and operated health facilities, (2) within thirty (30) feet surrounding County-owned buildings and leased buildings where County is the sole occupant, and (3) in all County vehicles.

### **41. FOOD AND BEVERAGE STANDARDS**

Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by Contractor with County funds for County-sponsored meetings or events.

If food is to be provided, healthier food options shall be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, Contractor shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and Contractor should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans-fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.

If beverages are to be provided, beverages that meet County's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (e.g., soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

#### **42. DEBARMENT**

Contractor represents and warrants that it, its employees, contractors, subcontractors or agents (collectively "Contractor") are not suspended, debarred, excluded, or ineligible for participation in Medicare, Medi-Cal or any other federal or state funded health care program, if applicable, or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration.

Contractor must within thirty (30) calendar days advise County if, during the term of this Agreement, Contractor becomes suspended, debarred, excluded or ineligible for participation in Medicare, Medi-Cal or any other federal or state funded health care program, as defined by 42. U.S.C. 1320a-7b (f), or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor will indemnify, defend and hold County harmless for any loss or damage resulting from the conviction, debarment, exclusion or ineligibility of Contractor.

#### **43. CALIFORNIA PUBLIC RECORDS ACT**

County is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Contractor's proprietary information is contained in documents or information submitted to County, and Contractor claims that such information falls within one or more CPRA exemptions, Contractor must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a request for such information, County will make reasonable efforts to provide notice to Contractor prior to such disclosure. If Contractor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara County before County is required to respond to the CPRA request. If Contractor fails to obtain such remedy within the time County is required to respond to the CPRA request, County may disclose the requested information.

Contractor further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorneys' fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by Contractor.

#### **44. CONFLICTS OF INTEREST; POLITICAL REFORM ACT**

Contractor shall comply, and require its employees, agents, and subcontractors to comply, with all (1) applicable requirements governing avoidance of impermissible client conflicts; and (2) federal, state and local conflict of interest and disclosure laws and regulations including, without limitation, California Government Code section 1090 et seq., the California Political Reform Act (California Government Code section 87100 et seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et seq.). Failure to do so constitutes a material breach of this Agreement and is grounds for immediate termination of this Agreement by County.

In accepting this Agreement, Contractor covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. Contractor further covenants that, in the performance of this Agreement, it will not use any contractor or employ any person having such an interest. Contractor, including but not limited to Contractor's employees, agents, and subcontractors, may be subject to the disclosure and disqualification provisions of the California Political Reform Act of 1974 (the "Act"), that (1) requires such persons to disclose economic interests that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making or participating in making decisions that will foreseeably financially affect such interests.

If the disclosure provisions of the Act are applicable to any individual providing service under the Agreement, Contractor shall, upon execution of this Agreement, provide County with the names, description of individual duties to be performed, and email addresses of all individuals, including but not limited to Contractor's employees, agents and subcontractors, that could be substantively involved in "mak[ing] a governmental decision" or "serv[ing] in a staff capacity" and in that capacity participating in making governmental decisions or performing duties that would be performed by an individual in a designated position, (2 CCR 18700.3), as part of Contractor's service to County under this Agreement. Contractor shall immediately notify County of the names and email addresses of any additional individuals later assigned to provide such service to County under this Agreement in such a capacity.

Contractor shall immediately notify County of the names of individuals working in such a capacity who, during the course of the Agreement, end their service to County. Contractor shall ensure that all such individuals identified pursuant to this paragraph understand that they are subject to the Act and shall conform to all requirements of the Act and other applicable conflict of interest and disclosure laws and regulations, and shall file Statements of Economic Interests within 30 days of commencing service pursuant to this Agreement, annually by April 1, and within 30 days of their termination of service pursuant to this Agreement.

#### **45. LEVINE ACT COMPLIANCE**

Contractor will comply, and will ensure that its agents (as that term is defined under 2 Cal. Code Regs. § 18438.3(a)) and its subcontractors identified in Contractor's proposal responding to a County solicitation and/or identified in this Agreement ("Subcontractors") comply, with California Government Code section 84308 ("Levine Act") and the applicable regulations of the Fair Political Practices Commission concerning campaign disclosure (2 California Code of Regulations sections 18438.1 – 18438.8), which (1) require a party to a proceeding involving a contract to disclose on the record of the proceeding any contribution, as defined by Government Code section 84308(a)(6), of more than \$250 that the party or their agent has made within the prior 12 months, and (2) prohibit a party to a proceeding involving a contract from making a contribution, as defined by Government Code section 84308(a)(6), of more than \$250 to any County officer during the proceeding and for 12 months following the final decision in the proceeding. Contractor agrees to submit any disclosures required to be made under the Levine Act at the Office of the Clerk of the Board of Supervisors website at <http://www.sccgov.org/levineact>, and Contractor shall require Subcontractors to do the same. If this Agreement is to be considered or voted upon by the County's Board of Supervisors, Contractor shall complete the Levine Act Contractor Form: Identification of Subcontractors and Agents, and if applicable, shall ensure that any Subcontractor completes the Levine Act Subcontractor Form: Identification of Agents, and Contractor must submit all such forms to the County as a prerequisite to execution of the Agreement.

#### **46. SEVERABILITY**

Should any part of this Agreement between County and Contractor or any individual contract release purchase order be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Agreement or any individual contract release purchase order which shall continue in full force and effect, provided that such remainder can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.

#### **47. NON-WAIVER**

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement will be effective unless it is in writing and signed by County. No waiver of any breach, failure, right, or remedy will be deemed a waiver of any other breach, failure, right, or remedy, whether similar or not, nor will any waiver constitute a continuing waiver unless the writing signed by County so specifies.

#### **48. USE OF COUNTY'S NAME FOR COMMERCIAL PURPOSES**

Contractor may not use the name of County or reference any endorsement from County in any fashion for any purpose, without the prior express written consent of County as provided by County's authorized representative, or designee.

#### **49. HEADINGS AND TITLES**

The titles and headings in this Agreement are included principally for convenience and do not by themselves affect the construction or interpretation of any provision in this Agreement, nor affect any of the rights or obligations of the parties to this Agreement.

## **50. HANDWRITTEN OR TYPED WORDS**

Handwritten or typed words have no greater weight than printed words in the interpretation or construction of this Agreement.

## **51. AMBIGUITIES**

Any rule of construction to the effect that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

## **52. ENTIRE AGREEMENT; MERGER**

This Agreement and its Exhibits and Attachments (if any) constitute the final, complete and exclusive statement of the terms of the agreement between the parties. It incorporates and supersedes all the agreements, covenants and understandings between the parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

## **53. EXECUTION AND COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which will be considered an original, but all of which together will constitute one and the same instrument. The parties agree that this Agreement, its amendments, and ancillary agreements to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered a method described herein.

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by County.

## **54. NOTICES**

All deliveries, notices, requests, demands or other communications provided for or required by this Agreement shall be in writing and shall be deemed to have been given when sent by registered or certified mail, return receipt requested; when sent by overnight carrier; or upon email confirmation to sender of receipt of a facsimile communication which is followed by a mailed hard copy from sender. Notices shall be addressed to the individuals identified in the Key Provisions of the Agreement as County Contract Administrator and the Supplier Contact. Each party may designate a different person and address by sending written notice to the other party, to be effective no sooner than ten (10) days after the date of the notice.

## **55. ACCOUNT MANAGER**

Contractor must assign an Account Manager to County upon execution of the Agreement to facilitate the contractual relationship, be fully responsible and accountable for fulfilling County's requirements. Contractor represents and warrants that such person will ensure that County receives adequate pre-sales and post-sales support, problem resolution assistance and required information on a timely basis.

## **56. SURVIVAL**

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to survive this Agreement, shall survive the termination or expiration of this Agreement, including but not limited to all terms (1) providing for indemnification of County; (2) relating to the California Public Records Act; (3) relating to County Data; and (4) relating to Contractor's obligations upon termination or expiration of this Agreement, including but not limited to those listed in the "Disentanglement" Section.

## **57. GOVERNING LAW, JURISDICTION AND VENUE**

This Agreement shall be construed and interpreted according to the laws of the State of California, excluding its conflict of law principles. Proper venue for legal actions shall be exclusively vested in state court in County of Santa Clara. The parties agree that subject matter and personal jurisdiction are proper in state court in County of Santa Clara, and waive all venue objections.

## **58. THIRD PARTY BENEFICIARIES**

This Agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the parties.

## **59. AUTHORITY**

Each party executing the Agreement on behalf of such entity represents that they are duly authorized to execute and deliver this Agreement on the entity's behalf, including, as applicable, the Board of Supervisors, the Board of Directors, or Executive Director. This Agreement shall not be effective or binding unless it is in writing and approved by County's authorized representative, or authorized designee, as evidenced by their signature as set forth in this Agreement.

## **60. LIVING WAGE**

Unless otherwise exempted or prohibited by law or County policy, Contractors that contract with County to provide Direct Services, as defined in County of Santa Clara Ordinance Code Division B36 ("Division B36") and Board Policy section 5.5.5.5 ("Living Wage Policy"), and their subcontractors, where the contract value is \$100,000 or more, must comply with Division B36 and the Living Wage Policy and compensate their employees in accordance with Division B36 and the Living Wage Policy. Compliance and compensation for purposes of this provision includes, but is not limited to, components relating to fair compensation, earned sick leave, paid jury duty, fair workweek, worker retention, fair chance hiring, targeted hiring, local hiring, protection from retaliation, and labor peace. If Contractor and/or a subcontractor violate this provision, the Board of

Supervisors or its designee may, at its sole discretion, take responsive actions including, but not limited to, the following:

- (1) Suspend, modify, or terminate the Direct Services Contract.
- (2) Require Contractor and/or Subcontractor to comply with an appropriate remediation plan developed by County.
- (3) Waive all or part of Division B36 or the Living Wage Policy.

This provision shall not be construed to limit an employee's rights to bring any legal action for violation of the employee's rights under Division B36 or any other applicable law. Further, this provision does not confer any rights upon any person or entity other than the Board of Supervisors or its designee to bring any action seeking the cancellation or suspension of a County contract. By entering into this contract, Contractor certifies that it is currently complying with County Code Division B36 and County's Living Wage Policy with respect to applicable contracts, and warrants that it will continue to comply with County Code Division B36 and County's Living Wage Policy with respect to applicable contracts.

## **61. CONTRACTING PRINCIPLES**

All entities that contract with County to provide services where the contract value is \$100,000 or more per budget unit per fiscal year and/or as otherwise directed by the Board, shall be fiscally responsible entities and shall treat their employees fairly. To ensure compliance with these contracting principles, all contractors shall: (1) comply with all applicable federal, state and local rules, regulations and laws; (2) maintain financial records, and make those records available upon request; (3) provide to County copies of any financial audits that have been completed during the term of the Agreement; (4) upon County's request, provide County reasonable access, through representatives of Contractor, to facilities, financial and employee records that are related to the purpose of the Agreement, except where prohibited by federal or state laws, regulations or rules.

## **62. CONTRACTOR TRAVEL EXPENSES**

Contractor shall be solely responsible for any travel fees or out of pocket expenses.

## **63. INFORMATION SECURITY COMPLIANCE**

- (1) For purposes of this section, the following definitions shall apply:
  - (A) "Breach" means unauthorized access to, or use of, County Data or information security networks or systems that compromises confidentiality, integrity, and/or availability of those systems or County Data.
  - (B) "Independent Penetration Testing," or "pen testing," means County's practice, by using an independent third party, of testing a computer system, network or web application to find security vulnerabilities that an attacker could exploit.
  - (C) "Risk Assessment" means the process by which County's Information Security Office ("ISO") assesses (i) Contractor's information security program, and related aspects, by identifying, analyzing, and understanding how Contractor will store, process and transmit County Data; and (ii) the potential impact on County of any security risks, weaknesses and threats related to safeguarding County assets and

County Data. The Risk Assessment usually includes the ISO's evaluation of documentation provided by Contractor.

- (2) Contractor shall do all of the following:
  - (A) Maintain or improve upon its information security posture at the time of County's initial Risk Assessment as reasonably determined by County. Contractor shall provide written notice to ISO of any changes or deficiencies to its information security posture.
  - (B) Protect the confidentiality, integrity, and availability of County's data and comply with any information security requirements provided to Contractor by the ISO for the entire term of the Agreement.
  - (C) Follow any updated security requirements for the remaining term of the Agreement if County re-evaluates the Risk Assessment, conducts periodic audits, and/or completes annual Independent Penetration Testing.
  - (D) Upon discovering any Breach that could impact County, whether caused by Contractor, its officers, employees, contractors or agents or others, Contractor shall notify the ISO at [cybersecurityteam@iso.sccgov.org](mailto:cybersecurityteam@iso.sccgov.org) within 24 hours. Contractor shall also comply with all of its other obligations in this Agreement relating to breaches and potential breaches.

#### **64. COUNTY DATA**

- (1) Contractor shall not acquire any ownership interest in County Data (including County Confidential Information). As between Contractor and County, all County Confidential Information and/or County Data shall remain the property of County. Contractor shall not, without County's written permission, use or disclose County Data (including County Confidential Information) other than in the performance of its obligations under this Agreement.
- (2) Contractor shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of County Data, protect against any anticipated threats or hazards to the security or integrity of County Data, and protect against unauthorized access to or use of County Data that could result in substantial harm or inconvenience to County or any end users. Upon termination or expiration of this Agreement, Contractor shall seek and follow County's direction regarding the proper disposition of County Data.
- (3) Contractor shall take appropriate action to address any incident of unauthorized access to County Data, including addressing and/or remedying the issue that resulted in such unauthorized access, and notifying County by phone or in writing within 24 hours of any incident of unauthorized access to County Data, or any other breach in Contractor's security that materially affects County or end users. If the initial notification is by phone, Contractor shall provide a written notice within 5 days of the incident. Contractor shall be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality, privacy, and information security requirements of this Agreement. Should County Confidential Information and/or legally protected County Data be divulged to unauthorized third parties, Contractor shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code sections 1798.29 and



1798.82 at Contractor's sole expense. Contractor shall not charge County for any expenses associated with Contractor's compliance with these obligations.

- (4) Contractor shall defend, indemnify and hold County harmless against any claim, liability, loss, injury or damage arising out of, or in connection with, the unauthorized use, access, and/or disclosure of information by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by County.

## **65. ACCESS TO COMPETITIVELY BID AGREEMENTS**

Where the contract award is a result of a formal competitive solicitation, Contractor may opt to permit the use of this Agreement by other political subdivisions, municipalities, tax supported agencies and non-profit entities in the United States. Such participating agencies shall make purchases in their own name, make payments directly to Contractor and shall be liable directly to Contractor holding County of Santa Clara harmless.

If applicable, Contractor shall be required to maintain a list of cooperative entities using this Agreement. The list shall report dollar volumes spent annually and shall be provided on an annual basis to County, at County's request.

## **66.COMPLIANCE WITH ALL LAWS AND REGULATIONS INCLUDING NONDISCRIMINATION, EQUAL OPPORTUNITY, AND WAGE THEFT PREVENTION**

Contractor's violation of this provision shall be deemed a material default by Contractor, giving County a right to terminate the Agreement. Examples of such Regulations include but are not limited to California Occupational Safety and Health Act of 1973, Labor Code §6300 et seq. the Fair Packaging and Labeling Act. and the standards and regulations issued there under. Contractor agrees to indemnify and hold harmless County for any loss, damage, fine, penalty, or any expense whatsoever as a result of Contractor's failure to comply with the act and any standards or regulations issued there under.

- (1) Compliance with All Laws. Contractor shall comply with all applicable Federal, State, and local laws, regulations, rules, and policies (collectively, "Laws"), including but not limited to the non-discrimination, equal opportunity, and wage and hour Laws referenced in the paragraphs below.
- (2) Compliance with Non-Discrimination and Equal Opportunity Laws: Contractor shall comply with all applicable Laws concerning nondiscrimination and equal opportunity in employment and contracting, including but not limited to the following: Santa Clara County's policies for contractors on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Government Code sections 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, Contractor shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color,

national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. Nor shall Contractor discriminate in the provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

- (3) Compliance with Wage and Hour Laws: Contractor shall comply with all applicable wage and hour Laws, which may include but are not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and, if applicable, any local Minimum Wage, Prevailing Wage, or Living Wage laws.
- (4) Definitions: For purposes of this Section, the following definitions shall apply. A “Final Judgment, Decision, Determination, or Order” shall mean a judgment, decision, determination, or order (a) which is issued by a court of law, an investigatory government agency authorized by law to enforce an applicable Law, an arbiter, or arbitration panel and (b) for which all appeals have been exhausted or the time period to appeal has expired. For pay equity Laws, relevant investigatory government agencies include the federal Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, and the California Department of Fair Employment and Housing. Violation of a pay equity Law shall mean unlawful discrimination in compensation on the basis of an individual’s sex, gender, gender identity, gender expression, sexual orientation, race, color, ethnicity, or national origin under Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, California Fair Employment and Housing Act, or California Labor Code section 1197.5, as applicable. For wage and hour Laws, relevant investigatory government agencies include the federal Department of Labor, the California Division of Labor Standards Enforcement, and the City of San Jose’s Office of Equality Assurance.
- (5) Prior Judgments, Decisions or Orders against Contractor: By signing this Agreement, Contractor affirms that it has disclosed any final judgments, decisions, determinations, or orders that (a) were issued in the five years prior to executing this Agreement by a court or investigatory government agency and (b) found that Contractor violated an applicable wage and hour or pay equity law. Contractor further affirms that it has satisfied and complied with – or has reached agreement with County regarding the manner in which it will satisfy – any such final judgments, decisions, determinations, or orders.
- (6) Violations of Wage and Hour Laws or Pay Equity Laws During Term of Agreement: If at any time during the term of this Agreement, Contractor receives a Final Judgment, Decision, Determination, or Order rendered against it for violation of an applicable wage and hour Law or pay equity Law, then Contractor shall promptly

satisfy and comply with any such Final Judgment, Decision, Determination or Order. Contractor shall inform the Office of County Executive-Office of Countywide Contracting Management (OCCM) of any relevant Final Judgment, Decision, Determination, or Order against it within 30 days of the Final Judgment, Decision, Determination, or Order becoming final or of learning of the Final Judgment, Decision, Determination, or Order, whichever is later. Contractor shall also provide any documentary evidence of compliance with the Final Judgment, Decision, Determination, or Order within 5 days of satisfying the Final Judgment, Decision, Determination, or Order. Any notice required by this paragraph shall be addressed to the Office of County Executive-OCCM at 70 W. Hedding Street, East Wing, 11th Floor, San José, CA 95110. Notice provisions in this paragraph are separate from any other notice provisions in this Agreement and, accordingly, only notice provided to the Office of County Executive-OCCM satisfies the notice requirements in this paragraph.

- (7) Access to Records Concerning Compliance with Pay Equity Laws: In addition to and notwithstanding any other provision of this Agreement concerning access to Contractor's records, Contractor shall permit County and/or its authorized representatives to audit and review records related to compliance with applicable pay equity Laws. Upon County's request, Contractor shall provide County with access to any and all facilities and records, including but not limited to financial and employee records, that are related to the purpose of this Section, except where prohibited by federal or state laws, regulations or rules. County's access to such records and facilities shall be permitted at any time during Contractor's normal business hours upon no less than 10 business days' advance notice.
- (8) Pay Equity Notification: Contractor shall (1) directly provide each employee working in California and each person applying for a job in California with a written copy of any applicable pay equity Laws, or (2) electronically disseminate the text of applicable pay equity Laws to each California employee and job applicant, either directly or by posting a copy in conspicuous places available to employees and applicants. Such notification shall occur at least once during the term of this Agreement and, if this Agreement is a multi-year Agreement, at least annually thereafter.
- (9) Material Breach: Failure to comply with any part of this Section shall constitute a material breach of this Agreement. In the event of such a breach, County may, in its discretion, exercise any or all remedies available under this Agreement and/or at law. County may, among other things, take any or all of the following actions:
  - (i) Suspend or terminate any or all parts of this Agreement.
  - (ii) Withhold payment to Contractor until full satisfaction of a Final Judgment, Decision, Determination, or Order.
  - (iii) Offer Contractor an opportunity to cure the breach.
- (10) Subcontractors: Contractor shall impose all of the requirements set forth in this Section on any subcontractors permitted to perform work under this Agreement.

This includes ensuring that any subcontractor receiving a Final Judgment, Decision, Determination, or Order for violation of an applicable wage and hour Law promptly satisfies and complies with such Final Judgment, Decision, Determination, or Order.

## **67. LICENSE GRANT**

Contractor grants to County a perpetual, non-exclusive, royalty-free, fully paid-up license to use any software provided under the Agreement for County's government activities, which includes fulfilling its mission of providing services to the public. This includes the right to use licensed software in backup, disaster recovery, and testing environments.

## **68. CLICK-THROUGH AGREEMENTS AND CONTRACTOR POLICIES**

(1) No provisions of any shrink-wrap or any click-through agreement (or other form of "click to accept" agreement) that may routinely accompany any products or services acquired under this Agreement shall apply in place of, or serve to modify any provision of this Agreement, even if a user or authorized officer of County purports to have affirmatively accepted such shrink-wrap or click through provisions. Without limiting the foregoing, no "terms of use," "privacy policy" or other policy on Contractor's website or application (collectively, "Policies") or another website that may routinely accompany any products or services acquired under this Agreement shall apply in place of or serve to modify any provision of this Agreement.

(2) For the avoidance of doubt and without limiting the foregoing, in the event of a conflict between any such shrink-wrap, click-through provisions or Policies (irrespective of the products or services that such provisions attach to) and any term or condition of this Agreement, the relevant term or condition of this Agreement shall govern to the extent of any such conflict. Only the provisions of this Agreement as amended from time to time, and executed by the parties, shall apply to County and or authorized user.

(3) The parties acknowledge that County and or authorized users may be required to click "Accept" as a routine condition of access to services through Contractor's website or other application. Such click-through provisions or Policies on Contractor's website shall be null and void for County and/or each such authorized user and shall only serve as a mechanical means for accessing such services.

## **69. COVID-19 REQUIREMENTS (IF APPLICABLE)**

Contractor shall comply with all County requirements in effect relating to COVID-19 for persons who routinely perform services for County onsite and share airspace with or proximity to other people at a County facility as part of their services for County as set forth in a County Health Order (or similar directives) available at <https://covid19.sccgov.org/home>, and incorporated herein by this reference. Contractor shall comply with all reasonable requests by County for documentation demonstrating Contractor's compliance with this Section.

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## **EXHIBIT B** **PRODUCT AND PRICE SCHEDULE**

The County does not guarantee, whether expressed or implied, ordering any estimated quantity, but reserves the right to order at any quantity deemed necessary. No quantity minimums will be required for each order placed by the County.

The County shall only be charged for the products as included and described in this Exhibit B – Product and Price Schedule. Any charges or fees not specifically listed in this Exhibit B shall not be invoiced to the County.

Item No	Description	Manufacturer	Unit of Measure	Manufacturer Part Number	Unit Price
1	Merus 3.0 Adulticide 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11765-2.5	\$1,111.05
2	Cocobear 2 X 2.5-gal / case	Clarke Mosquito Control Products, Inc.	Case	11347	\$364.00
3	Anvil 10+10 ULV 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11604-2.5	\$904.35
4	Anvil 2+2 ULV 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11599-2.5	\$306.63
6	Aqua Duet, 2x 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11746	\$1,640.75
7	Aquahalt 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11706-2.5	\$1,248.03
8	Biomist 4+12 ULV 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11026-2.5	\$350.63
9	Biomist 4+4 ULV 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11092-2.5	\$249.98
10	Duet 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11780-2.5	\$715.00
11	Duet HD 2 x 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11731	\$1316.80
14	Natular DT TABLET 12 card/pack, 600 per case	Clarke Mosquito Control Products, Inc.	Case	11860R	\$450.00
15	Natular G 0.5% GRANULAR 40 lb. bag	Clarke Mosquito Control Products, Inc.	Bag	11814	\$412.00
16	Natular G30 40 lb. bag	Clarke Mosquito Control Products, Inc.	Bag	11820	\$892.40
17	Natular G30 WSP 0P/50x10g/case	Clarke Mosquito Control Products, Inc.	Case	11820WSP	\$625.70

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Item No	Description	Manufacturer	Unit of Measure	Manufacturer Part Number	Unit Price
18	Natular XRT 180 Day Tablet 220 tablets/case	Clarke Mosquito Control Products, Inc.	Case	11850	\$1,346.40
19	ULV Flushing Solvent 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11520-2.5	\$191.00
20	Natular SC 2.5-gallon jug	Clarke Mosquito Control Products, Inc.	Jug	11873.2.5	\$3,646.80
21	Altosid P35 40 lb./bag	Central Life Sciences	Bag	11012B	\$810.00
22	Altosid Pellets with DR-tech 2 x 22 lb./case	Central Life Sciences	Case	11011	\$1,287.00
23	Altosid Pellets WSP 7.0-gram pouch (50 x 16) case	Central Life Sciences	Case	11011WSP	\$800.00
24	Altosid 30-Day Briquets 400/case	Central Life Sciences	Case	11010	\$552.00
25	Altosid XR-G 40 lb./bag	Central Life Sciences	Bag	11010-E	\$412.00
26	Altosid XR-G Ultra 40 lb./bag	Central Life Sciences	Bag	100541067	\$528.00
27	Altosid XR-Briquets 220/case	Central Life Sciences	Case	11010-B	\$866.80
29	Altosid SBG II 40 lb./bag	Central Life Sciences	Bag	100518214	\$150.00
30	Altosid Ingot XR Briquets 220/case	Central Life Sciences	Case	110101IS	\$866.80
32	Duplex-G Larvicide 40 lb./bag	Central Life Sciences	Bag	100528485	\$656.00
33	STRIKE LIQUID 20% 4 gal/case	Central Life Sciences	Case	100538054	\$5,343.00
34	STRIKE PELLETS 2 x 22 lb./case	Central Life Sciences	Case	37720B	\$1,639.00
35	STRIKE ULTRA LIQUID 4 x 1.0 liter/case	Central Life Sciences	Case	37630	\$1,713.00
38	Fourstar CRG 35 lb./bag	Central Life Sciences / Fourstar	Bag	100514311	\$698.25
39	Fourstar Briquet – 90 Day 200 briquets/case	Central Life Sciences / Fourstar	Case	100514296	\$604.00
40	Fourstar Briquet – 180 Day 200 briquets/case	Central Life Sciences / Fourstar	Case	100514297	\$940.00
42	Fourstar Bti CRG 35 lb./bag	Central Life Sciences / Fourstar	Bag	100515259	\$552.30
43	Fourstar Briquet 45 Day 200 briquets/case	Central Life Sciences / Fourstar	Case	100514285	\$364.00

Notes:

1. Pricing shall be firm for the initial 12 (twelve) months of this Agreement except in the event of a price decrease. In the event of a price decrease, the benefit of such lower price shall be extended to the County. In the event the Contractor executes any other contracts with another governmental agency for the same requirements delineated in this Agreement at a lower price, other terms and conditions being equal, Contractor will immediately extend the reduced prices to the County.
2. County may consider request for a price increase at the end of the first 12 months of the Agreement term. Contractor must submit a written request for any price increase at least sixty (60) days prior to the beginning of the next 12 months of the Agreement. Only one (1) request for price increases shall be allowed in a 12-month period.
3. Requests for price increases must be limited to rise in actual costs incurred by the Contractor and accompanied with supporting documents.
4. If documentation is not provided, then Contractor shall continue to provide product without the requested price increase, until such documentation is submitted and upon County acceptance and approval. The County shall determine what constitutes acceptable documentation and reserves the right to negotiate, accept increase(s), amend or terminate the Agreement.
5. Any resultant price increase shall not exceed a Maximum Escalation Rate of 5% of the then current pricing and must be consistent with data from the United States Department of Labor Producer Price Index. The County reserves the right to negotiate rate and/or pricing.
6. Price increases shall not take effect until the parties execute a written amendment to this Agreement. Price increases shall only take effect prospectively.

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## **EXHIBIT C**

### **SPECIFICATIONS AND REQUIREMENTS**

Contractor shall provide Herbicide and Pesticide Products to the County of Santa Clara's Consumer and Environmental Protection Agency's (CEPA) Vector Control District in accordance with the terms and conditions as included in this Agreement.

No minimum order shall be imposed by the Contractor on the County under this Agreement.

#### **A. COVERED PRODUCTS**

Contractor shall provide the following Herbicides and Pesticides on an as-needed basis.

Unless otherwise specified, all products provided to the County shall be in brand new condition. All products must be free of defect.

<b>Item No</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Unit of Measure</b>	<b>Mfr Part Number</b>
1	Merus 3.0 Adulticide, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11766-2.5
2	Cocobear , 2 X 2.5 gal/case	Clarke Mosquito Control Products, Inc.	Case	11347
3	Anvil 10+10 ULV, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11604-2.5
4	Anvil 2+2 ULV, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11599-2.5
6	Aqua Duet, 2x 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11746
7	Aquahalt , 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11706-2.5
8	Biomist 4+12 ULV, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11026-2.5
9	Biomist 4+4 ULV, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11092-2.5
10	Duet, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11780-2.5
11	Duet HD, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11730-2.5
12	Natular T30, 400/case	Clarke Mosquito Control Products, Inc.	Case	11840
13	Natular DT Tablet, 12 card/pack, 600 per case	Clarke Mosquito Control Products, Inc.	Case	11860R
14	Natular G 0.5% Granular, 40 lb. bag	Clarke Mosquito Control Products, Inc.	Bag	11814
15	Natular G30, 40 lb./bag	Clarke Mosquito Control Products, Inc.	Bag	11820
16	Natular G30 WSP, 0P/50x10g/case	Clarke Mosquito Control Products, Inc.	Case	11820WSP
17	Natular XRT 180 Day Tablet, 220 tablets/case	Clarke Mosquito Control Products, Inc.	Case	11850



18	ULV Flushing Solvent, 2.5-gal jug	Clarke Mosquito Control Products, Inc.	Jug	11520-2.5
19	Natular SC, 2.5-gallon jug	Clarke Mosquito Control Products, Inc.	Jug	11873.2.5
20	Altosid P35, 40 lb./bag	Central Life Sciences	Bag	100531822
21	Altosid Pellets with DR-tech, 2 x 22 lb/case	Central Life Sciences	Case	37730D
22	Altosid Pellets WSP, 7.0-gram pouch (50 x 16) case	Central Life Sciences	Case	38540
23	Altosid 30-Day Briquets, 400/case	Central Life Sciences	Case	37060F
24	Altosid XR-G, 40 lb./bag	Central Life Sciences	Bag	37330
25	Altosid XR-G Ultra, 40 lb./bag	Central Life Sciences	Bag	100541067
26	Altosid XR-Briquets, 220/case	Central Life Sciences	Case	100508842
27	Altosid SBG II, 40 lb./bag	Central Life Sciences	Bag	100518214
28	Altosid Ingot XR Briquets, 220/case	Central Life Sciences	Case	100508841
29	Duplex-G Larvicide, 40 lb./bag	Central Life Sciences	Bag	100528485
30	STRIKE LIQUID 20%, 4 gal/case	Central Life Sciences	Case	100538054
31	STRIKE PELLETS, 2 x 22lb/case	Central Life Sciences	Case	37720B
32	STRIKE ULTRA LIQUID, 4 x 1.0 liter/case	Central Life Sciences	Case	37630
33	Fourstar CRG, 35 lb./bag	Central Life Sciences	Bag	100514311
34	Fourstar Briquet – 90 Day, 200 briquets/case	Central Life Sciences	Case	100514296
35	Fourstar Briquet – 180 Day 200 briquets/case	Central Life Sciences	Case	100514297
36	Fourstar Bti CRG, 35 lb./bag	Central Life Sciences	Bag	100515259
37	Fourstar Briquet - 45 Day, 200 briquets/case	Central Life Sciences	Case	100514285

## **B. GENERAL REQUIREMENTS**

### **1. Inventory**

Contractor shall maintain adequate inventory levels for the products required by the County to ensure availability on an as-needed basis.

### **2. Warranty**

**2.1** Contractor must accept and honor all manufacturer warranties.

**2.2** Contractor shall repair or replace any defective products at no cost to the County if products are under warranty.

**2.3** Contractor will be the primary point of contact in resolving any warranty issues that may arise.

**3.** Contractor must provide the applicable written instructions for use of all products.

4. Contractor shall remain in compliance with all local, state, and federal environmental and worker health and safety regulations that apply to the provision of all products.

## **5. Account Management and Customer Support**

- 5.1 Contractor shall provide a dedicated Account Representative to manage the County's account.
- 5.2 Contractor shall provide customer service representatives available during the County's business hours of Monday through Friday, 8:00am to 5:00pm PST to assist the County with orders, issues, questions, claims, etc.
- 5.3 Contractor shall take the necessary steps to remedy any complaints received. Complaints shall be remedied within one (1) week, or a time period agreed upon by the County and Contractor. Contractor must notify the County of the disposition of complaints within the same agreed upon time period.
  - 5.3.1 Contractor shall properly initiate actions to correct all deficiencies found and notify County when these deficiencies have been corrected.
  - 5.3.2 Failure to remedy the cause of complaints shall be considered a breach of contract, unless the County determines that the Contractor is not at fault.

## **6. Orders and Deliveries**

- 6.1 A written Contract Release Purchase Order (i.e., EPxxxx), also known as 'CRPO', will be issued to the Contractor by the County department when the order is placed. Orders can be placed on a pre-determined order schedule, "as needed", or on an emergency basis by the requesting department. CRPO's will provide delivery and invoicing addresses.
- 6.2 Contractor shall deliver to the following location:

County of Santa Clara Vector Control District  
1551 Berger Drive  
San Jose, CA 95112
- 6.3 Contractor shall notify the County of any delays on orders placed. The County is to be notified of any delays that exceed five (5) business days from the initial expected delivery date.

- 6.4** All deliveries to the County shall be FOB Destination, Freight Prepaid and Allowed.
- 6.5** The County has a strong commitment to source reduction, minimizing waste generation, and reducing the County's expenditure on waste disposal and recycling. Whenever possible, Contractor shall provide bulk packaging, reusable, or minimal packaging in providing products to the County. Packaging will be both made from recycled materials and be recyclable. Contractor should explore and provide opportunities for the reuse of packaging materials.
- 6.6** In the event of a natural disaster or declared state of emergency affecting the County, Contractor agrees to maintain the flow of products to the County and treat the County as a main priority.

## **7. Returns and Dead-on Arrival (DOA)**

- 7.1** If the County finds product(s) to be defective, the products shall be returned to the Contractor at no expense to the County.
- 7.2** Returns should be handled in a seamless manner offering a quick pick-up time and product replacement and/or credit issuance time. Contractor is required to manage returns on product ordered in error and credit 100% upon product being returned. Damaged items received by the County are to be credited 100% upon return.
- 7.3** Contractor will allow up to fourteen (14) days after receipt of merchandise to reject and return damaged, defective, unacceptable or incorrect products (e.g., wrong product shipped, etc.). Contractor shall issue the County a Return Authorization within seven (7) days of notification.
- 7.4** At the County's option, County may undertake the repair or replacement of defective or nonconforming work and deduct the cost of incomplete or defective work from payments due the Contractor.
- 7.5** Contractor will not charge a re-stocking fee for damaged, defective, unacceptable or incorrect products received.
- 7.6** Return freight shipping shall be the responsibility of the Contractor for damaged, defective, unacceptable or incorrect products to be returned. Products to be returned by the County for any other reasons may incur shipping fees.
- 7.7** Contractor shall immediately notify the County, specifically the impacted agencies and departments of any product recalls.

## **8. Backorders and Substitutions**

- 8.1** Contractor shall notify the County of any backorders, out of stock items or delayed deliveries.
- 8.2** Substitutions of any product without prior written approval from the County shall not be allowed.
- 8.3** Proposed alternate or substitute products must be submitted to the County via email with sufficient information to allow for the County to make a determination.
- 8.4** County shall be the sole judge on whether an alternate or substitute product meets or exceeds the County's requirements and the County's determination shall be final.

## **9. Electronic Transactions in Ariba Network and Catalogs**

- 9.1** Contractor shall conduct business with the County electronically using the County's SCC-Ariba Procure-to-Pay (P2P) system, which includes receiving County issued purchase orders, and submitting Contractor's invoices upon goods shipment and services rendered, for County to record receipt and acceptance, prior to payment processing.
- 9.2** Contractor shall provide and maintain an Ariba-compatible catalog of all products and/or services covered in the Agreement.

## **10. Invoices**

Invoices to be provided to the County shall include, but not be limited to the following information:

- County department name;
- Itemized list of products provided, including descriptions, brand names and model numbers;
- Quantities;
- Delivery dates and times
- Pricing as listed in the Agreement;
- Total invoice amount;
- Associated CRPO number(s); and
- Associated Agreement number

- 10.1** Contractor shall invoice each County agency or department individually monthly.

**10.2** Contractor shall correct any invoices that include incorrect or missing information. Invoices cannot be processed until invoices are correct and approved by County department.

**10.3** Contractor shall not invoice the County for any fees or charges not specifically listed in the final agreement.

**10.4** Credit Memos – Contractor shall issue credit memos to the County identifying any amounts due back to the County for incorrect charges (e.g., overcharges, cancellations, non-contracted goods or services, etc.).

**10.5** Invoices will not be processed for payment until all products are received.

## **11. Reports and Meetings**

**11.1 Reports** – Contractor shall process, discuss, and submit reports upon request, which shall include, but not be limited to:

**11.1.1** Spend Reports – Expenditures against the Agreement, including ability to provide total spend by the County, total spend by each County department, and total spend by date.

**11.1.2** Usage Reports – Includes but shall not be limited to the cumulative contract activity and any other analytical information as mutually agreed upon.

**11.1.3** Upon request and as mutually agreed upon by County and Contractor, Contractor shall provide additional reports on items that are not contained in the reports as listed in this section.

**11.2 Meetings** – Contractor shall set up meetings upon request, which shall include, but not be limited to:

**11.2.1** Quarterly Business Meetings – Discussion of Contractor's performance, County's issues or concerns, etc.

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