



# CITY OF COSTA MESA

## REGULAR CITY COUNCIL AND HOUSING AUTHORITY\*

### Agenda

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Tuesday, March 4, 2025

6:00 PM

City Council Chambers  
77 Fair Drive

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**\*Note: All agency memberships are reflected in the title "Council Member"**  
**5:30 P.M. Closed Session**

The City Council meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having technical difficulties or experiencing any other critical issues, and unless required by the Brown Act, the meeting will continue in person.

TRANSLATION SERVICES AVAILABLE / SERVICIOS DE TRADUCCIÓN DISPONIBLE  
Please contact the City Clerk at (714) 754-5225 to request language interpreting services for City meetings. Notification at least 48 hours prior to the meeting will enable the City to make arrangements.

Favor de comunicarse con la Secretaria Municipal al (714) 754-5225 para solicitar servicios de interpretación de idioma para las juntas de la Ciudad. Se pide notificación por lo mínimo 48 horas de anticipación, esto permite que la Ciudad haga los arreglos necesarios.

Members of the public can view the City Council meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or [http://costamesa.granicus.com/player/camera/2?publish\\_id=10&redirect=true](http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true) and online at [youtube.com/costamesatv](https://www.youtube.com/costamesatv).

Closed Captioning is available via the Zoom option in English and Spanish.

As a courtesy, the public may participate via the Zoom option.

Zoom Webinar: (For both 5:30 p.m. and 6:00 p.m. meetings)

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/81879579049?](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

[pwd=\\_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsfj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

Or sign into Zoom.com and “Join a Meeting”

Enter Webinar ID: 818 7957 9049/ Password: 608584

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Participate via telephone: (For both 5:30 p.m. and 6:00 p.m. meetings)

Call: 1 669 900 6833 Enter Webinar ID: 818 7957 9049/ Password: 608584

During the Public Comment Period, press \*9 to add yourself to the queue and wait for city staff to announce your name/phone number and press \*6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Note, if you have installed a zoom update, please restart your computer before participating in the meeting.

Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the City Clerk at [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov). Comments received by 12:00 p.m. on the date of the meeting will be provided to the City Council, made available to the public, and will be part of the meeting record.

Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov) and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City’s website.

Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information. All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. This includes items submitted for the overhead screen during the meeting. Items submitted for the overhead screen should be 1 page and provided to the City Clerk prior to the start of the meeting. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments, for both videos and pictures. Please e-mail to the City Clerk at [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov) NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the City Clerks office at 714-754-5225.

Note regarding agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5): Any related documents provided to a majority of the City Council after distribution of the City Council Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM\_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at <https://costamesa.legistar.com/Calendar.aspx>. Las agendas y los informes se pueden ver en español en el sitio web de la Ciudad en <https://www.costamesaca.gov/trending/current-agendas/spanish-city-council-agendas>.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

En conformidad con la Ley de Estadounidenses con Discapacidades (ADA), aparatos de asistencia están disponibles y podrán ser prestados notificando a la Secretaria Municipal. Si necesita asistencia especial para participar en esta junta, comuníquese con la oficina de la Secretaria Municipal al (714) 754-5225. Se pide dar notificación a la Ciudad por lo mínimo 48 horas de anticipación para garantizar accesibilidad razonable a la junta. [28 CFR 35.102.35.104 ADA Title II].

**CLOSED SESSION - 5:30 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENTS** Members of the public are welcome to address the City Council only on those items on the Closed Session agenda. Each member of the public will be given a total of three minutes to speak on all items on the Closed Session agenda.

**CLOSED SESSION ITEMS:**

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION – ONE CASE  
Pursuant to California Government Code Section 54956.9 (d)(1)  
Name of Case: Munoz v. City of Costa Mesa,  
United States District Court, Central District of California, Case No 8:23-cv-01959 JWH  
(ADSx)

**REGULAR MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY**

**MARCH 4, 2025 – 6:00 P.M.**

**JOHN STEPHENS**  
Mayor

**MANUEL CHAVEZ**  
Mayor Pro Tem - District 4

**ANDREA MARR**  
Council Member - District 3

**ARLIS REYNOLDS**  
Council Member - District 5

**LOREN GAMEROS**  
Council Member - District 2

**JEFF PETTIS**  
Council Member - District 6

**MIKE BULEY**  
Council Member - District 1

**KIMBERLY HALL BARLOW**  
City Attorney

**LORI ANN FARRELL HARRISON**  
City Manager

**CALL TO ORDER**

**NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE**

**MOMENT OF SOLEMN EXPRESSION**

[Per Council Policy 000-12, these presentations are made by community volunteers stating their own views. The City Council disclaims any intent to endorse or sponsor the views of any speaker.]

**ROLL CALL**

**CITY ATTORNEY CLOSED SESSION REPORT**

**PRESENTATIONS:**

1. Proclamation: Women's History Month 2025

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA**

Comments on Presentation and Consent Calendar items may also be heard at this time. Comments are limited to 3 minutes, or as otherwise directed.

**COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS**

Each council member is limited to 3 minutes. Additional comments will be heard at the end of the meeting.

1. Council Member Pettis
2. Council Member Buley
3. Council Member Gameros
4. Council Member Marr
5. Council Member Reynolds
6. Mayor Pro Tem Chavez
7. Mayor Stephens

**REPORT – CITY MANAGER**

**REPORT – CITY ATTORNEY**

**CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the City Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion.

1. [PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL 25-203 ORDINANCES AND RESOLUTIONS](#)

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.

2. [READING FOLDER](#) [25-205](#)

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Grant Cody, Stephen Scoles, Shelly Toole.

3. [ADOPTION OF WARRANT RESOLUTION](#) [25-185](#)

RECOMMENDATION:

City Council approve Warrant Resolution No. 2729.

**Attachments:** [1. Summary Check Register 2-06-25](#)  
[2. Summary Check Register 2-13-25](#)  
[3. Summary Check Register 2-20-25](#)

4. [MINUTES](#) [25-204](#)

RECOMMENDATION:

City Council approve the minutes of the regular meeting of February 18, 2025.

**Attachments:** [1. 02-18-2025 Draft Minutes](#)

5. [ACCEPTANCE OF THE ADAMS AVENUE PAVEMENT REHABILITATION PROJECT, CITY PROJECT NO. 23-07](#) [25-169](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, CA 92879 for the Adams Avenue Pavement Rehabilitation Project, City Project No. 23-07, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

**Attachments:** [1. Location Map](#)  
[2. Final Cost Summary](#)  
[3. CWA Final Report by Solis Group \(Adams Ave.\)](#)



**6. ACCEPTANCE OF THE TRAFFIC SIGNAL MODIFICATION AT BAKER 25-186 STREET AND BABB STREET PROJECT, CITY PROJECT NO. 24-02**

RECOMMENDATION:

Staff recommends the City Council:

1. Accept the work performed by Crosstown Electrical & Data, Inc., 5454 Diaz Street, Irwindale, CA 91706, for the Traffic Signal Modification at Baker Street and Babb Street Project, City Project No. 24-02, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

**Attachments:** [1. Final Cost Summary](#)

**7. REPLACEMENT OF CHILLER UNITS AT CITY HALL 25-194**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize the use of Sourcewell’s Cooperative Agreement No.070121-SIE with Siemens Industry, Inc.
2. Authorize the purchase of two (2) Trane chillers for \$334,856 from Siemens Industry, Inc., 6141 Katella Ave, Cypress, CA, 90630.
3. Approve an appropriation of \$573,000 in the Capital Improvement Fund (Fund 401) fund balance to purchase the equipment outlined above totaling \$334,856, and provide additional funding for a separate design and installation contract to be brought under separate cover in the future, ensuring sufficient funds are available to complete the project.

**Attachments:** [1. Sourcewell Quote](#)

**AT THIS TIME COUNCIL WILL ADDRESS ANY ITEMS PULLED FROM THE CONSENT CALENDAR**

-----END OF CONSENT CALENDAR-----

**PUBLIC HEARINGS: NONE.**

(Pursuant to Resolution No. 05-55, Public Hearings begin at 7:00 p.m.)

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

1. **[INFORMATION TECHNOLOGY STRATEGIC PLAN PHASE II AND 25-161 ROADMAP FOR THE CITY OF COSTA MESA](#)**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize the use of the County of Marin's cooperative service agreement with Third Wave Corporation.
2. Approve a Professional Services Agreement with ThirdWave Corporation in the amount of \$125,014, for consulting services for the Information Technology Strategic Plan and Roadmap Phase II, effective March 4, 2025 - December 31, 2025.
3. Authorize the City Manager or designee to approve an additional 10% contingency in the amount of \$12,501, if required, to deliver the scope of work identified in the Statement of Work.

**Attachments:** [1. ThirdWave ITSP County of Marin PSA](#)  
[2. ThirdWave ITSP Proposal](#)  
[3. ThirdWave ITSP County of Marin 1st Addendum](#)  
[4. ThirdWave ITSP](#)

**ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS**

**ADJOURNMENT**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-203

**Meeting Date:** 3/4/2025

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**TITLE:**

**PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS**

**RECOMMENDATION:**

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-205

**Meeting Date:** 3/4/2025

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**TITLE:**

**READING FOLDER**

**DEPARTMENT:** City Manager's Office/City Clerk's Division

**RECOMMENDATION:**

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Grant Cody, Stephen Scoles, Shelly Toole.



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-185

**Meeting Date:** 3/4/2025

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**TITLE:**

**ADOPTION OF WARRANT RESOLUTION**

**DEPARTMENT:** FINANCE DEPARTMENT

**PRESENTED BY:** CAROL MOLINA, FINANCE DIRECTOR

**CONTACT INFORMATION:** CAROL MOLINA, FINANCE DIRECTOR AT (714) 754-5243

**RECOMMENDATION:**

City Council approve Warrant Resolution No. 2729.

**BACKGROUND:**

In accordance with Section 37202 of the California Government Code, the Director of Finance or their designated representative hereby certify to the accuracy of the following demands and to the availability of funds for payment thereof.

**FISCAL REVIEW:**

Funding Payroll Register No. 25-04 On Cycle for \$3,748,138.94, and City operating expenses for \$3,773,547.93.

City of Costa Mesa Accounts Payable  
**CCM OVERFLOW CHECK LISTING**

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252046	02/07/25	O	Southern California Edison Company <i>Line Description: Overflow</i>	0000004088	0.00
0252088	02/07/25	O	Galls LLC <i>Line Description: Overflow</i>	0000002297	0.00
<b><u>TOTAL</u></b>					<b><u>0.00</u></b>

11,896.72  
10,000.00  
1,117,580.56  
0.00  
176,449.77  

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**\$ 1,315,927.05**

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City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
Cycle: ANNUAL

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252030	02/03/25	P	Alacrity Solutions	0000031131	11,896.72
		<i>Line Description:</i>	Refund TOT Overpayment		
			Refund TOT Overpayment		
					<b>TOTAL \$11,896.72</b>

City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
Cycle: ANNUAL

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252031	02/05/25	P	Petty Cash Fund Narc Program	0000001833	10,000.00
			<i>Line Description:</i> Replenish SIU Expense Fund		
<b>TOTAL</b>					<b>\$10,000.00</b>



Bank: CITY  
 Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0252032	02/07/25	P	Bound Tree Medical LLC	0000011695	42,445.21
		<i>Line Description:</i>	EMS Supplies		
			EMS Supplies		
			EMS Supplies		
			EMS Supplies		
			EMS Supplies		
			EMS Supplies		
			EMS Supplies		
0252033	02/07/25	P	Bracken's Kitchen Inc	0000029468	17,297.16
		<i>Line Description:</i>	Shelter Meal Svc 1/13-1/26/25		
0252034	02/07/25	P	Carahsoft Technology Corporation	0000026738	30,373.85
		<i>Line Description:</i>	RI Professtional Support		
			Multi Factor Authentication PI		
0252035	02/07/25	P	County of Orange	0000003486	98,953.81
		<i>Line Description:</i>	Quarterly 800 MHZ10/1-12/31/24		
0252036	02/07/25	P	Crosstown Electrical & Data Inc	0000017487	110,210.54
		<i>Line Description:</i>	Traffic Signal Mod Proj		
			Retention Project #24-02		
0252037	02/07/25	P	Davis Farr LLP	0000023871	31,000.00
		<i>Line Description:</i>	FY 2023-24 Audit Services		
0252038	02/07/25	P	Interwest Consulting Group Inc	0000021505	46,435.93
		<i>Line Description:</i>	CM Svs-Adams Pinecreek X Proj		
			Proj Mgmt Svs-Shalimar Park Pj		
			Proj Mgmt Svs-Ketchum-Libolt P		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252039	02/07/25	P	Kazoni Construction	0000029763	95,482.08
			<i>Line Description:</i> Retention Proj #22-03 CMPD Indoor Range Upgrade		
0252040	02/07/25	P	Mercy House	0000003138	183,606.97
			<i>Line Description:</i> Shelter Operations Sept 2024		
0252041	02/07/25	P	National Auto Fleet Group	0000021631	77,885.71
			<i>Line Description:</i> Approved Replace Vehicle Unit		
0252042	02/07/25	P	Priceless Pet Rescue	0000026000	40,000.00
			<i>Line Description:</i> Animal Shelter Adoption Jan 25		
0252043	02/07/25	P	Save Our Youth	0000003929	23,002.50
			<i>Line Description:</i> SOY Reimbursement Request		
0252044	02/07/25	P	Show Development West Inc	0000023063	24,700.00
			<i>Line Description:</i> Holiday Lighting Services		
0252045	02/07/25	P	Southern California Edison Company	0000004088	16,451.13
			<i>Line Description:</i> NHCC 12/27-1/27/25 885 Junipero 1/3-1/30/25 1860 Anaheim 12/27-1/27/25 3129 Harbor 1/2-1/29/25 1035 Park Crest 1624 Gisler 1/2-1/29/25 Sr Ctr 12/27-1/27/25 Tennis Ctr 1/3-1/30/25 2750 Fairview 1/3-1/30/25 970 Arlington 1/3-1/30/25 980 Arlington 1/3-1/30/25 Volcom Skate Park 1/3-1/30/25		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> 1860 Anaheim 12/30-1/28/25 702 Victoria 12/30-1/28/25 702 1/2 Victoria 12/30-1/28/25 360 W Wilson 12/27-1/27/25 Joann St Bike Trail Jan 25 Sunflower/Plaza Jan 25 Loan8670 Sunflower/Plaza Jan 2 Baker/Royal Palm Jan 25 19th/Npt Jan 25 Npt/Baker Jan 25 SD Fwy On/Off Jan 25 567 W 18th 1/4-2/2/25 745 W 19th 1/4-2/2/25		
0252047	02/07/25	P	Wittman Enterprises LLC	0000026639	18,262.00
			<i>Line Description:</i> Dec 2024		
0252048	02/07/25	P	4Leaf Inc	0000029711	2,409.94
			<i>Line Description:</i> Plan Review-Sep 2024		
0252049	02/07/25	P	AT & T	0000001107	107.00
			<i>Line Description:</i> Internet-Skate Park Camera		
0252050	02/07/25	P	AT & T Mobility	0000001107	94.80
			<i>Line Description:</i> Dispatch Cells 12/12-1/11/25		
0252051	02/07/25	P	AT & T Teleconference Services	0000001107	121.06
			<i>Line Description:</i> Teleconference Svc Dec 24		
0252052	02/07/25	P	AT&T Mobility LLC	0000030878	925.52
			<i>Line Description:</i> First Net 11/27-12/26/24		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252053	02/07/25	P	AVNI Enterprises Inc	0000030676	1,344.30
			<i>Line Description:</i> Parts for Fire Apparatus on an Parts for Fire Apparatus on an		
0252054	02/07/25	P	Abound Food Care	0000029712	982.50
			<i>Line Description:</i> Professional Svc		
0252055	02/07/25	P	Advanced Problem Solving LLC	0000030254	6,930.00
			<i>Line Description:</i> APS Training Package		
0252056	02/07/25	P	Ai Ley Tan	0000029642	1,000.00
			<i>Line Description:</i> Yoga Session-Jan 2025		
0252057	02/07/25	P	Ashly Spector	0000031120	120.00
			<i>Line Description:</i> Refund Rec.Dep 2008691.002		
0252058	02/07/25	P	CA RSJ Holdings LLC	0000031114	11,300.00
			<i>Line Description:</i> Refund Permit PA-21-31		
0252059	02/07/25	P	CSG Consultants Inc	0000001887	12,828.00
			<i>Line Description:</i> Building Inspector-Dec 2024		
0252060	02/07/25	P	Canon Financial Services Inc	0000023241	3,339.08
			<i>Line Description:</i> Copier Lease 1/20-2/19/25 Copier Lease 1/20-2/19/25 Copier Lease 1/20-2/19/2025		
0252061	02/07/25	P	Cenda Esturban Aguilar	0000029313	198.00
			<i>Line Description:</i> Refund Rec Dep 2008688.002		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252062	02/07/25	P	Cesar Kontoguris	0000031119	350.00
			<i>Line Description:</i> Refund Rec Dep 2008683.002		
0252063	02/07/25	P	Chandler Asset Management	0000022081	4,693.53
			<i>Line Description:</i> Investment Mgnt Svc-Dec 2024		
0252064	02/07/25	P	Chandlers Air Conditioning &	0000001640	718.21
			<i>Line Description:</i> Equipment Repair-Property		
0252065	02/07/25	P	Cintas Corporation #640	0000023262	334.57
			<i>Line Description:</i> Kitchen Cleaning Supply-Jan 25		
0252066	02/07/25	P	Costa Mesa High School Football	0000010105	500.00
			<i>Line Description:</i> Refund Rec Dep 2008684.002		
0252067	02/07/25	P	Costa Mesa Lock & Key	0000001817	178.82
			<i>Line Description:</i> Lock & Key Svc Duplicate Keys Duplicate Keys Duplicate Keys		
0252068	02/07/25	P	Danielle Alama	0000031121	50.00
			<i>Line Description:</i> Refund Rec Dep 2008650.002		
0252069	02/07/25	P	Darin Cunningham	0000030113	85.00
			<i>Line Description:</i> Refund Rec Dep 2008689.002		
0252070	02/07/25	P	Data Ticket Inc	0000010929	5,093.01

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Prkng Citation Process-Dec 24		
0252071	02/07/25	P	Demetrius Mayhand	0000030111	140.00
			<i>Line Description:</i> Basketball Referee-2/3/25		
0252072	02/07/25	P	Diversity Builder, Inc.	0000030353	450.45
			<i>Line Description:</i> Staff Training		
0252073	02/07/25	P	Dulux Painting Inc	0000023216	9,700.00
			<i>Line Description:</i> Painting Svc @ Park Restroom		
0252074	02/07/25	P	Dustin Grimme	0000031136	54.00
			<i>Line Description:</i> Refund Permit RCON-25-0214		
0252075	02/07/25	P	ECKERSALL LLC	0000025412	1,677.50
			<i>Line Description:</i> GIS Analyst Svc 10/10-12/31/24		
0252076	02/07/25	P	Eagle Print Dynamics	0000026736	959.09
			<i>Line Description:</i> Council Uniform		
0252077	02/07/25	P	Embed Digital	0000030082	180.00
			<i>Line Description:</i> Digital Graphic-Dec 2024		
0252078	02/07/25	P	Eric Gipson	0000031132	50.00
			<i>Line Description:</i> Refund BL Late Fee HDL-65243		
0252079	02/07/25	P	Everbridge Inc	0000026884	7,305.47
			<i>Line Description:</i> Nixle Engage 3/25/25-3/26/26		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252080	02/07/25	P	FM Thomas Air Conditioning Inc	0000017151	5,481.38
			<i>Line Description:</i> HVAC Maint-Jan 2025		
0252081	02/07/25	P	Ferguson Enterprises Inc #1350	0000007785	440.56
			<i>Line Description:</i> Plumbing Supplies		
0252082	02/07/25	P	FleetPride Heavy Duty Parts & Service	0000030911	135.96
			<i>Line Description:</i> Racor Element		
0252083	02/07/25	P	Frank Gutierrez	0000031125	10.00
			<i>Line Description:</i> Refund Rec Dep 2008676.002		
0252084	02/07/25	P	Fuel Pros Inc	0000026476	4,289.25
			<i>Line Description:</i> Secondary Containment/Vapor Re		
0252085	02/07/25	P	G & W Towing	0000002289	270.00
			<i>Line Description:</i> Towing Svc-Unit #725 Towing Svc-Unit #217		
0252086	02/07/25	P	GPA Inc	0000031095	11,196.41
			<i>Line Description:</i> Refund Permit BPCC-24-0297		
0252087	02/07/25	P	Galls LLC	0000002297	10,655.06
			<i>Line Description:</i> Uniform-Gonzalez Uniform-Andersen Uniform-Savin Uniform-Brown Uniform-Chavez Uniform-Wilson Uniform-Peralta Uniform-Anaya		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Uniform-Thomas Uniform-Howard Uniform-Villana Uniform-Howard Uniform Credit-Chavez Uniform-George Uniform-Soto Uniform-Chavez Uniform-Lemus Uniform-Guierrez Uniform-Ramirez Uniform-Soto Uniform-Apahidean Uniform-Fricke Uniform-Hagiperos Uniform-Barnes Uniform-Noffsinger Safety Vest-Savin Uniform-Devlin Uniform-Milo Safety Vest-Reyna		
0252089	02/07/25	P	George Egawa	0000031127	250.00
			<i>Line Description:</i> Refund Rec Dep 2008695.002		
0252090	02/07/25	P	Glenn Lukos & Associates Inc	0000011626	1,181.60
			<i>Line Description:</i> Vernal Pool Restrtn10/19-11/15		
0252091	02/07/25	P	Grainger	0000002393	497.70
			<i>Line Description:</i> Hardware Hardware		
0252092	02/07/25	P	Hanks Electrical Supplies	0000002445	193.54
			<i>Line Description:</i> Electrical Supplies		



Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252093	02/07/25	P	Hannah Jackson	0000031137	80.14
			<i>Line Description:</i> Refund Permit BELC-24-0340		
0252094	02/07/25	P	Harold Lim	0000031123	10.00
			<i>Line Description:</i> Refund Rec Dep 2008674.002		
0252095	02/07/25	P	James Snordan	0000029974	140.00
			<i>Line Description:</i> Basketball Referee-2/3/25		
0252096	02/07/25	P	Janice Gaski	0000024145	120.00
			<i>Line Description:</i> Refund Rec Dep 2008690.002		
0252097	02/07/25	P	Johnson Favaro LLP	0000023249	7,287.95
			<i>Line Description:</i> Lions Pk Proj Thru 1/31/25		
0252098	02/07/25	P	Julie Vuong	0000031117	500.00
			<i>Line Description:</i> Refund Rec Dep 2008681.002		
0252099	02/07/25	P	LEAF PRIOR BILLED BY FLOWATER	0000029719	788.23
			<i>Line Description:</i> Water Filtration System for th		
0252100	02/07/25	P	LSA Associates Inc	0000003007	1,083.75
			<i>Line Description:</i> Peer Review of Senior Center		
0252101	02/07/25	P	Lane Calvert	0000031122	20.00
			<i>Line Description:</i> Refund Rec Dep 2008672.002		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0252102	02/07/25	P	Langlois Fancy Frozen Foods	0000030651	226.30
			<i>Line Description:</i> Jail Food Services Jan 2025		
0252103	02/07/25	P	League of California Cities	0000002928	300.00
			<i>Line Description:</i> Dues PA Manager 2025		
0252104	02/07/25	P	Lewis Brisbois Bisgaard & Smith LLP	0000014723	275.00
			<i>Line Description:</i> Subpoena Dep 001-00379329		
0252105	02/07/25	P	Liebert Cassidy Whitmore	0000002960	808.00
			<i>Line Description:</i> LEGAL SERVICES - HR LEGAL SERVICES - HR		
0252106	02/07/25	P	Long Beach BMW	0000015745	1,600.38
			<i>Line Description:</i> Shop Supply		
0252107	02/07/25	P	MG Camina Al Proposito De Vida	0000031116	500.00
			<i>Line Description:</i> Refund Rec Dep 2008680.002		
0252108	02/07/25	P	MMASC	0000010997	125.00
			<i>Line Description:</i> Silvia K Membership Renewal		
0252109	02/07/25	P	Mary Davila	0000031124	40.00
			<i>Line Description:</i> Refund Rec Dep 2008675.002		
0252110	02/07/25	P	Matthew Bender & Co Inc	0000010987	3,389.49
			<i>Line Description:</i> 2025 CA Penal Code Books		
0252111	02/07/25	P	Michael Lingle	0000027898	100.00

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Refund Rec Dep 2008693.002		
0252112	02/07/25	P	Mike Raahauges Shooting Enterprises	000006853	100.00
			<i>Line Description:</i> Range Fees Jan 2025		
0252113	02/07/25	P	Miracle Recreation	0000011640	7,148.85
			<i>Line Description:</i> Playground Equipment-Project 7		
0252114	02/07/25	P	Monument Row	0000030907	368.32
			<i>Line Description:</i> Tenant Relocation Svcs Dec 24		
0252115	02/07/25	P	Musco Sports Lighting LLC	0000009418	950.00
			<i>Line Description:</i> Lighting- Feb 2025		
0252116	02/07/25	P	NAMI Orange County	0000031118	500.00
			<i>Line Description:</i> Refund Rec Dep 2008682.002		
0252117	02/07/25	P	Natalie Leung	0000031133	99.00
			<i>Line Description:</i> Refudn Rec Dep 2008721.002		
0252118	02/07/25	P	Norwood Management LLC	0000029243	13,659.00
			<i>Line Description:</i> Rent February 2025		
0252119	02/07/25	P	Orange County Dept of Education	0000000442	2,380.00
			<i>Line Description:</i> Refund Rec Dep 2008687.002		
			Refund Rec Dep 2008698.002		
			Refund Rec Dep 2008720.002		
			Refund Rec Dep 2008686.002		
			Refund Rec Dep 2008685.002		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252120	02/07/25	P	Orange County Probation Department	000003491	9,115.49
			<i>Line Description:</i> Overtime Oct-Dec 2024		
0252121	02/07/25	P	Orange County Treasurer Tax Collector	000003489	14,028.50
			<i>Line Description:</i> Parking Citation Dec 2024		
0252122	02/07/25	P	Patricia Rahn	0000027042	10.00
			<i>Line Description:</i> Refund Rec Dep 2008671.002		
0252123	02/07/25	P	Pedro Martinez	0000030821	250.00
			<i>Line Description:</i> Refund Rec Dep 2008696.002		
0252124	02/07/25	P	PowerDMS Inc.	0000030377	7,656.25
			<i>Line Description:</i> PowerPolicy Professional setup PowerPolicy subscription		
0252125	02/07/25	P	Proforce Law Enforcement	0000015742	764.85
			<i>Line Description:</i> Grip Mods		
0252126	02/07/25	P	Quadient Inc	0000028798	1,896.51
			<i>Line Description:</i> Credit Line January		
0252127	02/07/25	P	Quartz, Inc	0000030181	1,192.00
			<i>Line Description:</i> Yearly Subscription for Supply		
0252128	02/07/25	P	Rachel Leyva	0000030191	300.00
			<i>Line Description:</i> Refudn Rec Dep 2007674.002 Refund Rec Dep 2007673.002		

Bank: CITY  
Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0252129	02/07/25	P	Renewell Fleet Services LLC	0000031060	4,471.84
			<i>Line Description:</i> Stock-Exhaust Bellows Mirror B Stock-Regulator and Spring Fol Stock-Button Horn		
0252130	02/07/25	P	Resilience OC	0000031115	250.00
			<i>Line Description:</i> Refund Rec Dep 2008678.002		
0252131	02/07/25	P	Rincon Truck Center Inc	0000013236	351.81
			<i>Line Description:</i> Stock-Gasket and Exhaust Basbe		
0252132	02/07/25	P	Rocketology, LLC	0000029934	350.00
			<i>Line Description:</i> Professor Egghead Workshop		
0252133	02/07/25	P	SESAC	0000024352	2,886.00
			<i>Line Description:</i> 2025 Music License for Parks E		
0252134	02/07/25	P	SVT Fleet Solutions	0000030535	3,294.18
			<i>Line Description:</i> 553-Coolant Leak		
0252135	02/07/25	P	Santa Monica UCLA Medical Center	0000027179	911.00
			<i>Line Description:</i> Victim Physical		
0252136	02/07/25	P	Serving Advantage Inc	0000031126	600.00
			<i>Line Description:</i> Refund Rec Dep 2008694.002		
0252137	02/07/25	P	Shaw HR Consulting Inc	0000021706	302.50
			<i>Line Description:</i> Reasonable Accomdatations		

Bank: CITY

Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252138	02/07/25	P	Southern California Gas Company	0000004092	1,088.13
			<i>Line Description:</i> 721 James12/19-1/21/25 717 James 12/19-1/21/25 FS #6 12/30-1/28/25 BCC 12/26-1/24/25		
0252139	02/07/25	P	Southern California Shredding Inc	0000025605	225.00
			<i>Line Description:</i> On-Site Shredding Services On-Site Shredding Services On-Site Shredding Services		
0252140	02/07/25	P	Sparkletts	0000015725	529.17
			<i>Line Description:</i> Water Delivery Svcs - Parks Water Delivery Svcs - Finance Water Delivery Svcs - Public W Water Delivers Svcs --Dev. Svc Water Delivery Svcs - City Man		
0252141	02/07/25	P	State of California Dept of Justice	0000001534	1,691.00
			<i>Line Description:</i> Fingerprint App Fees Dec 2024 Fingerprint App Fees Dec 202		
0252142	02/07/25	P	Sunrun	0000025030	332.57
			<i>Line Description:</i> Refund Permit BXPV-23-0103		
0252143	02/07/25	P	Tadd Kirsten	0000031113	89.00
			<i>Line Description:</i> Refund Permit RCON-25-0066		
0252144	02/07/25	P	Taylor Louise Rosetti	0000031135	120.00
			<i>Line Description:</i> Refund Rec Dep 2008699.002		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252145	02/07/25	P	Taylor Sciarra	0000031134	100.00
			<i>Line Description:</i> Refund Rec Dep 2008697.002		
0252146	02/07/25	P	The Counseling Team International	0000026352	1,680.00
			<i>Line Description:</i> Counseling Svcs Dec 24		
0252147	02/07/25	P	The Garland Company Inc	0000023333	4,330.00
			<i>Line Description:</i> Roofing Services for Shop Draw		
0252148	02/07/25	P	The Home Depot Credit Services	0000002560	11,307.57
			<i>Line Description:</i> Response/Control Hardware Supplies Plumbing Supplies Auto Parts/Supplies Electrical Supplies General Supplies Street Maint Equip Maint Park Maint Bldg Maint Promo Items		
0252149	02/07/25	P	Thomas Neth	0000007978	1,029.00
			<i>Line Description:</i> Qtrly Retiree Medical Payments		
0252150	02/07/25	P	UC Regents	0000022660	850.00
			<i>Line Description:</i> Victim Physical		
0252151	02/07/25	P	US Bank	0000002228	4,702.90
			<i>Line Description:</i> Payroll 25-02		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252152	02/07/25	P	Uline <i>Line Description:</i> Supplies for Property	0000010970	897.76
0252153	02/07/25	P	Valerie Chernoff <i>Line Description:</i> Refund Rec Dep 2008673.002	0000024838	10.00
0252154	02/07/25	P	Vanessa Melendez <i>Line Description:</i> Refund Rec Dep 2008679.002	0000023932	600.00
0252155	02/07/25	P	Verizon Wireless <i>Line Description:</i> WIRELESS PHONE 12/18-1/17/25 WIRELESS PHONE IT 12/18-1/17/2	0000008717	4,166.07
0252156	02/07/25	P	Vortex Industries Inc <i>Line Description:</i> FS1-Overhead Gate Repair	0000004437	3,119.78
0252157	02/07/25	P	Vulcan Materials Company <i>Line Description:</i> Asphalt Potholes Ramp Sidewalk Asphalt Potholes Ramp Sidewalk Asphalt Potholes Ramp Sidewalk Asphalt Potholes Ramp Sidewalk	0000007403	721.07
0252158	02/07/25	P	Walk 'n Rollers <i>Line Description:</i> Bicycle Safety Education Prpgr	0000029782	14,975.00
0252159	02/07/25	P	Yunex LLC <i>Line Description:</i> Baker&Bristol-Flash Call Baker&Bristol Pole Wire Replac	0000029573	8,858.00
<b>TOTAL</b>					<b>\$1,117,580.56</b>



Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019371	02/07/25	P	Anthony Ceballos	0000031138	71.82
			<i>Line Description:</i> CA Assc Prop/Evidence Trng		
019372	02/07/25	P	Brandon Nguyen	0000030477	158.38
			<i>Line Description:</i> Fire Op Tech Summit 2025 Exp		
019373	02/07/25	P	David Sevilla	0000021387	472.97
			<i>Line Description:</i> Clothing Allowance Reimb24-25		
019374	02/07/25	P	Jack R. Sweeney	0000030173	4,171.55
			<i>Line Description:</i> 3190 Airport Loop-Feb 2025		
019375	02/07/25	P	Jones Mayer	0000014653	168,404.56
			<i>Line Description:</i> #127154-Leik		
			#127156-Mood		
			#127150-Coats		
			#127157-Moyer		
			#127158-Munoz		
			#127149-Becker		
			#127159-Nasiri		
			#127160-Oshiro		
			#127161-Rivera		
			#127205-Querry		
			#127153-Holland		
			#127203-O'Keefe		
			#127163-Schaefer		
			#127201-Jahanbin		
			#127202-Murtaugh		
			#127148-Alexander		
			#127152-Hernandez		
			#127162-Salehpour		
			#127151-DBO Invest		
			#127155-Litigation		
			#127198-Abdulmagid		

Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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			<i>Line Description:</i> #127200-Jahanbin 2		
			#127204-Ohio House		
			#127164-Veramancini		
			#127199-Insight Psychology		
			#127147-440 Fair Dr/1179 NP		
			#127082-IT		
			#127075-FDC		
			#127086-Leik		
			#127089-Mood		
			#127069-Coats		
			#127090-Moyer		
			#127091-Munoz		
			#127095-Peper		
			#126580-Nasiri		
			#127063-Atalla		
			#127064-Becker		
			#127088-Milton		
			#127093-Opioid		
			#127100-Querry		
			#127102-Rivera		
			#127076-Finance		
			#127079-Housing		
			#127080-Hurtado		
			#127092-O'Keefe		
			#127084-Jahanbin		
			#127096-Percival		
			#127104-Schaefer		
			#127062-Alexander		
			#127065-Cervantes		
			#127077-Fire Dept		
			#127078-Hernandez		
			#127101-Risk Mgnt		
			#127103-Salehpour		
			#127061-Abdulmagid		
			#127067-City Clerk		
			#127073-DBO Invest		
			#127083-Jahanbin 2		
			#127087-Litigation		
			#127099-Public Svc		

Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> #127057-227 Mesa Dr #127098-Police Dept #127105-Veramancini #127055-1963 Wallace #127068-City Manager #127071-City Council #127056-2162 Maple St #127066-City Attorney #127097-Planning Comm #127074-Development Svc #127094-Park & Comm Svc #125449-D'Alessio Appeal #127058-374 Woodland Ave #127059-440 Fair/1179 NB #127070-Code Enforcement #127085-Jamboree Housing #127052-1095 Sea Bluff Dr #127053-113 Clearbrook Ln #127054-1858 Newport Blvd #127060-544 Bernard Appeal #127081-Insight Psychology #123719-1963 Wallace DecRel #127072-D'Alessio Investment		
019376	02/07/25	P	Lori Ann Farrell Harrison	0000029385	1,051.79
			<i>Line Description:</i> Public Sector Exec Summit		
019377	02/07/25	P	PetData, Inc.	0000030347	2,118.70
			<i>Line Description:</i> Pet Licensing Program - Novemb Pet Licensing Program - Octobe		
<b>TOTAL</b>					<b>\$176,449.77</b>

Bank: CITY  
Cycle: AWKLY

<u>Payment Ref</u>	<u>Cancel Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Date</u>	<u>Payment Amt</u>
0251340	2/11/2025	V	Alyssa Soriano	0000031075	12/13/24	(275.00)
<i>Line Description:</i> Incorrect payable name. It should be Eliza Soriano.						
<b>TOTAL</b>						<b>(\$275.00)</b>

330.00  
 1,497,356.89  
 843.96  
 0.00  
 (275.00)  
 287,683.35  


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**\$ 1,785,939.20**

City of Costa Mesa Accounts Payable  
**CCM OVERFLOW CHECK LISTING**

Bank: CITY

Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252169	02/14/25	O	Southern California Edison Company <i>Line Description: Overflow</i>	0000004088	0.00
<b>TOTAL</b>					<b>0.00</b>

City of Costa Mesa Accounts Payable  
**SUMMARY CHECK REGISTER**

Bank: CITY  
Cycle: ANNUAL

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252160	02/12/25	P	Planning Directors Association of OC	0000003646	330.00
			<i>Line Description:</i> PDAOC Annual Forum 2025		
					<b>TOTAL \$330.00</b>

Bank: CITY  
 Cycle: AWKLY

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0252161	02/14/25	P	Charter Communications	0000011202	22,568.65
<i>Line Description:</i>					
237926501-PD Video Svs					
237929301-PD Video Svs					
243645501-Code Enforcement Int					
237940401-Fire Sta #4 Internet					
237939901-Code Enforcement Net					
237939801-City Hall Network Sv					
237939701-PD Warehouse Network					
237939601-Bridge Shelter Netwo					
237939501-SCP Substation Netwo					
237939001-Parks @ Corp Yard Pu					
237938701-Bridge Shelter Publi					
237925901-PD Public WiFi					
237927601-BCC Network Svs					
237939201-DRC Network Svs					
237938801-NHCC Network Svs					
237940101-NHCC Public WiFi					
240159901-DRC Internet Svs					
244133301-BCC Internet Svs					
237940001-CH Hub Network Svs					
237926201-City Hall Video Svs					
237926701-City Hall Video Svs					
237927001-Fire Sta #6 Network					
237927101-Parks Admin Network					
237930101-City Hall Video Svs					
237939101-Fire Sta #1 Network					
237939301-Fire Sta #2 Network					
237939401-Fire Sta #3 Network					
237940301-Library Public WiFi					
237940501-Fire Sta #4 Network					
237926401-City Hall Public WfF					
237926601-Senior Center Intern					
237926801-City Hall Network/Vi					
237927201-Senior Center Networ					
237927301-West Side Substation					
237927401-Corp Yard Network Sv					
237927801-City Hall Internet S					
2379338901-Bridge Shelter Vide					

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> 237938601-CH Basement Internet		
0252162	02/14/25	P	JP Morgan Equipment Finance	0000029582	162,496.96
			<i>Line Description:</i> Heavy Duty Ladder w/ Pump		
0252163	02/14/25	P	Lyons Security Service Inc	0000027168	23,040.00
			<i>Line Description:</i> 24 Hr Security Jan 2025		
0252164	02/14/25	P	Mercy House	0000003138	183,354.34
			<i>Line Description:</i> Shelter Ops Oct 24		
0252165	02/14/25	P	Michael Baker International Inc	0000024229	50,420.00
			<i>Line Description:</i> 220 Victoria St Dec 2024 Reviews		
0252166	02/14/25	P	Pinnacle Petroleum, Inc	0000029315	22,841.27
			<i>Line Description:</i> Unleaded Fuel PD		
0252167	02/14/25	P	Santa Margarita Ford	0000022708	37,711.15
			<i>Line Description:</i> 2024 Ford Escape Hybrid Discount Sales Tax 7.75% Doc/Tire Fee, License Fee		
0252168	02/14/25	P	Southern California Edison Company	0000004088	766,597.85
			<i>Line Description:</i> Shalimar Park 1/8-2/5/25 Signals 11/5/24-2/4/25 Parks Maint 12/6/24-1/31/25 Arlington Ped X 1/9-2/6/25 3175 Airway 1/9-2/6/25 1587 Sunflower 1/8-2/5/25 707 W 18th 1/7-2/4/25		



Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> 711 W 18th 1/7-2/4/25 734 James 1/7-2/4/25 740 James 1/7-2/4/25 744 James 1/7-2/4/25 745 W 18th 1/7-2/4/25 2293 Canyon 1/7-2/4/25 744 James 1/7-2/4/25 717&721 James 1/7-2/4/25 2590 Placentia B 1/7-2/4/25 350 Bristol 1/9-2/6/25 BCC 1/7-2/4/25 Vet Hall 1/7-2/4/25 Fac & Equip 12/9/24-1/31/25 St Lights 2/8/23-1/31/25 Loan8690 St Lights Jan 25 1940 Placentia 1/7-2/4/25 3190 Airport Lp 1/9-2/6/25 1990 Placentia 1/6-2/3/25 152 Baker 1/9-2/6/25		
0252170	02/14/25	P	Wittman Enterprises LLC	0000026639	15,594.00
			<i>Line Description:</i> January 2025		
0252171	02/14/25	P	AP Triton LLC	0000023546	8,874.50
			<i>Line Description:</i> ECC Dispatch Assessment		
0252172	02/14/25	P	ARC	0000022726	4,277.81
			<i>Line Description:</i> 2024 Bin Scanning 2024 Bin Scanning 2024 Bin Scanning Emergency Svc Fence Wrap Foam Price Tags 2024 Bin Scanning		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252173	02/14/25	P	AT & T	0000001107	2,577.20
			<i>Line Description:</i> Lions Park Fire Sta#1 Fire Alarm System NHCC Fire Alarm Lions Park Baseball Field DRC Fire Alarm WSS Alarm Jack Hamett Sports Complex 2310 Placentia Irrigation Red Phone Fire Sta#6 Red Phone Fire Sta#4 Red Phone Fire Sta#1 Red Phone Fire Sta#2 Local Usage Balearic Center Fax Sr Ctr Fire Alarm Senior Center Elevator Red Phone Fire Sta#3 Red Phone Fire Sta#5 PRI Circuit Inbound Trunk Fire Emergency Line		
0252174	02/14/25	P	Abound Food Care	0000029712	5,975.00
			<i>Line Description:</i> Professional Svc-Dec 2024		
0252175	02/14/25	P	Air Exchange Inc	0000024177	2,288.87
			<i>Line Description:</i> Supplies Supplies		
0252176	02/14/25	P	All American Asphalt	0000000971	5,304.56
			<i>Line Description:</i> Retention Proj #23-07/#300005 Pavement Rehab #23-07/#300005		
0252177	02/14/25	P	All Traffic Solutions Inc	0000025936	3,000.00

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Traffoc Siote App Software		
0252178	02/14/25	P	Amazing Tents & Events	0000029486	4,582.50
			<i>Line Description:</i> SHIPPING Snoopy House Equipment Rental		
0252179	02/14/25	P	Amtech Elevator Services	0000013616	5,987.50
			<i>Line Description:</i> Elevator Earthquake Testing pe Elevator Repairs @ City Hall Elevator Repairs @ City hall Elevator Repairs @ City hall		
0252180	02/14/25	P	Amtex Manufacturing & Supply Company Inc	0000001038	2,492.15
			<i>Line Description:</i> Fire Equipment		
0252181	02/14/25	P	Ardurra Group, Inc.	0000030147	5,540.10
			<i>Line Description:</i> I-405 Eng Sv-Oct 2024 I-405 Eng Svc-Nov 2024 I-405 Eng Svc-Dec 2024		
0252182	02/14/25	P	Arrowhead Forensics	0000018661	313.64
			<i>Line Description:</i> Supplies for Property		
0252183	02/14/25	P	BCS Consultants	0000029856	601.94
			<i>Line Description:</i> DRC Garden Camera Repair		
0252184	02/14/25	P	Beau Hossler	0000029714	245.00
			<i>Line Description:</i> Basketball Referee 2/5/25 Basketball Referee 2/10/25		
0252185	02/14/25	P	Beginners Edge Sports Training LLC	0000026015	1,937.00

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Instructor Paymnet-Fall 2024 Instructor Paymnet-Fall 2024		
0252186	02/14/25	P	Blue Cosmo	0000026920	684.92
			<i>Line Description:</i> Satellite Phone Svcs-Feb 2025		
0252187	02/14/25	P	Bound Tree Medical LLC	0000011695	3,639.27
			<i>Line Description:</i> EMS Supplies		
0252188	02/14/25	P	Brian Hillard Karate	0000030959	73.45
			<i>Line Description:</i> Instructor Paymnet-Fall 2024		
0252189	02/14/25	P	Bureau Veritas North America Inc	0000016616	1,124.70
			<i>Line Description:</i> Bldng Safety Fire Plan Review		
0252190	02/14/25	P	CBE	0000015149	3,048.98
			<i>Line Description:</i> Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Lease 12/5/24-1/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/74/25 Copier Maint 1/5-2/74/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25 Copier Maint 1/5-2/4/25		
0252191	02/14/25	P	CBI	0000030648	6,280.25

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Shop Hoist Replacement		
0252192	02/14/25	P	CSG Consultants Inc	0000001887	372.48
			<i>Line Description:</i> Fire Plan Review		
0252193	02/14/25	P	Canon Financial Services Inc	0000023241	4,501.31
			<i>Line Description:</i> Copier Maint-Feb 2025 Copier Lease-Jan 2025 Copier Lease-Jan 2025 Copier Usage-Jan 2025 Copier Lease-Feb 2025 Copier Lease-Feb 2025 Copier Maint-Feb 2025		
0252194	02/14/25	P	Cesar Roman	0000031145	55.00
			<i>Line Description:</i> Refund Citation CM030015780		
0252195	02/14/25	P	Community Catalyst	0000030590	4,800.00
			<i>Line Description:</i> Consulting Svc On Call Dec 24		
0252196	02/14/25	P	Corey James Levine	0000031149	100.00
			<i>Line Description:</i> Refund Rec Dep 2008746.002		
0252197	02/14/25	P	County of Orange	0000003486	4,454.32
			<i>Line Description:</i> Teletype Svc-Jan 2025 AFIS Fees-Jan 2025		
0252198	02/14/25	P	Daniels Tire Service	0000001922	4,721.05
			<i>Line Description:</i> Warehouse Warehouse		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252199	02/14/25	P	Demetrius Mayhand	0000030111	140.00
			<i>Line Description:</i> Basketball Referee-2/10/25		
0252200	02/14/25	P	Dennis Grubb & Assoc. Willdan Engr. Co	0000030346	109.92
			<i>Line Description:</i> FD Plan Check Svc		
0252201	02/14/25	P	Ecolab Pest Elimination	0000024420	1,432.92
			<i>Line Description:</i> Pest Control Svc-Jan 2025		
0252202	02/14/25	P	Eliza Soriano	0000031075	275.00
			<i>Line Description:</i> Refund Ambulance Fee Refund Ambulance Fee		
0252203	02/14/25	P	Elysian Arts & Events, LLC	0000030538	4,227.60
			<i>Line Description:</i> Instructor Paymnet-Fall 2024		
0252204	02/14/25	P	Employment Development Department	0000001543	1,350.00
			<i>Line Description:</i> Unemployment Oct-Dec 24		
0252205	02/14/25	P	Entenmann Rovin Company	0000002130	1,256.89
			<i>Line Description:</i> Name Bars		
0252206	02/14/25	P	Entrust Janitorial LLC	0000030309	1,025.00
			<i>Line Description:</i> Janitorial Svcs @ 3190 Airport		
0252207	02/14/25	P	Everett Dorey LLP	0000026882	8,538.50
			<i>Line Description:</i> Legal Svc-10/31/24		
0252208	02/14/25	P	Fed Ex	0000002190	117.76

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Ground Delivery Ground Delivery		
0252209	02/14/25	P	Ferguson Enterprises Inc #1350	0000007785	73.55
			<i>Line Description:</i> Plumbing Supplies		
0252210	02/14/25	P	Forensic Nurse Specialists Inc	0000014039	4,200.00
			<i>Line Description:</i> Victim Physicals		
0252211	02/14/25	P	Galls LLC	0000002297	5,790.47
			<i>Line Description:</i> Uniform-Barnes Uniform-Prado Safety Vest-Hodges Uniform-Pallo Uniform-Cattouse Uniform-Mauser Uniform-Peters Uniform-Gonzales Uniform-Hernandez Uniform-Hodges Safety Vest-Hernandez Uniform-Diaz Safety Vest-Devlin		
0252212	02/14/25	P	Glenn Lukos & Associates Inc	0000011626	10,280.40
			<i>Line Description:</i> Vernal Pools Restoration		
0252213	02/14/25	P	Hanks Electrical Supplies	0000002445	95.37
			<i>Line Description:</i> Electrical Supplies		
0252214	02/14/25	P	Healthy U	0000012092	208.00
			<i>Line Description:</i> Instructor Paymnet-Fall 2024 Instructor Paymnet-Fall 2024		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252215	02/14/25	P	IAM Pacific Wellness Inc.	0000029833	350.00
			<i>Line Description:</i> PREVENTATIVE MAINTENANCE PREVENTATIVE MAINTENANCE		
0252216	02/14/25	P	Irene Perez	0000031141	2,061.96
			<i>Line Description:</i> Refund Permit BPCC-25-0014		
0252217	02/14/25	P	Irvine Ranch Water District	0000005112	808.89
			<i>Line Description:</i> 308 University 1/7-2/5/25 258 Brentwood 1/8-2/6/25 261 Monte Vista 1/8-2/6/25 2603 Elden 1/8-2/6/25 106 Del Mar 1/8-2/6/25 170 Del Mar 1/8-2/6/25 220 23rd 1/8-2/5/25		
0252218	02/14/25	P	JC Motors	0000020143	1,778.52
			<i>Line Description:</i> Warehouse Stock		
0252219	02/14/25	P	James Snordan	0000029974	105.00
			<i>Line Description:</i> Basketball Referee 2/5/25		
0252220	02/14/25	P	Jams Inc	0000027198	1,125.00
			<i>Line Description:</i> Dec Mediation Svc LessRetainer		
0252221	02/14/25	P	Japanese American Citizens League	0000031147	500.00
			<i>Line Description:</i> Refund Rec Dep 2008744.002		
0252222	02/14/25	P	Kimball Midwest	0000006819	426.71
			<i>Line Description:</i> Shop Supplies		



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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Shop Supplies		
0252223	02/14/25	P	Knorr Systems Inc	0000005036	544.03
			<i>Line Description:</i> Carbon Dioxide Refill		
0252224	02/14/25	P	Landscape Structures Inc	0000024524	7,643.01
			<i>Line Description:</i> Playground Equipment & Parts		
0252225	02/14/25	P	Loomis	0000019082	599.09
			<i>Line Description:</i> ARMORED CAR SERVICES Jan 25		
0252226	02/14/25	P	Lou Maturino	0000031148	684.00
			<i>Line Description:</i> Refund Rec Dep 2008750.002		
0252227	02/14/25	P	Margarita Garcia	0000018206	111.50
			<i>Line Description:</i> Refund Citation CM020025243		
0252228	02/14/25	P	Mesa Smog	0000020735	200.00
			<i>Line Description:</i> 534-Smog 717 Smog 762-Smog 761 Smog		
0252229	02/14/25	P	Mesa Verde Community Inc	0000006017	250.00
			<i>Line Description:</i> Refund Rec Dep 2008745.002		
0252230	02/14/25	P	O Neil Storage	0000018395	137.63
			<i>Line Description:</i> Offsite Records Storage		

City of Costa Mesa Accounts Payable  
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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252231	02/14/25	P	Orange County Dept of Education	0000000442	1,300.00
			<i>Line Description:</i> Refund Rec Dep 2008743.002 Refund Rec Dep 2008747.002 Refund Rec Dep 2008749.002		
0252232	02/14/25	P	Orange County Fair & Event Center	0000003432	150.00
			<i>Line Description:</i> Officer Training 2/5/25		
0252233	02/14/25	P	Orange County Treasurer-Tax Collector	0000003489	3,449.84
			<i>Line Description:</i> 23-24 Property Tax 22-23 Unsecured Property Tax 23-24 Unsecured Property Tax		
0252234	02/14/25	P	Orange County United Way	0000011831	200.00
			<i>Line Description:</i> 211 Membership Fee		
0252235	02/14/25	P	PSTrax	0000031055	3,000.00
			<i>Line Description:</i> SOFTWARE MODULE		
0252236	02/14/25	P	Patrick Moreland	0000031143	43.50
			<i>Line Description:</i> Refund Citation CM010030646		
0252237	02/14/25	P	Petes Road Service Inc	0000003611	401.93
			<i>Line Description:</i> Tire Repair Service		
0252238	02/14/25	P	Prudential Overall Supply	0000025480	1,528.24
			<i>Line Description:</i> Fleet Uniforms-Dec 2024 Parks Uniforms-Dec 2024 Fleet Towel Svc-Dec 2024 Streets Uniforms-Dec 2024 Facilities Uniforms-Dec 2024		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252239	02/14/25	P	Rincon Truck Center Inc	0000013236	2,653.82
			<i>Line Description:</i> Stock-Turbo Gasket Stock Stock-Control Valve Stock- Solenoids		
0252240	02/14/25	P	Save Our Youth	0000003929	3,747.81
			<i>Line Description:</i> Transportation Reimbursement		
0252241	02/14/25	P	Sign Depot	0000004018	2,356.51
			<i>Line Description:</i> New Sign for Finance Departmen		
0252242	02/14/25	P	Smartsheet Inc	0000027381	1,594.00
			<i>Line Description:</i> ANNUAL SUBSCRIPTION 12/20/24-1		
0252243	02/14/25	P	Southern California Edison Company	0000004088	4,466.05
			<i>Line Description:</i> Svc CON-FV HAWK Signal		
0252244	02/14/25	P	Southern California Shredding Inc	0000025605	2,000.00
			<i>Line Description:</i> On-Site Shredding Services IT		
0252245	02/14/25	P	Sparkletts	0000015725	202.08
			<i>Line Description:</i> Water Delivery Svcs - Fire Water Delivery Svcs - IT		
0252246	02/14/25	P	Spectrum Gas Products	0000012653	1,054.82
			<i>Line Description:</i> Medical Lg Cyl Rent Medical Lg Cyl Rent Medical Lg Cyl Rent Medical Lg Cyl Rent		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Medical Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Lg Cyl Rent		
			Cyls for Maintenance		
			Medical Cyl Rent		
			Medical Lg Cyl Rent		
			Medical Lg Cyl Rent		
0252247	02/14/25	P	Staples Advantage	0000024532	8,965.45
			<i>Line Description:</i> Office Supplies HR		
			Office Supplies Building Safet		
			Office Supplies Fire		
			Office Supplies Parks		
			Office Supplies Police		
			Office Supplies Fin Ops		
			Office Supplies Finance		
			Office Supplies PS Admin		
			Office Supplies Planning		
			Office Supplies City Clerk		
			Office Supplies Police Ops		
			Office Supplies Comm Improv		
			Office Supplies City Manager		
			Office Supplies Engineering		
			Office Supplies IT		
0252248	02/14/25	P	Switzer Assoc Leadership Solutions	0000029731	1,850.00
			<i>Line Description:</i> Consulting Coaching		
0252249	02/14/25	P	The Home Depot Credit Services	0000002560	9,075.83
			<i>Line Description:</i> Plumbing Supplies Bldg Maint		
			Electrical Supplies Bldg Maint		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> General Supplies Graffiti Abat Janitorial Supplies Bldg Maint Maint Equip Technical Support Auto Parts/Supplies Equip Main Inventory Purchase Warehouse Hardware Supplies Park Maint Hardware Supplies Bldg Maint General Supplies Equip Maint Maint Equip Signs/Marketing General Supplies Bldg Maint Tools Response/Control Tools Signs/Marketing		
0252250	02/14/25	P	Tumble-N-Kids Inc	0000030098	2,962.05
			<i>Line Description:</i> Instructor Paymnet-Fall 2024		
0252251	02/14/25	P	Umar Baig	0000031142	289.50
			<i>Line Description:</i> Refund Citation CM010031098		
0252252	02/14/25	P	UniFirst Holdings Inc	0000030616	70.16
			<i>Line Description:</i> CMBS Walkoff Mats		
0252253	02/14/25	P	United Site Services of California Inc	0000015552	761.02
			<i>Line Description:</i> Portable Toilet Jan 25 Del Mar Portable Toilet Jan 25 Hamilto Restroom Bundle Configuration		
0252254	02/14/25	P	Verified First LLC	0000027240	60.00
			<i>Line Description:</i> Pre-Employment Credit Checks		
0252255	02/14/25	P	Verizon Wireless	0000008717	6,230.96
			<i>Line Description:</i> FIRE IPADS WIRELESS PHONE 12/18-1/17/25		

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<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> WIRELESS PHONE 12/18-1/17/25 WIRELESS PHONE 12/18-1/17/25		
0252256	02/14/25	P	Vulcan Materials Company	0000007403	345.65
			<i>Line Description:</i> Late Fee Asphalt Potholes Sidewalk Ramp Asphalt Potholes Sidewalk Ramp		
0252257	02/14/25	P	Ware Disposal Inc	0000000255	3,286.56
			<i>Line Description:</i> Trash Recycle Svcs James St		
0252258	02/14/25	P	Wendy Snyder	0000031144	63.50
			<i>Line Description:</i> Refun Citation CM050031604		
0252259	02/14/25	P	Williams Data Management	0000018803	561.34
			<i>Line Description:</i> DATA STORAGE		
0252260	02/14/25	P	Xerxez Calilung	0000031146	120.00
			<i>Line Description:</i> Refund Rec Dep 2008746.002		
0252261	02/14/25	P	Yunex LLC	0000029573	5,641.83
			<i>Line Description:</i> Harbor&Fair Knockdown Newport&Bay Main Pole Hit SWC		
<b>TOTAL</b>					<b>\$1,497,356.89</b>

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Cycle: APAY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252262	02/14/25	P	CalPERS Long-Term Care Program	0000006287	93.96
			<i>Line Description:</i> Payroll 25-04		
0252263	02/14/25	P	Pamela Lilly	0000025324	750.00
			<i>Line Description:</i> Payroll 25-04		
<b>TOTAL</b>					<b>\$843.96</b>

Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019378	02/14/25	P	Amanda Kim	0000030668	461.54
			<i>Line Description:</i> Payroll 25-04		
019379	02/14/25	P	Blake Cole	0000029962	116.00
			<i>Line Description:</i> Law of Arrest		
019380	02/14/25	P	Brandon Medeck	0000029125	250.00
			<i>Line Description:</i> Paramedic License Recert		
019381	02/14/25	P	Brenda Green	0000021417	2,185.11
			<i>Line Description:</i> New Law & Election Seminar		
019382	02/14/25	P	CDW Government Inc	0000005402	14,214.35
			<i>Line Description:</i> NETMOTION COMPLETE- CONVERSION NETMOTION COMPLETE- CONVERSION		
019383	02/14/25	P	CHC: Creating Healthier Communities	0000008015	10.00
			<i>Line Description:</i> Payroll 25-04		
019384	02/14/25	P	Costa Mesa Employees Association	0000006284	4,446.71
			<i>Line Description:</i> Payroll 25-04		
019385	02/14/25	P	Costa Mesa Executive Club	0000006286	360.00
			<i>Line Description:</i> Payroll 25-04		
019386	02/14/25	P	Costa Mesa Firefighters Association	0000001812	8,887.50
			<i>Line Description:</i> Payroll 25-04		
019387	02/14/25	P	Costa Mesa Police Association	0000001819	6,480.00



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Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Payroll 25-04		
019388	02/14/25	P	Costa Mesa Police Management Assn	0000005082	315.00
			<i>Line Description:</i> Payroll 25-04		
019389	02/14/25	P	Enterprise Rent A Car	0000002131	1,424.50
			<i>Line Description:</i> Undercover Rental Car		
019390	02/14/25	P	Everbridge Inc	0000026884	1,500.00
			<i>Line Description:</i> Nixle Engage - Subscription		
019391	02/14/25	P	Granicus LLC	0000015382	11,689.72
			<i>Line Description:</i> govAccess Maint 2/15/25-26		
019392	02/14/25	P	Hoon Jo	0000029756	164.28
			<i>Line Description:</i> Fire Operations Tech Summit		
019393	02/14/25	P	James Grovom	0000029196	408.00
			<i>Line Description:</i> Instructional Methodology		
019394	02/14/25	P	Jordan Kiesz	0000026660	250.00
			<i>Line Description:</i> Paramedic License Recet		
019395	02/14/25	P	Justin Horner	0000017579	250.00
			<i>Line Description:</i> Paramedic License Recert		
019396	02/14/25	P	Omar Amaya	0000027488	1,150.00
			<i>Line Description:</i> Stuctural Collapse 2		

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 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019397	02/14/25	P	SHI International Corp	0000016007	3,357.95
			<i>Line Description:</i> SALES TAX (7.75%) APPLECARE IPAD		
019398	02/14/25	P	Sandy Munoz	0000029930	50.38
			<i>Line Description:</i> Nuts & Bolts Workshop		
019399	02/14/25	P	Software House International	0000016007	793.23
			<i>Line Description:</i> SOFTWARE ACQUISITION		
019400	02/14/25	P	Travel Costa Mesa	0000024750	228,919.08
			<i>Line Description:</i> BIA Jan 2025		
<b>TOTAL</b>					<b>\$287,683.35</b>

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019409	02/21/25	P	Ashraf Hassan	0000030586	1,077.89
			<i>Line Description:</i> CSMFO Conference		
019410	02/21/25	P	CDW Government Inc	0000005402	8,935.61
			<i>Line Description:</i> SMARTCONNECT PORT RACKMOUNT SALES TAX (7.75%) Cables NETWORK CARD		
<b>TOTAL</b>					<b>\$10,013.50</b>

0. \*

0. \*

0. \*

498,687.48 +

162,380.7 +

10,013.5 +

600. +

671,681.68 \*

Bank: CITY  
Cycle: ANNUAL

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252264	02/18/25	P	Alfred Jackson	0000031150	600.00
<i>Line Description:</i> CC Meeting Performance 2/18/24					
<b>TOTAL</b>					<b>\$600.00</b>

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252265	02/21/25	P	All City Management Services Inc <i>Line Description:</i> Schl Crsng Guard 1/5-1/18/25	0000009480	18,062.63
0252266	02/21/25	P	Benefit Coordinators Corp <i>Line Description:</i> Vision Ins Prem-Feb 2025 Dental Ins Prem-Feb 2025	0000029594	42,618.50
0252267	02/21/25	P	Carl Warren & Company <i>Line Description:</i> Wkrs Comp Admin Fee-Jan 25 Subrogation Fee Wkrs Comp Admin Fee-Dec 24 Wkrs Comp Admin Fee-Nov 24 Wkrs Comp Admin Fee-Feb 25 Wkrs Comp Admin Fee-Oct 24	0000001578	21,770.45
0252268	02/21/25	P	Kabbara Engineering <i>Line Description:</i> Alley Rehab Proj 10/12/24-1/23	0000002795	16,290.00
0252269	02/21/25	P	League of California Cities <i>Line Description:</i> 2025 Membership	0000002928	31,888.00
0252270	02/21/25	P	SCA of CA, LLC <i>Line Description:</i> Pressure Washing Street Sweeping	0000029971	123,927.87
0252271	02/21/25	P	Serving People In Need Inc <i>Line Description:</i> Rental Assistance February	0000003992	20,058.72
0252272	02/21/25	P	Walk 'n Rollers <i>Line Description:</i> Bicycle Safety Education Progr	0000029782	51,545.00

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252273	02/21/25	P	Yunex LLC	0000029573	35,439.63
			<i>Line Description:</i> Traffic Signal Response Call O Bristol Bear Main Pole Knockdo		
0252274	02/21/25	P	A & A Wiping Cloth Inc	0000018633	2,844.60
			<i>Line Description:</i> Warehouse Stock		
0252275	02/21/25	P	AAA Electric Motor Sales & Service Inc	0000019861	996.72
			<i>Line Description:</i> Electrical Supplies Electrical Supplies		
0252276	02/21/25	P	AT & T	0000001107	3,584.49
			<i>Line Description:</i> TeWinkle Park PD Emergency Line DID Trunk Line Outgoing Trunk Line Estancia Park Wakeham Park Smallwood Park Cool Line for PD 800 Mhz Radio Link IT Computer Room DRC Alarm		
0252277	02/21/25	P	Allstar Fire Equipment Inc	0000000986	1,034.68
			<i>Line Description:</i> Fire Equipment		
0252278	02/21/25	P	Anomaly Squared	0000030491	2,312.33
			<i>Line Description:</i> Call Center Svc-Jan 2025		
0252279	02/21/25	P	Avaya Inc	0000009044	1,144.05

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> BCC Hardware Svc Jan-Dec 25		
0252280	02/21/25	P	Blue Ridge Consulting Group, LLC	0000030481	9,360.00
			<i>Line Description:</i> IT Consulting Svc		
0252281	02/21/25	P	CAPF	0000004755	2,389.50
			<i>Line Description:</i> Firefighter LTD-Feb 2025		
0252282	02/21/25	P	CBE	0000015149	6.53
			<i>Line Description:</i> Copier Maint 1/20-2/19/25		
0252283	02/21/25	P	CLEA	0000004754	3,584.00
			<i>Line Description:</i> Police Officers LTD-Feb 2025		
0252284	02/21/25	P	Continental Interpreting Services Inc	0000024355	1,300.00
			<i>Line Description:</i> Interpreting Fee-1/21/25 Interpreting Fee-1/21/25		
0252285	02/21/25	P	CoreLogic Information Solutions Inc	0000004774	27.25
			<i>Line Description:</i> Property Related Rpt-Jan 25		
0252286	02/21/25	P	Davis Farr LLP	0000023871	10,420.00
			<i>Line Description:</i> FY 23-24 Audit Svc		
0252287	02/21/25	P	Dell Computer Corp	0000001962	9,450.00
			<i>Line Description:</i> MICROSOFT 365 SUBSCRIPTION LIC		
0252288	02/21/25	P	Demetrius Mayhand	0000030111	105.00
			<i>Line Description:</i> Basketball Referee 2/12/25		

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252289	02/21/25	P	Dudek	0000011416	11,161.50
			<i>Line Description:</i> CAAP 12/28/24-1/24/25 CAAP 11/23/24-12/27/24		
0252290	02/21/25	P	Eagle Print Dynamics	0000026736	121.14
			<i>Line Description:</i> Council Uniforms		
0252291	02/21/25	P	Endoto Corp	0000029465	3,197.00
			<i>Line Description:</i> 18 Yellow K-71 Posts on Hamilt		
0252292	02/21/25	P	Fieldman Rolapp & Associates Inc	0000024519	231.00
			<i>Line Description:</i> Annual Debt Transparency Rpt		
0252293	02/21/25	P	FleetPride Heavy Duty Parts & Service	0000030911	549.50
			<i>Line Description:</i> ABS Mod		
0252294	02/21/25	P	Galls LLC	0000002297	112.65
			<i>Line Description:</i> Uniform-Bush		
0252295	02/21/25	P	HdL Coren & Cone	0000007882	4,868.75
			<i>Line Description:</i> Property Tax Svc Jan-Mar 2025		
0252296	02/21/25	P	Hilton Costa Mesa	0000013124	16.00
			<i>Line Description:</i> Refund ACH Prenote Fee		
0252297	02/21/25	P	Image Concepts	0000026883	980.08
			<i>Line Description:</i> Uniforms Uniforms		



Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
0252298	02/21/25	P	James Snordan	0000029974	105.00
			<i>Line Description:</i> Basketball Referee 2/12/25		
0252299	02/21/25	P	Julian Tooma	0000029350	500.00
			<i>Line Description:</i> Refund Permit EENC-24-0844		
0252300	02/21/25	P	Knorr Systems Inc	0000005036	2,176.12
			<i>Line Description:</i> Carbon Dioxide Refill Carbon Dioxide Refill Carbon Dioxide Refill Carbon Dioxide Refill		
0252301	02/21/25	P	Langlois Fancy Frozen Foods	0000030651	225.40
			<i>Line Description:</i> Jail Food Services Jan 25		
0252302	02/21/25	P	Lowes Business Account	0000017688	172.33
			<i>Line Description:</i> Snoopy House Supplies		
0252303	02/21/25	P	MG Camina AI Proposito De Vida	0000031116	300.00
			<i>Line Description:</i> MG Dinner Gala Gen Admision		
0252304	02/21/25	P	Merrimac Energy Group	0000021566	2,170.16
			<i>Line Description:</i> Rent Temporary Fuel Tank @ FS#		
0252305	02/21/25	P	MetLife Legal Plans Inc	0000014707	5,070.00
			<i>Line Description:</i> MetLife Legal Permium		
0252306	02/21/25	P	Moore Iacofano Goltsman Inc	0000016407	10,019.50

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> Fairview Park Master Plan Upda FVP Mesa Restoration Dec 2024		
0252307	02/21/25	P	My Binding	0000012073	110.48
			<i>Line Description:</i> Spiral Plastic Coil		
0252308	02/21/25	P	OakWest Services Inc	0000029497	9,602.34
			<i>Line Description:</i> South Coast Dr Wall Design		
0252309	02/21/25	P	Orange Coast Plumbing Inc	0000009431	2,195.00
			<i>Line Description:</i> Sewer Maint-FS #2		
0252310	02/21/25	P	Orange County Health Care Agency	0000000492	219.00
			<i>Line Description:</i> Annual CMBS Food Permit Fee		
0252311	02/21/25	P	Orange County Treasurer Tax Collector	0000003489	68.66
			<i>Line Description:</i> Late Fee		
0252312	02/21/25	P	Pacific Medical Waste	0000029793	193.22
			<i>Line Description:</i> Biohazard Disposal Jan 2025		
0252313	02/21/25	P	Rocketology, LLC	0000029934	425.00
			<i>Line Description:</i> Guest Speaker 2/28/25		
0252314	02/21/25	P	Shaw HR Consulting Inc	0000021706	735.00
			<i>Line Description:</i> Reasonable Accomodation Reasonable Accomodation		
0252315	02/21/25	P	SoftwareONE Inc	0000024168	12,231.50

Bank: CITY  
 Cycle: AWKLY

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
			<i>Line Description:</i> ESET SECURE BUSINESS LICENSE R		
0252316	02/21/25	P	Southern California Edison Company	0000004088	832.55
			<i>Line Description:</i> Medians 1/6-2/10/25 2944 Bristol 1/14-2/12/25 360 Ogle 1/10-2/9/25 Prez Park 1/11-2/10/25 410 Merrimac A 1/10-2/9/25		
0252317	02/21/25	P	Southern California Gas Company	0000004092	1,122.34
			<i>Line Description:</i> 3175 Airway 1/10-2/10/25		
0252318	02/21/25	P	State of California Dept of Industrial	0000001540	350.00
			<i>Line Description:</i> CA DIR Fee		
0252319	02/21/25	P	Sunset Detectives	0000026756	10,025.00
			<i>Line Description:</i> Pre-Employment Polygraph		
0252320	02/21/25	P	Time Warner Cable	0000011202	31.58
			<i>Line Description:</i> Cable Services-City Hall		
0252321	02/21/25	P	Traffic Logix Corp	0000024421	7,909.92
			<i>Line Description:</i> 9 Modular Speed Cushions @ Ham		
0252322	02/21/25	P	UniFirst Holdings Inc	0000030616	70.16
			<i>Line Description:</i> CLEANING SERVICE		
0252323	02/21/25	P	Waterline Technologies Inc	0000014520	429.65
			<i>Line Description:</i> DRC Pool Treatment		
<b>TOTAL</b>					<b>\$498,687.48</b>

Bank: DDP1  
 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019401	02/20/25	P	Anna Acosta	0000030861	1,077.89
			<i>Line Description:</i> CSMFO Conference		
019402	02/20/25	P	Carol Molina	0000029532	1,077.89
			<i>Line Description:</i> CSMFO Conference		
019403	02/20/25	P	Cathleen Serrano	0000030811	1,077.89
			<i>Line Description:</i> CSMFO Conference		
019404	02/20/25	P	US Bank	0000002228	159,147.03
			<i>Line Description:</i> OES Prepositioning Food Franklin Fire Accomodation CFO Renewal Fee Short Term Parking Fuel Fire Chiefs Conf Hotel-Fire Chiefs Conf Cal Cities Fire Chief Transpor Department Conference Call Lin Travel-Cal Cities Public Safet Office Supplies ARTventure Event Supplies Poet Laureate Prog Event Supp Art Crawl M-M, Promos, Subscri Free-SCC M-M, Promos, Subscrip Utility Box Art Prog Event Sup Food-Veterans Social Group Mtg Address Stamp Subs Chief Stefano Items for Station 4 Swag-Holiday Ornaments Cleaning of Tableclothes Poinsettias for Recognition Awards for Annual Recognition Buffet Breakfast Annual Recog Registration for AFSS Educatio		

Bank: DDP1  
 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Maint Equip  
 Raffles-Special Events  
 Supplies-Water Station  
 Return-Supp-Thanksgiving Lunch  
 Supp/Refresh-Breakfast w Grinc  
 Uniform Patches  
 Wildland Hosepack  
 Cadet Program Supplies  
 Department Holiday Card  
 Kitchen Supplies Station 6  
 Standup Desk for Capt Airey  
 Department Decoration Holiday  
 File Sharing Membership Admin  
 Standing Desk Foot Mat-Comfort  
 FVP Signage  
 Scope Phone Mount  
 Wildlife Monitor Spot Scope/Tr  
 FVP Small Tools  
 Maint Equip-NHCC  
 Audio Adaptors-NHCC  
 Lysol Solution-NHCC  
 Solution-Carpet Cleaner  
 NHCC AV System Svc Deposit  
 Ornament Craft-Snowball Fight  
 Camera Film-Snowball Fight Eve  
 Food/Supp-Snowball Fight Event  
 Signage-FVP  
 Snoopy House Supplies  
 Refreshments-Snoopy Staff  
 Accidental Charge  
 Holiday Decor-DAC  
 Refund-Accidental Charge  
 CPR/AED/First Aid Certificatio  
 Decor-Teen Prog-Snowball Fight  
 Drawing Supp-ROCKS  
 Arts/Craft Supp-ROCKS  
 Spray Paint-Fields  
 Office Supplies-Fields  
 Rec Equip-BCC

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Excursion Fee-Day Camp  
Office Supp-BCC  
Office Equip-BCC  
Rec Equip-Adult Sports  
Standing Desk/Mat-Tranquilino  
Office Supplies  
Security Lock-Equipment  
Trail Monitor Cam/Security Box  
Food/Supp-LEAP  
Art/Craft Supp-LEAP  
Decor/Staff Lunch-Snoopy House  
Office Supp  
Fraud Charge Credit  
Snoopy House Supplies  
Supp-Breakfast w Grinch  
Refreshment-Congregate Lunch  
Monthly-Spotify,Prime Vid,Cric  
Staff Mtg/Event  
DRC Lead Testing  
Snowball Fight Supp  
Rec Equip-Teen Program  
Office Equip-Teen Program  
Snoopy House Supplies  
Staff Mtg-Refreshment  
Hay for Snoopy House  
Cart for Mila Art Walls  
All Full Time Dept Meeting  
Membership Subs Music Organiz  
Subscription  
Office Supplies  
Business Meeting  
License Renewal S. Mousavi  
Staff Refreshments for CMO Mee  
CNT Uniform Shirts  
SWAT Truck Supplies  
NTOA Digital Membership  
Subscription Purchase Error  
MCV/SWAT Incident Cmd Brd Supp  
Stock Supplies

Bank: DDP1  
 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Refund 10' Hand Hose  
 Shop Ladder Replacement Part  
 Radio Repair/Replacement Parts  
 Office Supplies  
 Business Meeting  
 Certified Notices for Illegal  
 Dell EcoLoop Urban Sleeve  
 Certified Arborist Recertifica  
 Animal Control Supplies  
 Avaya 2420 Digit Phones  
 Office Supplies-Traffic  
 MAIT Callout-Traffic Unit  
 Animal Control Laws Handbook25  
 Ketch-All 5' Stainless Steel P  
 Replacement Mallets for Musica  
 Jail Laundry Supplies  
 EOY Luncheon-Chaplains  
 Drones-End of Svc-Lt Stafford  
 Snoop House Lighting  
 City Hall Lobby Art Wall Track  
 EOC Podium  
 EOC Position Binders  
 Hotel Stay-IAEM Conference  
 Parking-Decement OCAMO Mtg  
 Updated Price-Magnetic Logo  
 Magnetic City Logo-EOC Podium  
 Food-Supervisor Dept Mtg  
 Office Supplies/Equipment  
 Double Sided Mounting Tape  
 Tuition-FTO Update-4 OFCs  
 Tuition-Field Training-7 OFCs  
 Tuition-Supervisory Crs-Tripp  
 Uniforms-7 PD Recruits  
 GW PD Academy Prep Supp  
 Supplies-7 GWC Recruits  
 Notary Signing Agent Cert Exam  
 Spike Strip Training-Sgt Garci  
 Cleaning Supp-Range  
 Credit Card Svc Fee

Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Tuition-Title 15-Fricke  
 IACP Membership-Lawrence  
 Tuition-Criminal Law-3 OFCs  
 Tuition-Intvw&Interr-5 OFCs  
 Memory Stick Thumb Drive-PSU  
 Aurora Training Online-Julian  
 Lodging-Berla I've Forensics-2  
 Tuition-Disciplinary Action-Ca  
 Tuition-Internal Affairs-Sevil  
 Rental Charge  
 Conf Registration  
 Car Rental CSFMO Conf  
 Travel for CSFMO Conf  
 CSFMO Conf Registration  
 Time Clock Document Stamp  
 Departmnt Training/Meeting  
 Power Surge Extension Cord  
 Refund for Credit Lost Item  
 Depart Team Building Meeting  
 Semiar/Webinar Filing Requirem  
 Team-Bldg/Leadership Resource  
 Monthly Charge  
 Membership Dues  
 Computer Accessories New Emplo  
 Pre-Budget Kickoff Meeting Sna  
 Mesa Water  
 City Council Recp Refreshmnts  
 City Council Receipt Promo Item  
 Nuts&Bolts Reg for Sandy Munoz  
 Shop with a Cop Event  
 Volunteer Holiday Gifts  
 Volunteer Lunch Dessert  
 Santa's Sleigh Event/Banner  
 Shop with a Cop-Item Returned  
 Desktop Mac Pro Edition Subs  
 Monthly Fee Online Meeting Pla  
 Cell Phone Lens Protector Acce  
 CPO Membership  
 Annual Banquet/Training-CAG



Bank: DDP1  
 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Dep/Bal-Running Board-Silverad  
 Prime Membership Fee  
 Half Balance Due Team Building  
 Deep Freeze Annual Maint 3 Use  
 Holiday Cards  
 Shop with a Cop  
 Coffee Urn-Events  
 Subscriptions:Apple,SM,Adobe  
 Dog Food  
 Stock Parts  
 Oil Dipstick  
 Shop Supply-Clamps  
 PD=Lights for Santa Trailer  
 Refund-Replacement Keys TriMar  
 ReMarkable Monthly Fee  
 UCI Police Awards Event  
 Brilliantize Cleaner  
 Half of Balance for Team Build  
 Monthly Fee Online Queing Syst  
 Employee Recognition-Snacks  
 Employee Recognition-Promo Itm  
 Employee Recognition-Retiremen  
 Grammarly Year Membership-Malo  
 IACP Year Membership-DP LaPoin  
 PD Gift Bags, Tissue-CA Chiefs  
 Shadow Box  
 Employee Recognition Cards  
 Employee Recog-Drinks/Snacks  
 International Code Council Pro  
 OrangeEmpire Ch Inter Code Cou  
 Door Nameplate  
 25 Legal Updates In Code Enfor  
 50 DIANN AC/DC-DC Converters-A  
 Online Subs Advanced Automatic  
 Planning Commission Business M  
 Food/Coffee-Multi-JUR Search W  
 Cannabis Software App Sub  
 Cannabis Cloud Base Submissio  
 Cannabis Software App Submissi

Bank: DDP1

Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* Oral Board Meals  
 DOT  
 Art Crawl  
 Meet & Greet  
 Computer Case-ACM  
 Flight-Mayor-Mayor Conf  
 Business Mtg-Council/CMPD  
 LCC Registration-CM Buley  
 LCC Registration-CM Pettis  
 Laptop Accessory Case-2 CMs  
 Travel Ins-Mayor-Mayor Conf  
 CM Gameros-Electronic Accessor  
 Refreshments-Council Swearing  
 Transportation-ICMA Conf  
 Frames-Proclamations  
 OCBC Red Tape Registration  
 Refreshments-Council Swearing  
 Supp-Council Swearing In Cerem  
 COSIPA  
 Webinar  
 Meet&Greet  
 Oral Board  
 Retirement Tile  
 Memberships Renewal  
 Service Subscription  
 Tablecloths With CMFR Logo  
 SOL Toys  
 Christmas Decortating CH  
 Lodging-Cal Chiefs Conf  
 Parking-Cal Cheifs Conf  
 Transport Cal Cheifs Conf  
 Hotel Rooms(3) League of Citie  
 Refund-Decor  
 Refund-Unused Items  
 Snoopy House-Supplies  
 ReMarkable Monthly Fee  
 Employee Night-Supplies  
 LCC Registration-CM Renolds  
 Refreshment-Lions Park Cafe

Bank: DDP1  
 Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
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*Line Description:* CC Swearing In Refresh/Decor  
 Christmas Tree-City Hall Lobby  
 Decor/RefreshPickleball Ribbon  
 Monthly-CC,CSM,NYT,LAT,OCR  
 Books Academy  
 Hotel Room League of Cities  
 UAS/Drone DJI Maint/Srvs  
 UAS/Drone Shipping Charges  
 OCMA Payment-Dec Mtg  
 ReMarkable Monthly Fee  
 Mtg-CM and Paulette-TCM  
 Reg-Mayor-US Conf of Mayors  
 Mtg-CM,MPT Chavez,CM, Chief L  
 Reg-CM-Public Sector Exec Summ  
 Business Mtg-Pizzas  
 Parking Fee  
 Spark of Love  
 League of Cities Conf  
 iCloud Storage  
 Office Supplies  
 Business Mtg Supplies  
 Mileage Tracking Software  
 Ride Share-Outreach Client  
 Office Supplies  
 Snoopy House Meals  
 Audible-Pro Dev Book  
 Snoopy House Supplies  
 Dept-All Staff Mtg Meal  
 Committee Supp-Public Mtg  
 Snoopy House Supplies  
 Snoopy House Food/Supplies  
 24 CPRS Awards of Excellence  
 Inflatables-Snoopy House  
 ALD-CMSC Speakers  
 Breakfast w Santa-CMSC  
 Event Supp-Teen Snowball Fight  
 Maint Equip-Lions Park Cleanin

**TOTAL \$162,380.70**

City of Costa Mesa Accounts Payable  
**CCM OVERFLOW CHECK LISTING**

Bank: DDP1  
Cycle: ADDEP1

<u>Payment Ref</u>	<u>Date</u>	<u>Status</u>	<u>Remit To</u>	<u>Remit ID</u>	<u>Payment Amt</u>
019405	02/20/25	O	US Bank <i>Line Description: Overflow</i>	0000002228	0.00
019406	02/20/25	O	US Bank <i>Line Description: Overflow</i>	0000002228	0.00
019407	02/20/25	O	US Bank <i>Line Description: Overflow</i>	0000002228	0.00
019408	02/20/25	O	US Bank <i>Line Description: Overflow</i>	0000002228	0.00
<b><u>TOTAL</u></b>					<b><u>0.00</u></b>



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-204

**Meeting Date:** 3/4/2025

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**TITLE:**

**MINUTES**

**DEPARTMENT:** City Manager's Office/City Clerk's Division

**RECOMMENDATION:**

City Council approve the minutes of the regular meeting of February 18, 2025.



## REGULAR CITY COUNCIL AND HOUSING AUTHORITY TUESDAY, FEBRUARY 18, 2025 - MINUTES

**CALL TO ORDER** – The Closed Session meeting was called to order by Mayor Stephens at 4:00 p.m.

### **ROLL CALL**

Present: Council Member Buley, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem, and Mayor Stephens.

Absent: None.

**PUBLIC COMMENTS – NONE.**

### **CLOSED SESSION ITEMS:**

1. Public Employment, Workers' Compensation Claim, Pursuant to California Government Code Section 54956.9 (b)(1), WCAB NO. ADJ18072347
2. Public Employment, Workers' Compensation Claim, Pursuant to California Government Code Section 54956.9 (b)(1), WCAB NO. ADJ18438457
3. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATION OF LITIGATION - ONE CASE**  
Pursuant to California Government Code Section 54956.9 (d)(2), Potential Litigation.
4. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
Pursuant to California Government Code Section 54956.8  
APN: 424-211-01; Property: 695 W. 19th Street, Costa Mesa, CA 92627  
Agency Negotiators: Lori Ann Farrell Harrison, City Manager  
Negotiating Parties: Jamboree Housing  
Under Negotiation: Price and Terms of Payment
5. **CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION–ONE CASE**  
Pursuant to California Government Code Section 54956.9 (d)(1)  
Name of Case: City of Costa Mesa v. D'Alessio; 1963 Wallace Ave.  
Orange County Superior Court Case No. 30 2020 01133479

City Council recessed at 4:02 p.m. for Closed Session.

Closed Session adjourned at 5:45 p.m.

**CALL TO ORDER** - The Regular City Council and Housing Authority meeting was called to order by Mayor Stephens at 6:00 p.m.

**NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE** – Chara Wondercheck led the National Anthem and Mayor Stephens led the Pledge of Allegiance.

**MOMENT OF SOLEMN EXPRESSION** – Led by The Rev. Dr. George Okusi, St. John the Divine Episcopal Church.

**ROLL CALL**

Present: Council Member Buley, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem, and Mayor Stephens.

Absent: None.

**CITY ATTORNEY CLOSED SESSION REPORT** – The City Council gave staff direction, no reportable action.

**PRESENTATIONS:**

Bobby McDonald, President and Executive Director of the Black Chamber of Commerce of Orange County, and Dr. Stephen Glass, member of the OC Alphas Nu Tau Lambda Chapter, accepted a proclamation on behalf of their organizations in recognition of Black History Month, and Debora Wondercheck, Arts Commissioner introduced Alfred Jackson who performed “Lift Every Voice and Sing” and “A Change is Gonna Come”.

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA**

Flo Martin, Costa Mesa, spoke on John Lewis books titled “March” books 1 through 3 and recommended the City Council read the John Lewis book titled “RUN”.

Jose Toscano, Costa Mesa, spoke on the California State Primary Election System, and conducting a runoff election where the top two candidates move onto a new election to ensure a candidate receives 50% of the vote.

Speaker, spoke on government openness and transparency, and customer service.

Karen Wolf, Costa Mesa, requested liquid amber trees to be removed.

Speaker, spoke on Proposition 4 regarding climate prevention, and emergency preparedness.

Speaker, spoke on the City liabilities, expenses, and paying down debt.

Speaker, spoke on speeding on the streets, requested police patrols, and spoke against street improvements on 19th Street.

Rob Miller requested the 311 App to be accessible in Spanish.

## **COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS**

Council Member Reynolds spoke on the messages and presentations in recognition of Black History Month, thanked staff, business leaders, and residents for all their time supporting the community, and requested pro-active messaging to the public for reporting issues with sidewalks on the 311 App.

Council Member Pettis spoke on concerns with the 311 App, spoke on infrastructure as a priority, spoke on resolving issues and improvements at Harper Park, Jordan Park, and Brentwood Park, and requested an estimate on when renovations will be complete.

Council Member Buley spoke on Tessa and that permits need to be closed out in the system, and that some coding and implementing issues are being corrected, spoke on the 311 App and reporting graffiti abatement, and requested a notification when requests are completed.

Council Member Gamos reported a skate park conceptual design community meeting on March 12<sup>th</sup>, spoke on the February 7<sup>th</sup> DUI Checkpoint, recognized the Police Department for emergency preparedness during the rainstorm, and thanked volunteers for planting native vegetation at Fairview Park.

Council Member Marr spoke on the Black History Month presentation, spoke on a series of fire preparedness community meetings, and the first one is on Tuesday, February 25<sup>th</sup> at 5:30 p.m. at the Senior Center, and spoke on volunteering with Congressman Min and Mayor Stephens at the Senior Center for the Meals on Wheels program.

Mayor Pro Tem Chavez spoke on sidewalk maintenance, the need for sidewalks on all city streets, requested an update if the 311 App can be made available in Spanish, spoke on customer service, efficiency, and responsiveness.

Mayor Stephens spoke on the Black History Month presentation, spoke on meeting with Congressman Min regarding Meals on Wheels, requested an update on federal funding risks at the 2<sup>nd</sup> meeting in March, spoke on an OCTA tour in San Clemente with Congressman Min, spoke on providing a presentation at SOY on local government, thanked city departments and community partners who assisted during the rainstorm, and wished his sister Lori a Happy 75th Birthday.

**REPORT – CITY MANAGER** – Ms. Farrell Harrison stated staff will follow up on comments and questions brought up during public comments, stated that the Costa Mesa 311 App does not currently have availability in Spanish but is working on providing, and stated that staff will provide an update on federal funding and risks in March during the mid-year budget discussion.

**REPORT – CITY ATTORNEY - NONE.**



## CONSENT CALENDAR

**MOVED/SECOND:** Mayor Pro Tem Chavez/Mayor Stephens

**MOTION:** Approve the Consent Calendar except for item nos. 5 and 6.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr, Council Member Pettis, Council Member Reynolds, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**1. PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS**

**ACTION:**

City Council and Housing Authority approved the reading by title only and waived further reading of Ordinances and Resolutions.

**2. READING FOLDER**

**ACTION:**

City Council received and filed Claims received by the City Clerk and authorized staff to reject any and all Claims: Mark Gnesin, Cody Grant, Lori Harvey, Edward Kao.

**3. ADOPTION OF WARRANT RESOLUTION**

**ACTION:**

City Council approved Warrant Resolution No. 2728.

**4. MINUTES**

**ACTION:**

City Council approved the minutes of the special meeting of January 28, 2025 and the regular meeting of February 4, 2025.

**7. EXTENSION OF OPTION TO LEASE AGREEMENT TO CONSTRUCT AND OPERATE A 70-UNIT AFFORDABLE SENIOR AND SUPPORTIVE HOUSING PROJECT LOCATED AT THE CITY'S SENIOR CENTER, 695 WEST 19TH STREET**

**ACTION:**

City Council reviewed and approved the "Extension of Option to Lease Agreement" for an additional 60-day term that will expire on April 30, 2025 to finalize lease negotiations with appropriate affordable housing terms and complete assembling funding for the project.

## ITEMS PULLED FROM THE CONSENT CALENDAR

### 5. AWARD OF THE COSTA MESA CITY HALL TRAINING ROOM BASEMENT REMODEL PROJECT, CITY PROJECT NO. 24-11, AND FINDING OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CATEGORICAL EXEMPTION

Public Comments:

Speaker, spoke on using monies for reducing city debt, spoke on options of leasing space from Vanguard, inquired on the necessity of a training room, and spoke on allowing both union and non-union to bid.

Danielle Wilson spoke on Spanish lessons for employees.

**MOVED/SECOND:** Council member Marr/Council Member Gameros

**MOTION:** Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr, Council Member Pettis, Council Member Reynolds, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council made a finding of California Environmental Quality Act (CEQA) categorical exemption pursuant to CEQA guidelines Section 15301 and adopted plans, specifications, and working details for the Costa Mesa City Hall Training Room Basement Remodel Project, City Project No. 24-11.
2. Rejected the bid submitted by Triangle DeCon Services, Inc., 25422 Adriana Street, Mission Viejo, California 92691 as non-responsive.
3. Awarded a Public Works Agreement (PWA) for construction to American Construction Company, LLC (ACC), 1130 North Kraemer Boulevard, No. 1, Anaheim, California 92806 in the amount of \$490,000 with an additional ten percent (10%) contingency in the amount of \$49,000, as needed for any unforeseen costs related to this project.
4. Authorized the City Manager and City Clerk to execute the PWA and future amendments to the agreement within Council authorized limits.

**6. EMERGENCY GENERATOR UNITS FOR CITY HALL AND THE COMMUNICATIONS BUILDING**

Public Comments:

Speaker, spoke on using Tesla batteries and solar as an option, spoke on allowing both union and non-union to bid.

Speaker, spoke on including the Senior Center, inquired if the Police Department has its own generator and its condition, spoke on bond funding, inquired if the generators were regularly checked for maintenance issues, inquired on a plan if there is a power outage before the new generators are installed, and spoke on long range planning for Capital Improvement Projects.

Speaker, spoke on sustainability and municipal battery storage, and spoke on electric options.

Speaker, spoke on the shelf life of lithium batteries, that they are a good use for motorcycles but not for generators with a long shelf life, spoke against Elon Musk businesses, and supports buying from other companies.

**MOVED/SECOND:** Mayor Stephens/Council Member Gameros

**MOTION:** Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr, Council Member Pettis, Council Member Reynolds, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council authorized the use of Sourcewell's Cooperative Agreement #092222-CAT with Caterpillar Inc. for the purchase of two (2) diesel emergency generators, two (2) automatic transfer switches, and two (2) double wall day tanks for fuel for City Hall and the Communications Building through Quinn Power Systems totaling \$389,543.19.
2. Approved an appropriation of \$700,000 in the Capital Improvement Fund (Fund 401) fund balance to purchase the equipment outlined above totaling \$389,543.19, and an additional \$300,000 for a separate design and installation contract to be brought under separate cover in the future, ensuring sufficient funds are available to complete the project.

-----**END OF CONSENT CALENDAR**-----

**PUBLIC HEARINGS: NONE.**

(Pursuant to Resolution No. 05-55, Public Hearings begin at 7:00 p.m.)

**OLD BUSINESS: NONE.**

City Council recessed into a break at 7:52 p.m.

City Council reconvened at 8:05 p.m.

**NEW BUSINESS:**

**1. PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR HOUSING ELEMENT REZONING PROGRAM AND ENVIRONMENTAL IMPACT REPORT**

Presentation by Ms. McGill, Planning & Sustainable Development Manager.

Public Comments:

Speaker, spoke in opposition of the item, the costs, heavy traffic, and is opposed to more housing.

Jay Humphrey, Costa Mesa, spoke in support of more outreach and supports an advisory committee.

Speaker, spoke on a project next to Estancia High School and that residents were relocated, spoke on a cost benefit analysis on projects implemented for housing, and to not displace current residents.

Speaker, spoke on not having a certified Housing Element, spoke on the lengthy permit process, and spoke on reinstating the permit streamlining act.

Dianne Russell, Costa Mesa, spoke in support of Measure K, encourages development of affordable housing, expressed concern that affordable housing will be excluded in the rezoning process, stated Measure K requires strong community input, requested an advisory committee, and spoke on beautifying Newport Blvd and Harbor Blvd.

Speaker, spoke on RHNA numbers, Measure Y, and Measure K.

Cynthia McDonald, Costa Mesa, requested an advisory committee.

Richard Huffman requested an advisory committee.

**MOVED/SECOND:** Council member Marr/Mayor Stephens

**MOTION:** Approve staff recommendation with the addition of being intentional with community engagement.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr, Council Member Pettis, Council Member Reynolds, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council approved the Professional Services Agreement (PSA) to Dudek (an environmental, planning and engineering firm) in the amount of \$1,850,611 for consulting services, for a three-year term, with up to two one-year extensions, if necessary, with the initial three-year term effective February 18, 2025 - February 17, 2028.
2. Authorized a ten percent (10%) contingency in the amount of \$185,061 for unforeseen costs related to the project.
3. Authorized the City Manager, or designee, and City Clerk to execute the PSA and any future amendments to the agreement.

**2. CITY OF COSTA MESA, COSTA MESA FINANCE AUTHORITY, AND COSTA MESA HOUSING AUTHORITY AUDITED FINANCIAL STATEMENTS, AND HOUSING SUCCESSOR ANNUAL REPORT FOR THE PERIOD ENDING JUNE 30, 2024.**

Presentation by Ms. Molina, Finance Director and Ms. Acosta-Reyes, Finance Manager.

Public Comments:

Speaker, spoke about a letter submitted to the Finance and Pension Advisory Committee and staff response times, requested to dismantle or reconstitute the Finance and Pension Advisory Committee, spoke on the increase in spending in general government, and the need for 5-year budget projections.

**MOVED/SECOND:** Council member Marr/Mayor Pro Tem Chavez

**MOTION:** Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Buley, Council Member Gameros, Council Member Marr, Council Member Pettis, Council Member Reynolds, Mayor Pro Tem Chavez, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

**ACTION:**

1. City Council received and filed the following reports for the fiscal year ended June 30, 2024:
  - a. Annual Comprehensive Financial Report (ACFR).
  - b. Air Quality Improvement Fund Compliance Report.
  - c. Audit Communication Letter.
  - d. Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriation Limit Worksheets.
2. City Council and Costa Mesa Financing Authority received and filed the Costa Mesa Financing Authority audited financial statements for the fiscal year ended June 30, 2024.
3. City Council and Housing Authority received and filed the following reports for the fiscal year ended June 30, 2024:
  - a. Independent Financial Audit of the Costa Mesa Housing Authority, including the Low and Moderate-Income Housing Asset Fund; and
  - b. The Fiscal Year 2023-24 Housing Successor Annual Report prepared under the California Health and Safety Code section 34176.1 as the housing successor and section 34328 as a housing authority.

**ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS – NONE.**

**ADJOURNMENT** – Mayor Stephens adjourned the meeting at 10:41 p.m.

**Minutes adopted on this 4<sup>th</sup> day of March, 2025.**

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John Stephens, Mayor

ATTEST:

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Brenda Green, City Clerk

DRAFT



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 25-169

**Meeting Date:** 3/4/2025

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**TITLE:**

**ACCEPTANCE OF THE ADAMS AVENUE PAVEMENT REHABILITATION PROJECT, CITY PROJECT NO. 23-07**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335

**RECOMMENDATION:**

Staff recommends the City Council:

1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, CA 92879 for the Adams Avenue Pavement Rehabilitation Project, City Project No. 23-07, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

**BACKGROUND:**

On March 19, 2024, the City Council awarded a construction contract to All American Asphalt, Inc. for the Adams Avenue Pavement Rehabilitation Project, City Project No. 23-07.

The limits of street pavement rehabilitation improvements included Adams Avenue from Royal Palm Drive to the Santa Ana River, as well as along Royal Palm Drive from Adams Avenue to Elm Avenue. A location map is shown as Attachment 1. The scope of work for the project consisted of street pavement rehabilitation, bicycle facility markings and enhancements, upgraded street markings, and median improvements.

In addition, this was the first project to be administered by the City's Community Workforce Agreement (CWA). The goal of the CWA is to develop opportunities for qualified locally hired individuals and veterans for construction of the City's various Capital Improvement Projects (CIPs).

**ANALYSIS:**

The work required by the contract documents was completed on October 10, 2024, to the satisfaction of the City Engineer. Street pavement rehabilitation included removal and reconstruction of damaged pavement sections, milling and overlaying with new asphalt, and adjusting utility and manhole covers



to grade. Improved Class II bicycle lanes were installed with green conflict zones including highly visible crosswalks at major intersections. These striping improvements are consistent with the City's Active Transportation Plan (ATP) in achieving connectivity and expanding the City's growing bicycle networks.

The final contract cost amounted to \$2,133,537.64. A detailed summary of the final costs is included as Attachment 2.

The cost breakdown is as follows:

Original Contract Amount:	\$2,327,723.20
Final Quantity Adjustments:	<u>(\$ 194,185.56)</u>
Final Contract Cost:	<b>\$2,133,537.64</b>

Final adjustment quantities totaling \$194,185.56 resulted in an 8.3% decrease in the final construction amount.

As of this date, there are no stop notices filed against the monies due to All American Asphalt, Inc., and staff recommends that the City Council accept this project as complete.

The final CWA Administration report compiled by the City's consultant, The Solís Group, is included as Attachment 3. Data reflecting the local hires for this project are shown on pages 4 through 6 in Attachment 3. Although the local hire goal was 35%, the City's contractor, All American Asphalt, made a "good-faith effort" in achieving a local hire goal of 32.32%. The slight shortfall can be attributed to the lack of both local and veteran workers.



**Adams Avenue (Before Construction)**



Adams Avenue (After Construction)

**ALTERNATIVES:**

This item is administrative in nature, and there are no alternatives to be considered.

**FISCAL REVIEW:**

The project was financed through the Road Maintenance and Rehabilitation Account (RMRA) Fund 251.

**LEGAL REVIEW:**

The City Attorney’s Office has reviewed this agenda report and approves it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This project worked toward achieving the following City Council goal:

- Strengthen the Public’s Safety and Improve the Quality of Life.

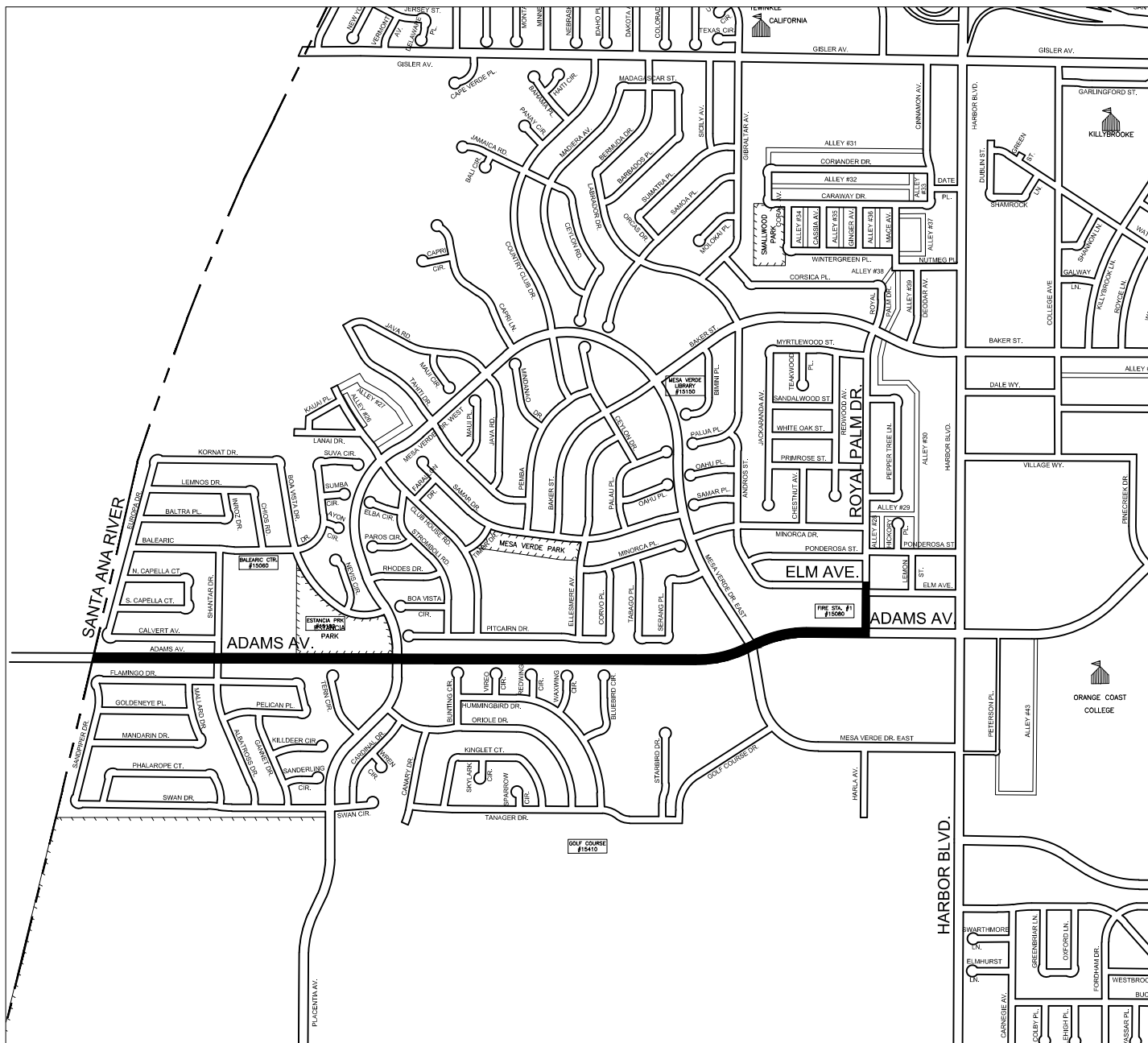
**CONCLUSION:**

Staff recommends the City Council:

1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, CA 92879 for the Adams Avenue Pavement Rehabilitation Project, City Project No. 23-07, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.



# CITY OF COSTA MESA



**LOCATION MAP**  
**ADAMS AVE (SANTA ANA RIVER TO ROYAL PALM DR)**  
**AND ROYAL PALM DR (ADAMS AVE TO ELM AVE)**  
**PAVEMENT REHABILITATION PROJECT #23-07**

 **STREET REHABILITATION LOCATIONS**

# ATTACHMENT 2

## CITY OF COSTA MESA

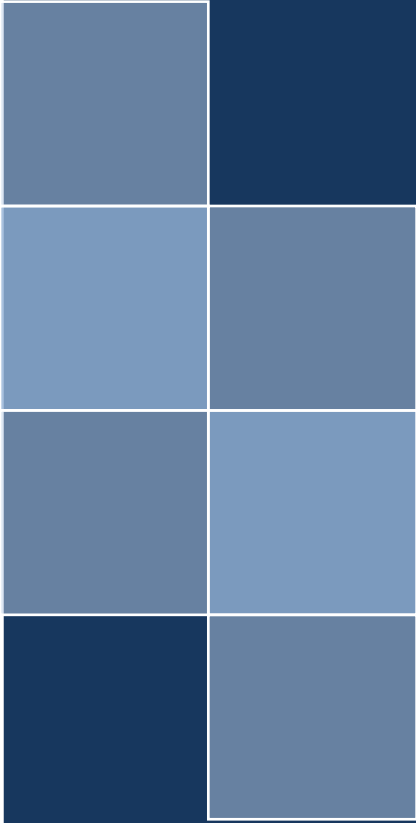
**Contractor:** All American Asphalt  
 400 E. 6th Street, Corona CA  
**Project:** Adams Avenue Rehabilitation Project  
 City Project No. 23-07

ITEM NO	BID QUANTITY		DESCRIPTION	UNIT PRICE	PREVIOUS QUANTITY	QUANTITY THIS ESTIMATE	TOTAL QUANTITY TO DATE	PREVIOUS AMOUNT	AMOUNT THIS EST	TOTAL TO DATE	CONTRACT PRICE
<b>BASE BID</b>											
1	1	LS	Mobilization (5% Maximum)	\$103,537.90	90.00 %	10.00 %	100.00 %	\$93,184.11	\$10,353.79	\$103,537.90	\$103,537.90
2	1	LS	Water Quality Best Management Practices	\$30,621.25	90.00 %	10.00 %	100.00 %	\$27,559.13	\$3,062.13	\$30,621.26	\$30,621.25
3	1	LS	Traffic & Pedestrian Control, Construction Phasing, Public Convenience & Safety	\$91,233.00	90.00 %	10.00 %	100.00 %	\$82,109.70	\$9,123.30	\$91,233.00	\$91,233.00
4	1	LS	Traffic Signing, Thermoplastic Striping, Markings, RPM's & Curb Painting	\$150,500.00	20.00 %	80.00 %	100.00 %	\$30,100.00	\$120,400.00	\$150,500.00	\$150,500.00
5	5	EA	Reset Existing Survey Monument and Ties	\$1,116.75	0.00 EA	0.00 EA	0.00 EA	\$0.00	\$0.00	\$0.00	\$5,583.75
6	612,810	SF	Cold Mill Ex. Pavement 2.5" per Typical Sections, Plans & Detail A-1 on Sheet 2 of Plans & Crack Seal (crack seal operation deleted from the contract)	\$0.43	582,400.00 SF	0.00 SF	582,400.00 SF	\$250,432.00	\$0.00	\$250,432.00	\$263,508.30
7	1,980	TON	Asphalt Concrete (AC) Level Course (Type C2 PG 70-10-RAP) (10% Max. RAP) (0.5" Max. per Typical Sections)	\$134.25	2,726.06 TON	0.00 TON	2,726.06 TON	\$365,973.56	\$0.00	\$365,973.56	\$265,815.00
8	8,140	TON	Asphalt Rubber Hot Mix (ARHM-GG-C PG 64-16) Surface Course (2" per Typical Sections)	\$140.00	6,872.81 TON	0.00 TON	6,872.81 TON	\$962,193.40	\$0.00	\$962,193.40	\$1,139,600.00
9	2,255	SF	Sawcut & Remove Ex. and Construct 10" Dense Graded Asphalt Concrete (DGAC) Pavement (Type B PG 70-10-RAP) (Max. 10% RAP) over Native (95% Relative Compaction) per Detail A-2 on Sheet 2 of Plans, as directed by the Engineer	\$13.00	2,033.00 SF	0.00 SF	2,033.00 SF	\$26,429.00	\$0.00	\$26,429.00	\$29,315.00
10	32	EA	Adjust Water Valve Can & Cover to Grade	\$1,048.50	0.00 EA	31.00 EA	31.00 EA	\$0.00	\$32,503.50	\$32,503.50	\$33,552.00
11	26	EA	Adjust Manhole Frame & Cover to Grade	\$1,398.00	0.00 EA	23.00 EA	23.00 EA	\$0.00	\$32,154.00	\$32,154.00	\$36,348.00
12	4	EA	Adjust Storm Drain Manhole Frame & Cover to Grade	\$1,398.00	0.00 EA	6.00 EA	6.00 EA	\$0.00	\$8,388.00	\$8,388.00	\$5,592.00
13	4	EA	Adjust Well Monument Can & Cover to Grade	\$2,058.00	0.00 EA	3.00 EA	3.00 EA	\$0.00	\$6,174.00	\$6,174.00	\$8,232.00
14	6,270	SF	Taper Cold Mill Existing AC Pavement (2" Max.) per Detail A-1 on Sheet 2 & Typical Sections (Royal Palm Drive)	\$0.60	6,324.00 SF	0.00 SF	6,324.00 SF	\$3,794.40	\$0.00	\$3,794.40	\$3,762.00
15	1	LS	Sawcut & Remove Ex. Structural Section, PCC & Miscellaneous Improvements (Thickness per Typical Section), Prepare Subgrade, Place, Grade and Compact Fill	\$12,387.75	100.00 %	0.00 %	100.00 %	\$12,387.75	\$0.00	\$12,387.75	\$12,387.75
16	62	LF	Construct 8" (Min.) PCC Curb over 6" CMB per City Standard Dwg. No. 311, Type A (Modified Variable Curb Face)	\$223.50	62.00 LF	0.00 LF	62.00 LF	\$13,857.00	\$0.00	\$13,857.00	\$13,857.00
17	131	SF	Construct AC Slot Paving per Detail A-3 on Sheet 2 of Plans	\$26.00	0.00 SF	131.00 SF	131.00 SF	\$0.00	\$3,406.00	\$3,406.00	\$3,406.00
18	45	EA	Furnish & Install Type "E" Loop Detectors, 6' Round, per Caltrans Std. ES-5B. Loop Detectors shall Comply with Latest CA MUTCD and Connect to Existing Conductors and DLC's to Controller Cabinet per Plans	\$430.25	0.00 EA	55.00 EA	55.00 EA	\$0.00	\$23,663.75	\$23,663.75	\$19,361.25
19	21	EA	Furnish & Install Type "F" Loop Detectors per Caltrans Std. ES-5B. Loop Detectors shall Comply with Latest CA MUTCD and Connect to Existing Conductors and DLC's to Controller Cabinet per Plans	\$457.00	0.00 EA	26.00 EA	26.00 EA	\$0.00	\$11,882.00	\$11,882.00	\$9,597.00
20	4	EA	Furnish & Install Modified Type "F" Loop Detectors in Bike Lane per Caltrans Std. ES-5B. Loop Detectors shall Comply with Latest CA MUTCD and Connect to Existing Conductors and DLC's to Controller Cabinet per Plans	\$457.00	0.00 EA	4.00 EA	4.00 EA	\$0.00	\$1,828.00	\$1,828.00	\$1,828.00
21	8	EA	Install New Blue Raised Pavement Markers (BRPMs)	\$10.75	0.00 EA	8.00 EA	8.00 EA	\$0.00	\$86.00	\$86.00	\$86.00
22	1	FA	<b>Additional Work Items Allowance</b>	<b>\$100,000.00</b>	<b>0.00 FA</b>	<b>0.00 FA</b>	<b>0.00 FA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>
22.1	1	LS	Grinding Removal of Thermo Bars in 8 Locations and Reinstall with Paint		0.00 %	29.40 %	29.40 %	\$0.00	\$29,400.00	\$29,400.00	
<b>SUBTOTAL :</b>								<b>\$1,868,020.05</b>	<b>\$292,424.47</b>	<b>\$2,160,444.52</b>	<b>\$2,327,723.20</b>
<b>Deductions and Qty Adjustment</b>											
BI #6.1	(582,400.00)	SF	Deleting of Crack Sealing operations from the contract	\$0.044	(582,400.00) SF	0.00 SF	(582,400.00) SF	(25,625.60)	0.00	(25,625.60)	
BI #6.2	(582,400.00)	SF	Crack Seal Markup deduction (5%)	\$0.0022	(582,400.00) SF	0.00 SF	(582,400.00) SF	(1,281.28)	0.00	(1,281.28)	
<b>SUBTOTAL :</b>								<b>(\$26,906.88)</b>	<b>\$0.00</b>	<b>(\$26,906.88)</b>	
<b>GRAND TOTAL :</b>								<b>\$1,841,113.17</b>	<b>\$292,424.47</b>	<b>\$2,133,537.64</b>	<b>\$2,327,723.20</b>



# City of Costa Mesa

## CWA Administration Services Final Report





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**EXECUTIVE SUMMARY**

The Solís Group (TSG) is responsible for ensuring compliance with the Community Workforce Agreement (CWA). Each month, TSG performs document intake, reviews all labor compliance documents, and identifies any delinquencies and/or deficiencies within the regular submission of documents, as required by the contract and other applicable California state laws and regulations. TSG also monitors and enforces CWA provisions such as local hiring targets and receives, processes, and resolves grievances and disputes on CWA-covered projects.

This report highlights significant labor compliance issues on each contract. It also highlights the following monitoring and enforcement activities performed by TSG in accordance with the CWA and TSG Labor Compliance Program for the District:

- Advise contractors of their responsibilities to comply with prevailing wage laws for public works projects and with the CWA where applicable;
- Collect, review, and track required documentation from all project contractors to ensure compliance with prevailing wage laws;
- Audit certified payroll records (CPRs), fringe benefit statements, trustee reports, apprenticeship forms, and related documents;
- Monitor, track, and enforce compliance with CWA worker utilization goals for local workers;
- Serve as liaison and mediator in informing contractors and unions of CWA requirements, including resolving issues and processing grievances;
- Provide notification of delinquent documents and corrective actions through the use of a monthly Delinquent Document Report to the prime contractor (for distribution to its subcontractors);
- Conduct random interviews with project workers and cross-check interview information against the contractor's CPRs and related documents;
- Conduct investigations related to prevailing wage violations; provide notification of wages and penalties due through the use of a Prevailing Wage Audit Worksheet;
- Collect and distribute wage restitution checks to underpaid employees; and
- Conduct special investigations and other contract activities as needed.

**Meetings/Milestones**

- 4/1/2024 – Pre-construction meeting held
- 4/25/2024 – Prejob meeting held with contractor, subcontractors, and unions to discuss project and assignment of work

**DELINQUENT DOCUMENT LOG**

Delinquent Document Requests are sent monthly showing status of CWA and Labor compliance. These letters are transmitted the last week of the month and a log is kept here.



Project	Final Delinquent Document Request Date	Final Payment Recommended?
Adams Ave and Royal Palm Rehabilitation	12/30/2024	Yes – payrolls have been audited through end of September 2024 and TSG is not aware of any issues

TSG has audited the contractor’s submittals and information collected from monitoring efforts and is not aware of any current potential prevailing wage or other issues.

**PROJECT LOCAL WORKER SUMMARY**

Per CWA §3.5, the Local Hire goal is 35% of all hours performed onsite.

The Local Area is divided into multiple tiers. Priority is first given to residents of Costa Mesa; second to veterans of the US Armed Forces, regardless of residency; third to graduates of high schools within the City of Costa Mesa, regardless of residency, fourth graduates of the Building Trades Multi-Craft Core Curriculum Pre-Apprenticeship (MC3) Program, regardless of residency; and fifth residents of the remainder of Orange County.

There is also a 10% Transitional Worker Goal. Transitional Workers are individuals, who, prior to starting work, face one of the following barriers to employment: (1) being homeless, (2) being a custodial single parent, (3) receiving public assistance, (4) lacking a GED or high school diploma, (5) having experience with the criminal justice system, (6) suffering from chronic unemployment, and (7) emancipated from the foster care system.

The charts below show local worker utilization for all active projects under the CWA. Worker data is collected from the hours and zip codes reported on contractor certified payroll as well as Transitional Worker Certifications which identify if workers meet any of the transitional worker information.

Local Hire Performance by Tier (35% Goal)		
	Project Cumulative	%
<b>Project Total</b>	<b>4,189.15</b>	<b>-</b>
Local Workforce Hours	1,142.00	27.26%
Non-Local Hours	3,047.15	72.74%
Costa Mesa Hours (1st)	0.00	0.00%
Veteran Hours (2nd)	0.00	0.00%
Local HS Hours (3rd)	0.00	0.00%
MC3 Grad Hours (4th)	243.00	5.80%
OC Hours (5th)	899.00	21.46%
Transitional Worker	243.00	5.80%
Apprentice Hours	430.15	10.27%

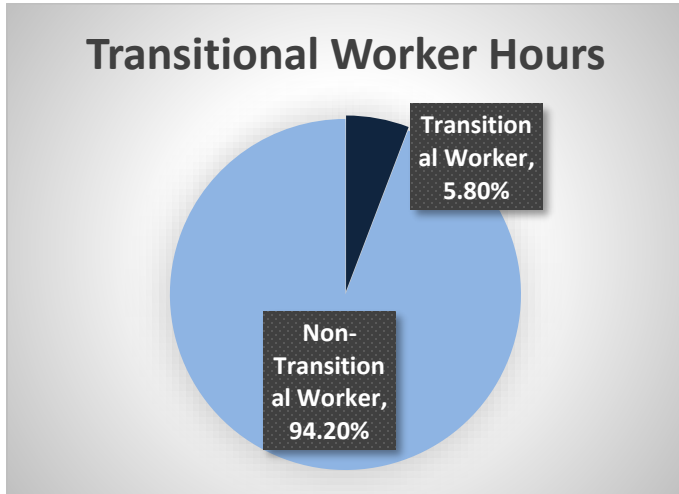


Local Hire Performance by Headcount		
	Project Cumulative	%
<b>Project Total Workers</b>	<b>98.00</b>	<b>-</b>
Local Workforce	15.00	15.31%
Non-Local Workers	83.00	84.69%
Costa Mesa Workers (1st)	0.00	0.00%
Veteran Workers (2nd)	0.00	0.00%
Local HS Workers (3rd)	0.00	0.00%
MC3 Grad Workers (4th)	2.00	2.04%
OC Workers (5th)	12.00	12.24%
Transitional Workers	2.00	2.04%
Apprentice Workers	9.00	9.18%

Contractor Summary (35% Local Hire Hours Goal)					
Contractor	Total Project Hours	Total Local Hours	%	% To Project Total	
All American Asphalt	3465.5	1120	32.32%	26.74%	
Interstate Striping	499.15	22	4.41%	0.53%	
Ramsey Oil	128.5	0	0.00%	0.00%	
Smithson Electric	96	0	0.00%	0.00%	
<b>TOTAL</b>	<b>4,189.15</b>	<b>1,142.00</b>			



Contractor Summary (10% Transitional Hours Goal)				
Contractor	Total Project Hours	Total Local Hours	%	% To Project Total
All American Asphalt	3465.5	243	7.01%	5.80%
Interstate Striping	499.15	0	0.00%	0.00%
Ramsey Oil	128.5	0	0.00%	0.00%
Smithson Electric	96	0	0.00%	0.00%
<b>TOTAL</b>	<b>4,189.15</b>	<b>243.00</b>		



-End Report-



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 25-186

**Meeting Date:** 3/4/2025

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**TITLE:**

**ACCEPTANCE OF THE TRAFFIC SIGNAL MODIFICATION AT BAKER STREET AND BABB STREET PROJECT, CITY PROJECT NO. 24-02**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335

**RECOMMENDATION:**

Staff recommends the City Council:

1. Accept the work performed by Crosstown Electrical & Data, Inc., 5454 Diaz Street, Irwindale, CA 91706, for the Traffic Signal Modification at Baker Street and Babb Street Project, City Project No. 24-02, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

**BACKGROUND:**

On June 18, 2024, the City Council awarded a construction contract to Crosstown Electrical & Data, Inc., for the Traffic Signal Modification at Baker Street and Babb Street Project, City Project No. 24-02.

The project modified the traffic signal at the intersection of Baker Street and Babb Street and provided protected-permissive left turn phasing for eastbound and westbound traffic along Baker Street. Construction improvements included furnishing and installing new traffic signal poles and foundations, new traffic signal heads with yellow retroreflective border backplates, new Accessible Pedestrian Signal (APS) push buttons, new countdown pedestrian signal heads, as well as new pull boxes, traffic signal conduit and signal wiring. Construction also included concrete sidewalk and curb ramp installations and the relocation of existing traffic signal equipment.

**ANALYSIS:**

The construction of the project is now complete and a fully functional and operating traffic signal system is installed and in place. The work required by the contract documents was completed on January 9, 2025 to the satisfaction of the City Engineer. The final contract cost amounted to \$287,207.50.

A summary of the costs is as follows:

Original Contract Amount:	\$ 292,787.00
Final Quantity Adjustments:	(\$ 5,579.50)
<b>Final Contract Cost:</b>	<b>\$ 287,207.50</b>

The final contract cost reflects a 1.9% decrease from the original contract amount as a result of final quantity and cost adjustments. The final contract cost summary is shown as Attachment 1.

As of this date, there are no stop notices filed against the monies due to Crosstown Electrical & Data, Inc.

**BEFORE**



**AFTER**



**Newly modified signals and crosswalks at Baker Street and Babb Street**

**ALTERNATIVES:**

This item is administrative in nature, and there are no alternatives to be considered.

**FISCAL REVIEW:**

Funding for this project was part of the FY2024-25 Capital Improvement Program. The total contract amount for this project was estimated at \$297,787.00, and actual costs were \$287,207.50. This is a difference of \$5,579.50, a 1.9% decrease from the estimated amount. This project was financed using the OCTA Measure M2 Fairshare Fund (Fund 416).

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this agenda report and approves it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This project worked toward achieving the following City Council goals:

- Maintain and Enhance the City's Facilities, Equipment and Technology
- Strengthen the Public's Safety and Improve the Quality of Life

**CONCLUSION:**

Staff recommends the City Council:

1. Accept the work performed by Crosstown Electrical & Data, Inc., 5454 Diaz Street, Irwindale, CA 91706, for the Traffic Signal Modification at Baker Street and Babb Street Project, City Project No. 24-02, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

CITY OF COSTA MESA  
PROJECT COST SUMMARY

Contractor: Crosstown Electrical & Data  
5454 Diaz St Irwindale CA 91706

Project: Traffic Signal Modification at Baker and Babb Street  
CITY PROJECT 24-02

ITEM NO	BID QTY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL QTY	TOTAL TO DATE	CONTRACT PRICE
<b>BASE BID</b>							
1	1	LS	Mobilization and Demobilization	\$ 5,000.00	100.00%	\$ 5,000.00	\$ 5,000.00
2	1	LS	Additional Work Items	\$ 25,000.00	77.68%	\$ 19,420.50	\$ 25,000.00
3	1	LS	Traffic Control	\$ 3,500.00	100.00%	\$ 3,500.00	\$ 3,500.00
4	1	LS	Traffic Signal Modification	\$ 246,097.00	100.00%	\$ 246,097.00	\$ 246,097.00
5	1	LS	Signing, Striping, & Markings	\$ 13,190.00	100.00%	\$ 13,190.00	\$ 13,190.00
<b>SUBTOTAL:</b>						<b>\$ 287,207.50</b>	<b>\$ 292,787.00</b>

<b>Deductions and Quantity Adjustments</b>							
<b>CCO#1</b>	1	LS	Credit for remaining balance in additional work items	\$ (5,579.50)	100.00%		\$ (5,579.50)
<b>SUBTOTAL:</b>						<b>\$ -</b>	<b>\$ (5,579.50)</b>
<b>GRAND TOTAL:</b>						<b>\$ 287,207.50</b>	<b>\$ 287,207.50</b>



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 25-194

**Meeting Date:** 3/4/2025

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**TITLE:**

**REPLACEMENT OF CHILLER UNITS AT CITY HALL**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/GENERAL SERVICES  
**DIVISION**

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** PATRICK BAUER, DEPUTY PUBLIC WORKS DIRECTOR, (714)  
754-5029

**RECOMMENDATION:**

Staff recommends the City Council:

1. Authorize the use of Sourcewell's Cooperative Agreement No.070121-SIE with Siemens Industry, Inc.
2. Authorize the purchase of two (2) Trane chillers for \$334,856 from Siemens Industry, Inc., 6141 Katella Ave, Cypress, CA, 90630.
3. Approve an appropriation of \$573,000 in the Capital Improvement Fund (Fund 401) fund balance to purchase the equipment outlined above totaling \$334,856, and provide additional funding for a separate design and installation contract to be brought under separate cover in the future, ensuring sufficient funds are available to complete the project.

**BACKGROUND:**

City Hall currently has three (3) chillers located in the basement; only one unit is currently operating and performing the air conditioning for the entire City Hall building. The two (2) chillers in need of replacement are unable to perform properly and are severely out of date. It is recommended that the two (2) chillers be replaced to not only improve the environment in City Hall and keep the building cool but also prolong the life of the newly replaced unit and prevent the need for any temporary units during the summer months in the event that the system should fail.

**ANALYSIS:**

A quote from Siemens Industry Inc. was received for two (2) new chiller units. Due to a long lead time of approximately 24 weeks to receive the equipment, the chillers should be purchased first while the labor for installation goes through the normal bidding process. Purchasing the equipment material through Sourcewell meets all the requirements set forth in the City of Costa Mesa's Purchasing Policy and all requirements set forth by the State of California in regard to regional cooperative

purchasing agreements. This process confirms that the City still receives the lowest available pricing, and meets the competitive bid process requirements. The City has utilized Sourcewell successfully for several previous related purchases.

The Sourcewell quote is included as Attachment 1 and totals \$334,856, which includes all parts, equipment, tax, and delivery to include an extensive lead time of 24 weeks. During this time, the City will follow the procurement process to secure a separate contract for the design and installation of the chiller units at City Hall. The contract is estimated at approximately \$238,000 and will be funded from the Capital Improvement Fund (Fund 401) undesignated fund balance. A separate contract for the design and installation of the chiller units will be procured through the City's procurement process and awarded at a future City Council meeting.

**ALTERNATIVES:**

The alternative to this Council action would be to advertise the purchase of chillers and related accompanying materials or advertise both the materials and the labor. Staff has determined that following this route will result in a markup from the contractor and extend the time it will take to receive the materials.

**FISCAL REVIEW:**

The purchase and installation of the two (2) Trane chillers and accompanying equipment is estimated to be \$573,000. There is current available funding in the Fiscal Year 2024-25 Capital Improvement Fund (Fund 401) fund balance in the amount of \$573,000 to cover this expense. This appropriation will provide sufficient funding to purchase the two (2) Trane chillers and accompanying equipment, and a separate contract for the design and installation of such equipment. A future contract will be brought to the City Council for consideration and approval once a qualified vendor for the design and installation is identified. As it takes approximately 24 weeks of lead time to receive the procured equipment, total funding for the project is requested at this time to secure all necessary funding to bring the project to completion.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this staff report and approves as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This project works toward achieving the following City Council goals:

- Maintain and enhance the City's facilities.
- Strengthen the public's safety and improve the quality of life.

**CONCLUSION:**

Staff recommends the City Council:

1. Authorize the use of Sourcewell's Cooperative Agreement No.070121-SIE with Siemens Industry, Inc.



2. Authorize the purchase of two (2) Trane chillers for \$334,856 from Siemens Industry, Inc., 6141 Katella Ave, Cypress, CA, 90630.
3. Approve an appropriation of \$573,000 in the Capital Improvement Fund (Fund 401) fund balance to purchase the equipment outlined above totaling \$334,856, and provide additional funding for a separate design and installation contract to be brought under separate cover in the future, ensuring sufficient funds are available to complete the project.

## PROPOSAL

Costa Mesa Chiller Replacement Project - Chillers 1 & 2 (EQUIPMENT ONLY)

## PREPARED BY

Siemens Industry, Inc. ("Siemens"), utilizing Sourcewell Contract #070121- SIE

## PREPARED FOR

City of Costa Mesa, Sourcewell Member #2173

## DELIVERED ON

February 10,2025

THE PRICES STATED HEREIN ARE BASED ON THE TERMS OF ONLY THE SOURCEWELL CONTRACT AND ATTACHED SIEMENS STANDARD TERMS AND CONDITIONS WITH THE EXCEPTION OF STATE OR LOCAL REGULATIONS, INSURANCE REQUIREMENTS, AND FEDERAL TERMS REQUIRED WHEN FEDERAL FUNDING IS USED. BY PARTICIPATING IN THE SOURCEWELL PROGRAM, PARTICIPATING ENTITIES HAVE AGREED TO USE THE SOURCEWELL CONTRACT AND ITS TERMS AND CONDITIONS. SIEMENS RESERVES THE RIGHT TO REVIEW CUSTOMERS TERMS BEFORE A PO WILL BE ACCEPTED. ANY PURCHASE SHALL BE MADE IN ACCORDANCE WITH SOURCEWELL CONTRACT #070121-SIE. ALL TERMS OF SUCH SOURCEWELL CONTRACT ARE INCORPORATED HEREIN AND THE TERMS OF THE SOURCEWELL CONTRACT WILL PREVAIL EXCLUSIVELY OVER THE TERMS OF THE ORDER.

## SMART BUILDINGS

# Transforming the Everyday



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## Contact Information

Proposal #:	9030792.3
Date:	February 10,2025

Sales Executive:	Alex Sanchez
Branch Address:	6141 Katella Ave. Cypress, CA 90630
Telephone:	657-298-0407
Email Address:	doug.ray@siemens.com

Customer Contact:	Daniel Jojola
Customer:	City of Costa Mesa
Address:	77 Fair Dr.
	Costa Mesa CA 92626-6520
Services shall be provided at:	City of Costa Mesa City Hall
	77 Fair Dr. Costa Mesa CA 92626-6520

## Executive Summary

Siemens Industry, Inc. is proud to present our mechanical solution for your chiller replacement project. We are uniquely qualified, and offer the best value for a reliable solution, as well as, long term site support. Our Mechanical Team is prepared to fully commit the required resources to meet all project objectives. Siemens recognizes the importance of selecting the right partners for your HVAC and Automation Solutions and encourages a detailed evaluation of potential business partners. We are confident that the City of Costa Mesa will come to the conclusion that Siemens is the right partner for your chiller replacement project.

## Scope of Proposal

- Procure and ship to job site two (2) new Trane chillers to match the existing Trane / Turbocor chillers currently in basement of city hall.
- Procure and ship to job site new refrigeration monitor as required for new refrigeration regulations.
- Procure and ship to job site all necessary materials to properly install two (2) new chillers, i.e. valves, thermometers & wells, and sensors.

## Exclusions

- **LABOR TO INSTALL ANY OF THE ABOVE METIONED EQUIPMENT OR MATERIALS.**
- **Loading or off-loading of equipment.**
- Plan check, permits, mechanical engineering, structural engineering, electrical engineering.
- Pump replacements.
- Electrical or controls upgrades.
- Piping and/or insulation replacement.
- Bypass piping and valve replacement.
- Existing chiller platform repair and/or modifications.
- Water samples and analysis.
- Extended warranties outside that of manufacture's standard.
- Equipment storage.
- Owner training.
- New refrigeration monitor system (other than monitor in scope), i.e. purge ex. fans, exit alarms, etc.
- **Anything not explicitly mentioned in above scope.**

## Clarifications

- Per city request, all labor has been omitted from this proposal. Labor proposal will be submitted separately.
- Once equipment order is placed and invoice issued by manufacture, city must pay invoice in full for equipment.
- Equipment was selected to match capacities of existing equipment and as direct replacements. Siemens will not be held responsible for any possible future resizing of equipment due to additional load requirements or city's preference.
- Per city request, this proposal will be submitted under Sourcewell purchasing cooperative.
- City is responsible for safe storage of equipment. Siemens will coordinate with city for delivery address.
- Siemens will not be held responsible for safe keeping of equipment and materials.
- Per Trane representative, the chillers are on a 20-24 week lead-time plus a week for transit.
- Any customer caused delayed will result in additional pricing.

\*Price is valid for 30 days due to market volatility of equipment pricing.

\*City of Costa Mesa will be responsible for storage and delivery of equipment to site during execution of installation.

**Sell Price**

Total Quote Price	<b>\$334,856.00</b>
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This price is firm for 30 days from the date of this proposal.



## Payment Terms

### Payment Terms Acceptance Agreement

The total price of: \$334,856 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens RAM Projects Business Standard Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

*Proposal is valid for thirty (30) days from the delivery date of February 10th,2025. Payment is due within 30 days of invoice date.*

***Payment Terms: 100% at time of order release.***

***Total: \$334,856.00***

## Terms & Conditions Link(s)

Terms and Conditions (Click to download)
<a href="#">Terms &amp; Conditions (Restricted)</a> (www.siemens.com/standard-terms-project-restricted)

**Price Escalation.** If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

**To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:**

Riders (Click on rider below to download)
<a href="#">SI Monitoring Rider</a> (www.siemens.com/rider-monitoring)
<a href="#">SI Online Backup and Data Protection</a> (www.siemens.com/rider-data-backup)
<a href="#">SI UBM or Utility Procurement</a> (www.siemens.com/rider-ubm)
<a href="#">SI Software License Warranty</a> (www.siemens.com/rider-software-license)
<a href="#">SI Consulting Rider</a> (www.siemens.com/rider-consuling)
<a href="#">SI Third Party Rider (Smart Air Quality™)</a> (www.siemens.com/rider-air-quality)

## Signature Page

### Proposed by:

Siemens Industry, Inc.

\_\_\_\_\_  
Company

Alex Sanchez

\_\_\_\_\_  
Name

9030792.3

\_\_\_\_\_  
Proposal #

\$334,856.00

\_\_\_\_\_  
Proposal Amount

February 10, 2025

\_\_\_\_\_  
Date

### Accepted by:

City of Costa Mesa, Sourcewell Member #2173

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order #  PO for billing/pmnt only  PO not required

Please provide the following verbiage on purchase order:

**THIS PURCHASE IS MADE IN ACCORDANCE WITH THE GROUP COOPERATIVE CONTRACT SOURCEWELL CONTRACT NUMBER 070121-SIE. ALL TERMS OF SUCH SOURCEWELL CONTRACT ARE INCORPORATED HEREIN, AND THE TERMS OF THE SOURCEWELL CONTRACT WILL PREVAIL EXCLUSIVELY OVER THE TERMS OF THE PURCHASE ORDER. NO FEDERAL TERMS AND CONDITIONS, FEDERAL FUNDS OR GRANTS ARE APPLICABLE TO THIS PURCHASE ORDER.**



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 25-161

**Meeting Date:** 3/4/2025

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**TITLE:**

**INFORMATION TECHNOLOGY STRATEGIC PLAN PHASE II AND ROADMAP FOR THE CITY OF COSTA MESA**

**DEPARTMENT:** INFORMATION TECHNOLOGY

**PRESENTED BY:** STEVE ELY, I.T. DIRECTOR

**CONTACT INFORMATION:** STEVE ELY, I.T. DIRECTOR, (714) 754-4891

**RECOMMENDATION:**

Staff recommends the City Council:

1. Authorize the use of the County of Marin's cooperative service agreement with Third Wave Corporation.
2. Approve a Professional Services Agreement with ThirdWave Corporation in the amount of \$125,014, for consulting services for the Information Technology Strategic Plan and Roadmap Phase II, effective March 4, 2025 - December 31, 2025.
3. Authorize the City Manager or designee to approve an additional 10% contingency in the amount of \$12,501, if required, to deliver the scope of work identified in the Statement of Work.

**BACKGROUND:**

Rapid changes in technology are transforming how government can interact with customers, analyze data, manage resources, and enhance services. The Information Technology Strategic Plan is intended to communicate the direction for technology services and how the City will invest in strategic technologies.

The City of Costa Mesa's 2019 Information Technology Strategic Plan (ITSP) highlighted the City's investments in information technology (IT) and provided a five-year technical forecast. Each ITSP supports the City's immediate technology needs and defines strategic priorities to maintain operational viability, increase efficiency, and promote innovation. The ITSP reflects the latest technology trends and ensures responsiveness to customer needs.

The first Five-Year Information Technology Strategic Plan (ITSP), prepared by ThirdWave Corporation in 2019, included a comprehensive and thorough assessment of the City's existing technologies, operational requirements, and service delivery needs. The plan documented a business and technology strategy that addressed the unique requirements of the mission-critical business needs of the City and its constituents, visitors, and business community. During this first

phase, the ITSP invested in innovative solutions that enhanced services and increased efficiencies citywide.

The ITSP projects either fulfilled an immediate business need or replaced aging software and the City's technology infrastructure. Over the last five years of Phase 1, the ITSP helped achieve significant accomplishments in increasing efficiency and enhancing services. Below is an overview of the projects completed and progress from the first phase of the ITSP:

### Phase I Accomplishments & Progress

**Completed** - The following thirteen (13) ITSP projects are complete as of February 2025:

- Development Services Land Management System (LMS) EnerGov (TESSA)
- Code Enforcement Complaint Application (TESSA)
- AssetWorks Fleet Management System
- Email Retention Policy
- Desktop Replacement Program (Year 1)
- Desktop Replacement Program (Year 2)
- Desktop Replacement Program (Year 3)
- City Clerk Agenda Management System (completed with ITRF Reserve Funds)
- Police Department In-Car-Video (General Fund Reserve Funds)
- Police Department Mobile Data Computers
- Fire & Rescue Department Mobile Data Computers
- Information Technology Department Physical Security Improvement
- Office 365 Assessment and Implementation

**In Process** - The following seven (7) ITSP projects are underway:

- Enterprise Resource Planning (ERP) software includes the following:
  - General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliation, Asset Management, and Inventory
  - Purchasing
  - Budget
  - Human Resources
- Print Management System: Purchase, delivery, and installation of copiers
- Disaster Recovery/Business Continuity Plan
- Computer Replacement Program (Year 1 - Restart of replacement of computers based on a 3-year cycle))

**To be Initiated** - The following four (4) ITSP projects will be initiated soon:

- Enterprise Content Management System - Laserfiche
- Computer Aided Dispatch and Records Management System for Police and Fire
- Enterprise Geographical Information System Master Plan
- Telephone System Voice over Internet Protocol (VoIP): Equipment, Phone, Ethernet
  - Cabling is a pre-requisite for the project. The cabling procurement process started in 2024 and is not part of the original ITSP.

In addition, in order to support the City's infrastructure, software applications and business needs, the following nine (9) Information Technology Department staff recruitments were completed per the ITSP:

- IT Manager (2020/2021)
- Programmer Analyst II Laserfiche (2020/2021)
- Programmer Analyst II Department Application Support (2021/2022)
- Network Administrator Office 365 (2021/2022)
- Senior Programmer Analyst Safety Systems (2022/2023)
- Network Administrator (2022/2023)
- Programmer Analyst II GIS (2023/2024)
- Cyber Security Analyst (2023/2024)
- IT Manager Projects (2023/2024)

Out of a total of 35 ITSP projects, 24 are complete (68.57%) and include 9 staff recruitments; 7 projects are in progress (20%); and 4 projects will be initiated soon (11.43%). Subsequently, staff has also started identifying projects for the next phase of the ITSP to mitigate risk and fulfill business needs.

### **ANALYSIS:**

#### **ITSP Phase II - Roadmap**

The ITSP Phase II, termed the "Roadmap", will focus on addressing management, operational, and technology challenges that could be mitigated with strategic investments in emerging technologies over the next five years. The Roadmap will identify priority projects for development and implementation over the next five years along with associated costs. This phase will include an initiative prioritization to address the City's business strategies and objectives and potential public benefits.

The cornerstone of the ITSP Phase II Roadmap is to ensure that investments in the City's major business systems are sound and deliver the highest possible value to the City and its constituents. Moreover, the ITSP document provides a wealth of data that can be leveraged over the next five years to facilitate excellence in municipal services, civic participation, and community well-being.

The ITSP Phase II Roadmap will be the result of a comprehensive Citywide assessment of the City's IT needs. The ITSP Phase II will include a collaborative effort with City management and staff from all departments who made valuable contributions throughout Phase I. The ITSP Phase II will be a living document that can be reviewed and adjusted on a yearly basis, as needed.

The ITSP Phase II Roadmap will address the following:

- Prioritized ITSP Initiatives
- ITSP 5-Year Budget Estimate by year (total cost of ownerships of one-time professional services costs, one-time systems costs, one-time software costs and ongoing software maintenance costs)
  - Cost amortization for future projects
- ITSP Implementation Timeline
- ITSP Benefits

The ITSP Phase II Roadmap objectives are to:

- Connect technology resources, innovation, and initiatives to the City’s core values and mission critical services;
- Serve as an effective framework for how IT services are delivered throughout the City; and
- Define a clear set of goals, guiding principles, and strategic priorities for accomplishing the City’s ITSP, principles, and implementation.

Phase II of the ITSP will include project management tasks, project coordination and reports, an assessment of Phase I projects, and a post implementation assessment. The Phase II work will include data gathering via department Focus Groups, Staff Surveys, and Management Interviews to assess system workflows and department needs, develop business requirements, and future process mapping, including a strategic plan and roadmap.

The ITSP provides an opportunity for new, more efficient ways of providing services, coupled with strategic investments in technology. The ITSP Phase II Roadmap will be technologically strategic, financially responsible, and sustainable.

#### ThirdWave Corporation

To identify a contract that meets the needs of the City, staff compared contracts between ThirdWave Corporation and other government agencies using a competitive pricing arrangement. Subsequently, staff identified a cooperative agreement between the County of Marin and ThirdWave Corporation (Attachment 1) for delivery of ITSP Phase II, which included a well-defined proposal with a known and qualified contractor that addressed all of staff concerns and criteria (Attachment 2).

The term of the agreement is for nine (9) months. This agreement with ThirdWave Corporation meets all of the City of Costa Mesa’s purchasing requirements and those of the State of California, in regard to regional cooperative purchasing agreements. This assures that the City receives the lowest available pricing and meets the competitive bidding process requirements, which have been utilized successfully to procure services in the past.

Staff recommends the City Council award the ITSP Phase II to ThirdWave Corporation in the amount of \$137,515, which includes 10% contingency, over the contract period. This will provide assessment and implementation recommendations for the City’s future business process enhancements and software needs.

The County of Marin recently renewed their contract with ThirdWave Corporation via the First Addendum (Attachment 3), with a start date of February 7, 2024, and end date of December 31, 2025. To ensure competitive pricing, the City of Costa Mesa is leveraging the recently approved ThirdWave Corporation contract with Marin County.

#### **ALTERNATIVES:**

If the Council decides not to approve the contract with ThirdWave Corporation, City staff will need to advertise its own separate Invitation for Bid and not utilize an existing eligible, competitive agreement. However, this alternative would not result in locating a higher-rated company with more competitive pricing than received through the cooperative agreement with ThirdWave Corporation.

This would also delay Phase II of the ITSP as this contract will result in development of the next 5-year ITSP.

**FISCAL REVIEW:**

The funding for the Information Technology Strategic Plan is available in the Department's Fiscal Year 2024-25 Operating Budget in the IT Replacement Fund (Fund 603). Project 250008 has an available budget of \$160,000 to fund the contract amount of \$125,014 and the 10% contingency in the amount of \$12,501.

**LEGAL REVIEW:**

The City Attorney's office has prepared and reviewed the Professional Services Agreement and approved it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goal:

- Maintain and Enhance the City's Infrastructure, Facilities, Equipment and Technology

**CONCLUSION:**

Staff recommends the City Council:

1. Authorize the use of the County of Marin's cooperative service agreement with Third Wave Corporation.
2. Approve a Professional Services Agreement with ThirdWave Corporation in the amount of \$125,014, for consulting services for the Information Technology Strategic Plan and Roadmap Phase II, effective March 4, 2025 - December 31, 2025.
3. Authorize the City Manager or designee to approve an additional 10% contingency in the amount of \$12,501, if required, to deliver the scope of work identified in the Statement of Work.



CAO Contract Log # \_\_\_\_\_

**COUNTY OF MARIN  
PROFESSIONAL SERVICES CONTRACT  
2015 - Edition 1**

**THIS CONTRACT** is made and entered into this 6th day of February, 2024, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and ThirdWave Corporation, hereinafter referred to as "Contractor."

**RECITALS:**

**WHEREAS**, County desires to retain a person or firm to provide the following service: ThirdWave Corporation will conduct workshops with subject-matter experts in the Department of Finance and Assessor-Recorder-County Clerk's Office to identify and document our high-level business processes, procedures and system requirements as related to Property Tax functions. The deliverables will form the basis for recommendations regarding the County's Property Systems.; and

**WHEREAS**, Contractor warrants that it is qualified and competent to render the aforesaid services;

**NOW, THEREFORE**, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

**1. SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

**2. FURNISHED SERVICES:**

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

**3. FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

**4. MAXIMUM COST TO COUNTY:**

In no event will the cost to County for the services to be provided herein exceed the maximum sum of **\$208,568 (Two hundred eight thousand, five hundred sixty-eight))** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

**5. TIME OF CONTRACT:**

This Contract shall commence on February 7, 2024, and shall terminate on December 31, 2024. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

**6. INSURANCE:**

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**7. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

**8. SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

**9. ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

**10. LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

#### 11. **BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

#### 12. **WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:**

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

#### 13. **TERMINATION:**

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

#### 14. **APPROPRIATIONS:**

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. **RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. **AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

17. **ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. **JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. **INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. **COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. **Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
2. **Contractor agrees to meet all applicable program access, digital access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
3. **For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at [www.sam.gov](http://www.sam.gov).**

**Exhibit D - Debarment Certification**

**By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.**

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
- Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
- Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

**21. NOTICES:**

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Dennise Colla

Contract Manager: \_\_\_\_\_

Dept./Location: Information Services and Technology County of Marin

Telephone No.: 415 473-7157

Notices shall be given to Contractor at the following address:

Contractor: Roy Hernandez

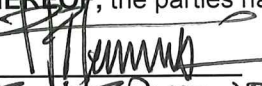
Address: 12100 Wilshire Blvd., Suite 800 Los Angeles, Ca 90025

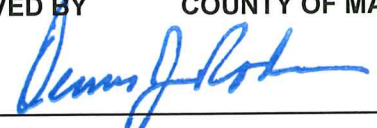
Telephone No.: 310.804.7565

**22. ACKNOWLEDGEMENT OF EXHIBITS**

	<input checked="" type="checkbox"/> <u>Check applicable Exhibits</u>	<u>CONTRACTOR'S INITIALS</u>
<b>EXHIBIT A.</b>	<input checked="" type="checkbox"/> <b>Scope of Services</b>	
<b>EXHIBIT B.</b>	<input checked="" type="checkbox"/> <b>Fees and Payment</b>	
<b>EXHIBIT C.</b>	<input type="checkbox"/> <b>Insurance Reduction/Waiver</b>	
<b>EXHIBIT D.</b>	<input checked="" type="checkbox"/> <b>Contractor's Debarment Certification</b>	
<b>EXHIBIT E.</b>	<input type="checkbox"/> <b>Subcontractor's Debarment Certification</b>	
<b>EXHIBIT F.</b>	<input type="checkbox"/> <b>Federal Provisions Exhibit / Attachment 1</b>	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:   
 By: \_\_\_\_\_  
 Name: ROY R. HERNANDEZ  
 Title: PRESIDENT/CEO

APPROVED BY COUNTY OF MARIN:  
 By:   
 \_\_\_\_\_  
 Dennis Rodoni

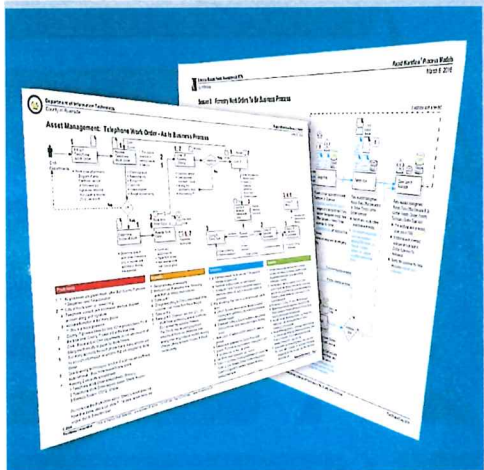
.....  
 COUNTY COUNSEL REVIEW AND APPROVAL (required if tentative contract has been incurred)  
 County Counsel: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT "A"

SCOPE OF SERVICES (required)

# Rapid Workflow<sup>®</sup>

Problems, Impacts, Solutions, Benefits



## RFP #2832A Property Systems Business Process Analysis

Prepared for the Marin County Assessor Recorder and Department of Finance - SOW

December 21, 2023

# 36 YEARS

Thought Leadership, Exceptional



**ThirdWave Corporation**  
Information Systems Intelligently Applied  
12100 Wilshire Blvd., Suite 800  
Los Angeles, CA 90025





## 2.4 Scope of Work

Most tasks/subtasks in the following work plan will produce a digitally compliant deliverable, e.g., a workshop, meeting, document, presentation, etc. On tasks where the deliverable is a document, ThirdWave will provide a digitally accessible electronic copy either in MS Word, Excel spreadsheet or PDF, or as appropriate and specified by the County.

Some key draft deliverables will be provided to the County's Project Manager for review and comment by appropriate staff. The County's review and comment subtasks are denoted with the prefix "County." Obtaining the County's review and comments on key deliverables is a risk management and quality control technique that will ensure the desired results are obtained as each task of the project is completed. The following provides a description of the proposed scope of work and project deliverables.

### TASK 0 Project Initiation & Management

#### Task 0.1 Project Kick-off Meeting

This task will entail holding a virtual or onsite project kickoff meeting with the County and ThirdWave's Project Team. A digitally accessible PowerPoint presentation will be produced to review the project goal and objectives, project plan, deliverables, project schedule, ThirdWave and County responsibilities, and the PMBOK™ project management protocols that will be used on the project.

**Assumptions:**

1. Staff and management representing key departments will attend the kick-off meeting. It is important that key stakeholders receive an overview of the project and understand the important role they will play on achieving a successful project outcome.
2. If possible, the project's executive sponsor should initiate this meeting, along with the County's Project Manager.
3. This meeting will last one hour.

**Deliverable 0.1: Project Kick-off Meeting**

#### Task 0.2 Ongoing Project Coordination

This task will entail holding weekly project meetings within the ThirdWave project team, and with the County's Project Manager, as needed. Ongoing project coordination will consist of reviewing current and upcoming tasks and coordinating project staff resources between County and ThirdWave Project Managers.

**Deliverable 0.2: Ongoing Project Coordination**

#### Task 0.3 Meetings & Status Reports

This task will entail providing written progress reports to the County's Project Manager outlining the status of the project on a monthly basis, including the following:

- Dashboard of the project status
- Description of progress made during the reporting period
- Deliverables completed and delivered during the reporting period
- Outstanding issues and recommendations for resolution (if any)
- Scope, cost and schedule integrity status

**Deliverable 0.3: Monthly Status Reports – Planning schedule for upcoming month**

**TASK 1 Review & Document Current County Processes**

**Task 1.1 Business, Sys. Requirements, Processes & Procedures Assessment**

**Task 1.1.1 Hold Rapid Workflow® Business Process Analysis Workshops**

This task will entail holding remote As-Is Rapid Workflow® workshops to identify high-level business and system requirements, processes and procedures in order to provide future recommendations regarding the County’s current Property System. Working with business process owners and stakeholders, as-is business process workshops will review and identify opportunities to streamline and implement an enhanced property system. The agenda for the workflow sessions will include the following:

1. **Produce an as-is business process model**, a high-level map of existing business process steps and operational workflows. The process model will include process steps and workarounds, participants (County staff or public), activities, information systems used (applications, platforms, DB, shadow systems) data inputs/outputs, and documents/data created, processed and/or stored.
2. **Identify business process challenges**, which will include existing management, operational and/or Information Technology disablers, e.g., business process bottlenecks, inefficiencies, disconnects, or inhibitors to providing superior business process performance. Working with subject matter experts, anything that inhibits the efficient and effective execution of a business process will be identified and noted on the process map.
3. **Identify the impacts of each challenge**, quantitative and qualitative, e.g., non-compliance, security risks, duplication of effort, redundant costs, time inefficiencies, document processing delays, system performance, poor customer service, etc.
4. **Identify potential solutions**, including:
  - Information Technologies solutions:
    - Property system software functionality meets digitally compliant regulations
  - Business Processes Improvement resulting from the implementation of a new Property System
  - Management Policies and Procedures
5. **Identify potential benefits**, including qualitative and quantitative benefits of the proposed technologies solutions if implemented. Benefits will be identified at several levels as appropriate, e.g., within County departments for the business processes examined, the County as a whole and the public.

For the purposes of this proposal, we have assumed holding As-Is Rapid Workflow® business process workshops with the following business units:

**Department of Finance/Auditor Controller/Tax Collection**

- Tax Rate Areas (TRAs)..... 1
- TRA Changes ..... 1
- Fund Maintenance ..... 1
- Jurisdictional Changes ..... 1
- Tax Increment Factors ..... 1
- Tax Increment & Redevelopment Increment ..... 1
- Special Assessments & Parcel Taxes ..... 1
- Debt Service Rates – G.O..... 1
- Debt Service Rate – Unitary..... 1
- BOE Utility Roll ..... 1
- Tax Roll Extension ..... 1
  - Secured
  - Unsecured



- Supplemental
- Roll Corrections
  - Assessment Appeals..... 1
  - Escape Assessments..... 1
  - Refunds..... 1
  - Reporting..... 1
- HOPTR Claim (Home-Owner Property Tax Relief)..... 1
- Allocation Factors (AB8, Supplemental, Unitary)..... 1
- Apportionments
  - Teeter..... 1
  - Non-Teeter & Redemption..... 1
  - HOPTR..... 1
  - System Journals to Financial System..... 1
- C Reporting..... 1
  - Statistical
  - End of Period
  - District Specific
  - TRA Specific
- Tax Billing: Secured, Unsecured, Supplemental, Corrections . 1
- CORTAC Lender Bill Requests..... 1
- Payment Processing: Counter, RPS, web, IVR..... 1
- CORTAC Lender Payments..... 1
- Payment Reversals / Return Checks..... 1
- System Journals to Financial System..... 1
- Refunds - overpayments..... 1
- TC Trust Activities..... 1
- Delinquent Notices..... 1
- System Notes key/import..... 1
- Bankruptcy Flag..... 1
- SCO Postponement Flag..... 1
- Penalties..... 1
  - Application of Penalties
  - Removal of Penalties
- Liens
  - Intent to File Lien..... 1
  - Liens..... 1
  - Release of Lien..... 1
  - Add Fees..... 1
- Delinquent Abstract - Create and Maintain..... 1
- Power to Sell - Maintenance and Reporting..... 1
- TC Reporting..... 1
  - Statistical by Tax Roll
  - End of Period

**Assessor- Recorder**

- Residential..... 1
- Commercial..... 1
- Multi-Residential..... 1
- Co-operatives..... 1
- TIC..... 1
- Manufactured Homes..... 1
- Agricultural..... 1
- Floating Homes..... 1
- Possessory Interest..... 1

- Leasehold Improvements..... 1
- Business property ..... 1
- Vessels ..... 1
- Aircraft ..... 1
- Business Audits ..... 1
- Appeals..... 1
- Exemptions ..... 1
- Change in Ownership ..... 1
- Mapping ..... 1
- Update and Maintain Property records..... 1
- Document scanning and storage..... 1
- Reports ..... 1
- Automated monthly sales report
- Mills Act properties
- Systems
- Recorded Document processing and workflow
  
- Issue Value Notices ..... 1
- Create assessment rolls..... 1
- Building permit processing and workflow ..... 1
- Sales/Transfers processing and workflow ..... 1

**Total Number of Workshops Assumed**

**Assumptions:**

1. Workshops will typically last up to 3 - 4 hours depending on the complexity of the business process being modeled.
2. Workshops will be scheduled per the published MS Project Schedule, e.g., 8 per week, Monday through Thursday, until workshops have been completed.
3. Workshop SME participants will be highly knowledgeable and experienced in the business processes being modeled and attend the entire workshop. Sufficient staff should participate to address the entire business process.
4. Workshops will be held virtually via Zoom or whatever tool the County uses.

**Deliverable 1.1.1: Rapid Workflow® As-Is Business Process Workshops**

**Task 1.1.2 Document As-Is Business Process Maps**

This task will entail documenting the workshops and providing them to the County for the review and comment by workshop participants, including:

- List of attendees in the Rapid Workflow® session
- High Level As-Is Business Process Map
- Challenge Statements
- Impact Statements
- Solution Statements
- Benefit Statements

The session notes will be provided to the County Project Manager for distribution to participants of each group for review and comments.

**Assumptions:**

1. The final process maps will be provided in PDF file formats.
2. Draft process maps will be provided to workshop participants for review and comments which will be provided to ThirdWave within 10 business days.

**Deliverable 1.1.2: Draft As-Is Business Process Maps**

## County 1.1.2 Review and Comment

This task will entail County staff reviewing and providing comments on the draft deliverables. Workshop participants will provide comments/suggested revisions within 10 business days. ThirdWave will incorporate the participant comments. If comments are not received within this timeline (or a timeline mutually agreed to by the County and ThirdWave) it will be assumed that there were no comments or revisions.

***Deliverable 1.1.2: County Comments***

## Task 1.1.3 Incorporate Comments

This task will entail incorporating the County's comments to produce the final As-Is business process map deliverable.

***Deliverable 1.1.3: Final As-Is Business Process Maps***

## TASK 2 Review & Document Current Configuration of Programming Language

### Task 2.1 Documentation of Current Configuration of Programming Language

This task will include reviewing existing system documentation for various system characteristics including functionality, reporting, mapping, etc., of the County's current configuration of the programming language, e.g.:

- Overall system structure
- Navigation
- Software Modules
- Features and functions
- Reporting: list of current reports (batched, stored procedures, queried, Ad Hoc)
- Data Model (referencing existing system documentation)

***Deliverable 2.1: Final As-Is Process Maps***

## TASK 3 Recommended Change & Implementation Plan

### Task 3.1 Draft Recommendations & Implementation Plan

This task will entail providing a report and/or plan for implementing the recommended changes for potential software solution enhancements. Drawing from the data collected in the business process analysis, this document will include, but not be limited to, the following:

#### **Recommendations**

- Property System enhancements:
  - Software: Features and functions, reporting, interfaces, data migration, digital compliance
  - Business Process Improvement recommendations
  - Policies and procedures recommendations
- Periodized initiatives
- Implementation Approach
- Project timeline

#### **Unused Module Capabilities**

Identify and suggest available unused module capabilities of the current County's Property system.

#### **Operational improvements**

Findings and recommendations for change that should be made before the software selection.

***Deliverable 3.1: Draft Recommendations & Implementation Plan***

## County 3.1 Review and Comment

This task will entail County staff reviewing and providing comments on the draft deliverables. Workshop participants will provide comments/suggested revisions within 5 business days. ThirdWave will incorporate the participant comments. If comments are not received within this timeline (or a timeline mutually agreed to by the County and ThirdWave), it will be assumed that there were no comments or revisions.

***Deliverable 3.1: Comments***

**Task 3.2 Final Recommendations & Implementation Plan**

This task will entail incorporating the County's comments to produce the final Property System recommendations deliverable.

***Deliverable 3.2: Recommendations & Implementation Plan***

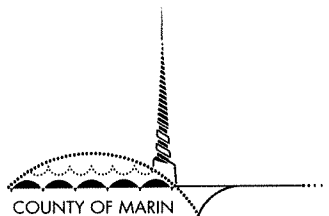
---

## Digital Compliance

ThirdWave will include the integration of digital compliance in the assessment, workflow, and recommendations.

ThirdWave shall ensure that all digital content and deliverables shall meet the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.2, level AA or most recent version. ThirdWave is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by ThirdWave, and in any software, documents, videos, and/or trainings given and published by ThirdWave and delivered under this contract. Applicable laws include but are not limited to Americans with Disabilities Act (ADA), 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

ThirdWave will engage in good faith with open and effective communication with County of Marin to solve and address accessibility issues. County of Marin will collaborate with vendor around accessibility, understanding that it is the vendor's responsibility to conduct accessibility testing and create accessible deliverables.



## DEPARTMENT OF INFORMATION SERVICES AND TECHNOLOGY

### **Information Security and Compliance (ISC) Requirements**

The County of Marin Information Services and Technology (IST) Department enforces standards for Information Security, Digital Accessibility, and Enterprise Architecture for all digital deliverables.

Assessment, approval, and mitigation are performed in collaboration with service providers, product vendors, and contractors to meet County of Marin ISC's requirements.

The contractor agrees to engage with the County of Marin in good faith and with open and effective communication to provide timely information, meet standards, and resolve issues. The County of Marin will collaborate with the contractor in good faith with the understanding that it is the contractor's responsibility to conduct testing, address and resolve issues, and create compliant deliverables.

### **Digital Accessibility:**

The Digital Accessibility Program is responsible for ensuring the County of Marin procures, creates, develops, and maintains accessible digital information and communication technology for County employees and the public. County of Marin standards, multiple California state codes, and federal laws require conformance with the Web Content Accessibility Guidelines (WCAG). County of Marin is committed to effective communication, equity, inclusion, and belonging, by conforming to WCAG 2.1 AA or the most recent version.

### **Information Security:**

The Information Security Program is responsible for all aspects of Information Security at the County of Marin, including assets, systems, applications, data, workforce security, and compliance of digital solutions. Depending on the nature of the solution being provided, County of Marin standards and legal and regulatory requirements such as CJIS, HIPAA, and IRS 1075 must be met.

### **Enterprise Architecture:**

The Enterprise Architecture Program is responsible for a consistent standard of information technology capabilities and solutions. The program spans all aspects of IST's business solutions delivery model including infrastructure, applications, security, data, content, user interfaces, and services.

**EXHIBIT "B"**  
**FEES AND PAYMENT SCHEDULE (required)**

COUNTY shall pay CONTRACTOR as follows:

- (1) **BASE CONTRACT FEE.** COUNTY shall pay CONTRACTOR a contract fee of amount based on deliverables with a hold back fee of 10% per deliverable. The total of all fees is not to exceed \$208,568 (Two hundred eight thousand, five hundred sixty-eight) during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 following provision of services/deliverables according to the schedule below.
- (2) **MILEAGE.** COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.
- (3) **TRAVEL COSTS.** COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract. All costs above base contract fee (the not to exceed limit) are capped at \$0 (zero).
- (4) **AUTHORIZATION REQUIRED.** Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) **MAXIMUM CONTRACT AMOUNT.** The maximum term of this Contract is 10 months & 21 days. The maximum amount payable to Contractor under this Contract for this period shall not exceed \$208,568 (Two hundred eight thousand, five hundred sixty-eight).

Activity	Fees	Milestone	Deliverable Total
<b>Project Management</b>	<b>34950</b>		
Conduct Project Kick-Off	3150	Deliverable Acceptance	2,835
Provide Ongoing Project Coordination	26400	Deliverable Acceptance	23,760
Complete Monthly Status Reports	5400	Deliverable Acceptance	4,860
			<b>\$31,455</b>
<b>Review and Document Current County Process</b>	<b>129813</b>		
Hold Rapid Workflow Business Process Analysis Workshops	59965	Deliverable Acceptance	53,968.50
Document the Process Maps	46565	Deliverable Acceptance	41,908.50
Provide Final <u>As Is</u> Process Maps	23283	Deliverable Acceptance	20,954.70
			<b>\$116,831.70</b>
<b>Review and Document Current Config. Of Programming Language</b>	<b>13310</b>		
Document Current Configuration of Programming Language	13310	Deliverable Acceptance	<b>\$11,979</b>
<b>Recommended Change and Implementation Plan</b>	<b>30495</b>		
Draft Recommendations and Implementation Plan	23145	Deliverable Acceptance	20,830.5
Provide Final Recommendations and Implementation Plan	7350	Deliverable Acceptance	6,615
			<b>\$27,445.50</b>
		Total of Scheduled Payments @ 90%	\$187,711.20
		Project Completion Payment (10% Hold Back)	\$20,856.80
		<b>Total</b>	<b>\$208,568</b>

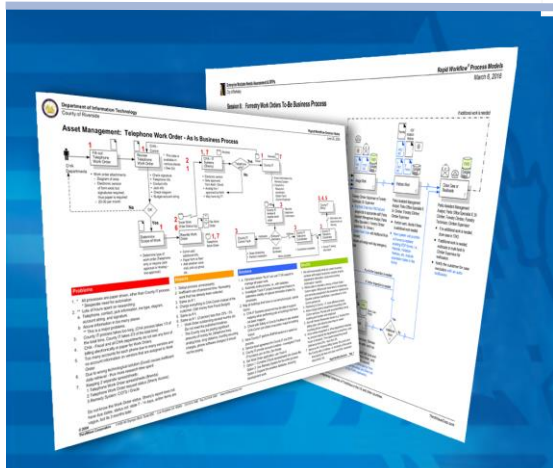
## Rapid Workflow<sup>®</sup>

Problems, Impacts, Solutions, Benefits



## Proposal for the City's IT Strategic Plan Assessment & Refresh

June 18, 2024



# 36 YEARS

Thought Leadership, Exceptional  
Performance & Results since 1987



**ThirdWave Corporation**  
Information Systems Intelligently Applied  
12100 Wilshire Blvd. Suite 800  
Los Angeles, CA 90025  
[www.ThirdWaveCorp.com](http://www.ThirdWaveCorp.com)  
310.804.7565





June 18, 2024

Steve Ely  
Information Technology Director  
**City of Costa Mesa**  
77 Fair Drive  
Costa Mesa, CA 92628  
714.754.5154  
STEVE.ELY@costamesaca.gov

Subject: **City of Costa Mesa ITSP Refresh**  
Reference: Previous meeting and correspondence, same subject

Steve,

Per our previous conversations, attached please find a proposal to carry out the City of Costa Mesa Information Technology Strategic Plan (ITSP) Refresh, carried out in 2019.

This proposal reflects the following approach:

- Assess the accomplishments of initiatives identified in the 2019 ITSP.
- Identify initiatives completed in the last 5 years that were not specifically identified in the original ITSP.
- Produce a post ITSP implementation performance measurement summary, including benefits to the city and community.
- Produce an ITSP for the next 5 years.

Please do not hesitate to let me know if you any questions or require additional clarification. We look forward to our continued relationship as a trusted partner of the City.

Sincerely,

Roy Hernandez  
President / CEO  
rhernandez@thirdwavecorp.com  
310.804.7565

**36**  
**YEARS**

Thought  
Leadership,  
Exceptional  
Performance  
& Results,  
since 1987



## Table of Contents

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## Section 1 Scope of Work



### 1.1 Project Work Plan

The following provides a description of the proposed Scope of Work. The following work plan reflects the approach and tasks identified in the meeting with the City on June 11, 2024 to carry out the proposed project.

Each task and subtask in the work plan will produce a deliverable, e.g., a document, meeting, or presentation. ThirdWave will provide electronic deliverables, either in MS Word, MS Excel, PowerPoint or a PDF, as appropriate.

The following provides a description of proposed tasks that will be carried out in the Scope of Work.



**Phase 0 Project Management****Task 0.1 Project Kick-off Meeting**

This task will entail holding a project kickoff meeting with the City and ThirdWave's Project Team. A PowerPoint presentation will be produced to review the project goal and objectives, project tasks, deliverables, and ThirdWave / City responsibilities. Staff from each department should attend the meeting.

**Assumptions:**

1. *ThirdWave will either hold one meeting for all four departments or hold four separate meetings on the same day with all four departments.*

**Deliverable 0.1: Project Kickoff Meeting****Task 0.2 Ongoing Project Coordination**

This task will entail holding ongoing project progress and coordination meetings or conference calls with the City's Project Manager. This will serve to review / discuss the project's progress, issues identified to date, and plan / prepare for future tasks.

**Deliverable 0.2: Project Coordination****Task 0.3 Monthly Status Report**

This task will entail providing written progress reports to the City's Project Manager each month. Progress reports will outline the status of the project, including the following, as appropriate:

- Description of progress made during the reporting period
- Deliverables completed and delivered during the reporting period
- Outstanding issues and recommendations for resolution (if any)
- Scope, cost and schedule integrity status

**Deliverable 0.3: Monthly Status Reports****Phase 1 ITSP Post Implementation Assessment****Task 1 ITSP Completed Initiative Inventory****Task 1.1 ITSP Initiative Status Inventory**

This task will entail reviewing the City's ITSP and determining the degree of progress made, significant accomplishments, and benefits to the City and community. This task will entail reviewing data provided by the City on all ITSP initiatives identified in the project completed in 2019. Working with appropriate City staff, the status of initiatives will be determined, based on the following:

- Type of Initiative: Infrastructure, Hardware, Software, Integration, Operations, and Management
- Department

- Status:
  - Completed
  - In Progress
  - Postponed
  - Cancelled
- Year Completed: 1, 2, 3, 4, or 5
- Budget:
  - Estimated Amount
  - Actual Amount (if known)
- Benefits to City or Community

**Assumptions:**

1. The City will collaborate with the project team together project information.

**Deliverable 1.1: ITSP Initiative Inventory**

**Task 1.2 Added Initiative Inventory**

This task will entail taking an inventory of completed projects not identified in the original 2019 ITSP, but carried out during the 5-year implementation timeline. Working with appropriate City staff, the status of new initiatives will be determined, based on the following:

- Type of Initiative: Infrastructure, Hardware, Software, Integration, Operations, and Management
- Department
- Status:
  - Completed
  - In Progress
  - Postponed
  - Cancelled
- Year Completed: 1, 2, 3, 4, or 5
- Budget:
  - Estimated Amount
  - Actual Amount
- Benefits to City or Community

**Deliverable 1.2: Additional IT Initiatives**

**Task 1.3 Post implementation Assessment**

This task will entail referencing data collected in the previous tasks to produce an overview of the following:

- Progress of the ITSP Implementation
- Significant achievements and results delivered
- Benefits to the City, Community
- Alignment to Council Goals
- Performance Measurement Summary

**Deliverable 1.3: ITSP implementation Assessment**

**Phase 2 ITSP Refresh Discovery**

**Task 2.1 IT Focus Groups**

**Task 2.1.1 Hold IT Focus Groups**

This task will entail holding four 2-hour focus groups with the IT manager and staff to gather data related to the state and challenges with existing information systems. The workshops will address the following:

1. Infrastructure
2. Hardware
3. Application/Database Software
4. Best Practices.

**Deliverable 2.1.1: Hold IT Focus Groups**

**City 2.1.1 Review & Comment**

This task will entail the City reviewing the draft deliverable and providing suggested revisions within 3 days. Comments not received within 3 business days from transmittal to the City will be deemed to not have any revisions.

**Deliverable 2.1.1: Comments**

**Task 2.1.2 IT Focus Group Findings**

This task will entail incorporating suggested revisions, as applicable.

**Deliverable 2.1.2: IT Focus Group Findings**

**Task 2.2 Online Staff Survey**

**Task 2.2.1 Develop & Provide Online Staff Survey**

This task will entail developing an internal City survey providing staff the opportunity to provide input on the City’s existing and required systems, and the IT organization’s capability to support them. The online staff survey will address:

- The state of existing information systems
- Department Information Technology requirements
- Public Facing Online Self-Service Applications
- Related IT support capabilities and processes
- Most significant service delivery challenge
- Most significant Information Technology challenge

ThirdWave will work with the City’s Project Manager to finalize the online Survey.

**Assumptions:**

1. A link will be placed on the City’s Intranet website and a notice will be issued encouraging all teachers to take the survey.
2. A SurveyMonkey™ link will be provided to the City’s Project Manager.
3. The online survey will collect data for two weeks.

**Deliverable 2.2.1: Online Staff Survey**

**City 2.2.1 Post & Fill Out Survey**

This task will entail the City's Project Manager providing the survey link to post or distribute to City staff. Unless otherwise agreed, the online survey will collect data for two weeks.

***Deliverable 2.2.1: Staff Take the Survey***

**Task 2.2.2 Compile Staff Survey Data**

This task will entail compiling the data collected in the online survey and producing a summary of findings. The findings from this deliverable will be referenced and inform Phase 3.

***Deliverable 2.2.2: Online Staff Survey Findings***

**Task 2.3 Management Interviews****Task 2.3.1 Hold Management Interviews**

This task will entail holding 10 - thirty-minute interviews with department heads to get a management perspective of general organizational, operational and technology challenges facing City departments. Management interviews will gather high level business and service delivery requirements not identified in the IT Focus Groups or Rapid Workflow® business process workshops.

***Deliverable 2.3.1: Management Interviews***

**City 2.3.1 Review & Comment**

This task will entail the management interviewees reviewing the draft interview notes and providing comments/suggested revisions. Unless otherwise agreed, the review and comments will be provided within 5 business days. Comments not received after 5 business days from transmittal to the City will be deemed to not have any revisions.

***Deliverable 2.3.1: Comments***

**Task 2.3.2 Incorporate Management Comments**

This task will entail incorporating the management team's comments to produce the final management interviews summary deliverable. The findings from this deliverable will be referenced and inform the ITSP Roadmap in Phase 3.

***Deliverable 2.3.2: Management Requirements Findings***

**Task 2.4 Business Requirements Definition****Task 2.4.1 Hold Rapid Workflow® Workshops**

This task will entail holding ten (10) virtual business requirements workshops for key mission critical business processes to identify department and cross functional business/technology requirements. Working with business process stakeholders, as-is business process workshops will review and identify functional and technical requirements and opportunities to streamline/enhance

service delivery and improve operational cost effectiveness. Department to hold workshops will be determined after the management interviews.

***Deliverable 2.4.1: Rapid Workflow® Workshops***

**Task 2.4.2 Document As-Is Rapid Workflow® Process Models**

This task will include documenting the business, functional, and technical requirements data collected in the workshop

***Deliverable 2.4.2: Draft Rapid Workflow® Process Maps***

**City 2.4.2 Review & Comment**

This task will entail workshop participants reviewing the draft Rapid Workflow® and providing comments/suggested revisions. Unless otherwise agreed, the review and comments will be provided within the turn-around time specified in the final Project Schedule, i.e., 5 business days.

***Deliverable 2.4.2: City Comments***

**Task 2.4.3 Final Business Process Requirements**

This task will entail incorporating the City's comments to produce the final business process map deliverable. The findings from this deliverable will be referenced in producing the recommendations made in the ITSP Roadmap in Phase 3.

***Deliverable 2.4.3: Final Rapid Workflow® Process Maps***

**Phase 3 Refreshed IT RoadMap**

**Task 3.1 Information Technology Strategic Plan**

**Task 3.1.1 Draft ITSP Findings & Recommendations**

This task will entail producing a 5-year IT Strategic Plan. The following provides a typical table of contents from an ITSP; however, the final ITSP will be custom tailored to the specific and unique needs of the City:

**Executive Summary**

- 1. Introduction and Methodology**
  - 1.1 Goals & Objectives
  - 1.2 ITSP Vision
- 2. Assessment**
  - 2.1 Management Interviews
  - 2.2 IT Staff Focus Group
  - 2.3 Staff Online Survey
  - 2.4 Rapid Workflow® Business Process Workshops
  - 2.5 Leading Technology Initiatives

### 3. Recommendations

#### 3.1 Technology Recommendations

- Infrastructure
- Hardware
- Application/Database Software

#### 3.2 Operational Recommendations

#### 3.3 Management Recommendations

#### **Assumptions:**

1. This draft deliverable will be transmitted in MS Word for the City's review and comments using Track Changes.

#### **Deliverable 3.1.1: Draft IT Strategic Plan**

#### **City 3.1.1 Review & Comment**

This task will entail the City reviewing the draft deliverable and providing comments and suggested revisions. Unless otherwise agreed, review and comments will be provided within the turn-around time specified in the final Project Schedule, i.e., 10 business days.

#### **Deliverable 3.1.1: City Comments**

#### **Task 3.1.2 Final IT Strategic Plan**

This task will entail incorporating the City's comments to produce the final ITSP report. ITSP initiatives identified in this deliverable will form the basis for developing the final ITSP Roadmap.

#### **Assumptions:**

1. The final ITSP will be provided in MS Word and PDF files.

#### **Deliverable 3.1.2: IT Strategic Plan**

#### **Task 3.2 ITSP Initiative Prioritization**

#### **Task 3.2.1 ITSP Initiative Prioritization**

The task will entail running the ITSP initiatives identified in previous task through a prioritization model, which includes a range of weighted performance parameters aligned with the City's business strategy, business objectives, and tangible internal/public benefits. This is an iterative process: ThirdWave will do the first cut and do the second cut with the City's Project Manager via an online Zoom working session. A final cut will be produced after the budget estimate has been completed. Typical prioritization criteria used by ThirdWave includes the following, although these can be modified if the City desires:

#### **Prioritization Criteria**

1. Times identified in the ITSP project (Rapid Workflow® workshops, survey, focus groups and management interviews)
2. Improved Customer Services
3. Cost Savings/Cost Avoidance



- 4. Business Process Improvement
- 5. Potential revenue generation

***Deliverable 3.2.1: ITSP Initiative Prioritization***

**Task 3.3 ITSP Implementation Roadmap**

**Task 3.3.1 Draft Refreshed Roadmap**

This task will entail articulating the overall business and technology implementation roadmap that is technologically strategic, financially responsible, and sustainable. The document will contain a 5-year plan for implementing a prioritized list of ITSP initiatives, including the acquisition and implementation of strategic business technologies and/or professional services. The ITSP will provide recommendations for short-term transitions as well as long-term strategic direction. The ITSP Implementation Roadmap will address the following:

- Prioritized ITSP Initiatives
- ITSP 5-Year Budget Estimate by year (total cost of ownerships of one-time professional services costs, one-time systems costs, one-time software costs and ongoing software maintenance costs)
- ITSP Implementation Timeline
- ITSP Benefits

The Draft ITSP Implementation Roadmap will be provided to the City for review and comments.

***Deliverable 3.3.1: Draft ITSP Roadmap***

**City 3.3.1 Review & Comment**

This task will entail the City reviewing the draft deliverable and providing comments and suggested revisions. Unless otherwise agreed, the review and comments will be provided within the turn-around time specified in the final Project Schedule, e.g., 10 business days.

***Deliverable 3.3.1: City Comments***

**Task 3.3.2 ITSP Roadmap**

This task will entail incorporating City comments to produce the final enterprise ITSP Roadmap deliverable. The final ITSP Roadmap will be provided as MS Word and PDF files.

***Deliverable 3.3.2: ITSP Roadmap***

**Task 3.4 ITSP Executive Presentation**

**Task 3.4.1 Produce ITSP Executive Presentation**

This task will entail producing an executive level presentation of the ITSP Roadmap for the City’s leadership team. This presentation will be provided to the City’s project team and department heads for review, comments and revisions.

***Deliverable 3.4.1: ITSP Executive Presentation***

**Task 3.4.2 Present ITSP Executive Presentation**

This task will entail providing an onsite presentation to City executives/elected officials.

***Deliverable 3.4.2: Present ITSP Executive Presentation***

**1.2 Project Schedule**

ThirdWave uses formal MS Project schedules to manage all of our projects. The preliminary MS Project Schedule on the next page reflects the project timeline of approximately 4 – 5 months.

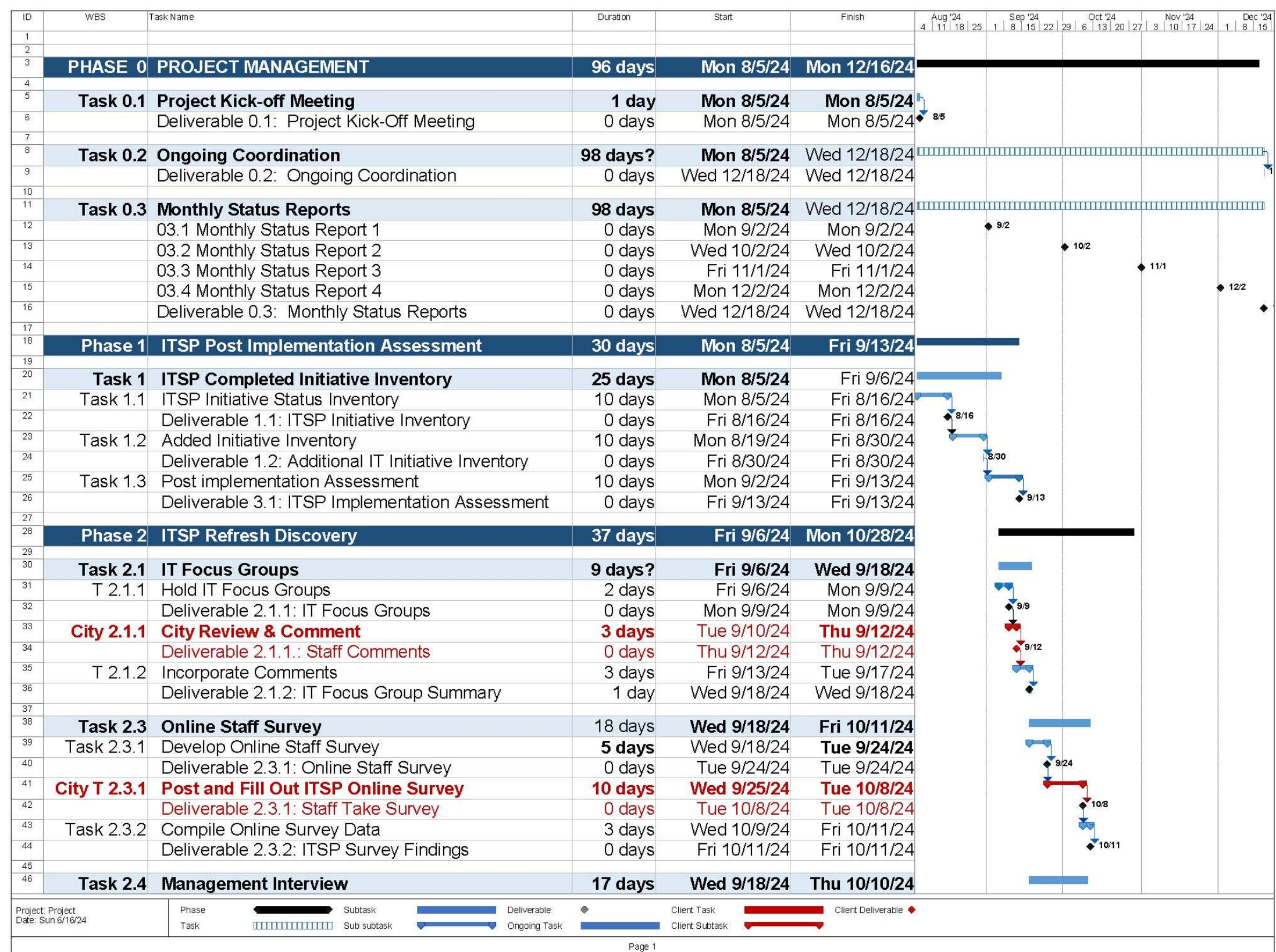
The preliminary projected timeline reflects our overriding objective - a successful project. ThirdWave has developed a work plan that is logical and manageable, meeting the key objectives addressed in the City’s RFP. Wherever possible, tasks have been planned in parallel to compress the project schedule in an effort to shorten the project duration as much as possible.

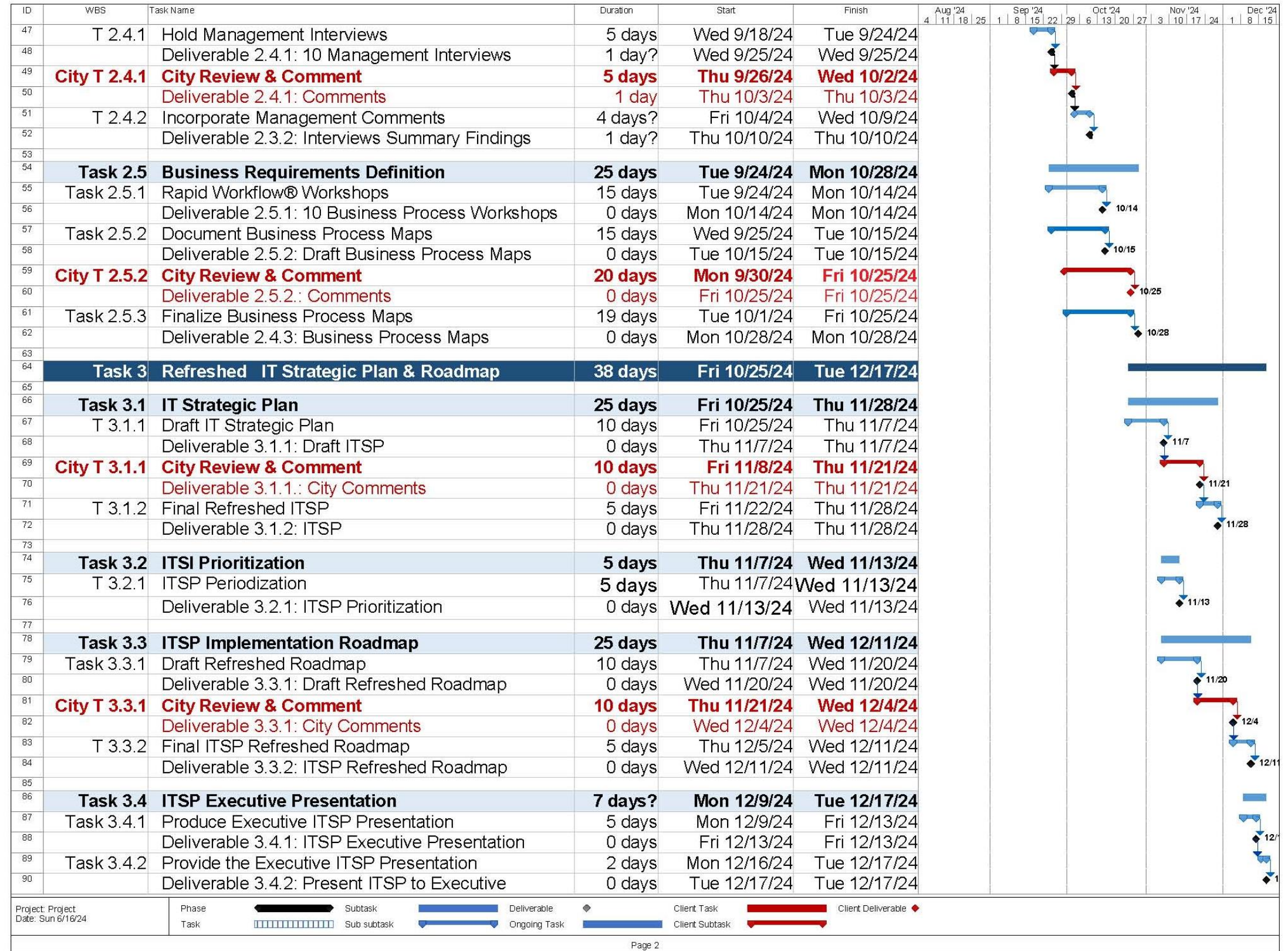
The Project Schedule illustrates an itemized Work Breakdown Structure of all project phases, tasks, subtasks. It indicates the timeline for beginning and completion of each task with corresponding deliverables.

The preliminary project Scheule on the following page will be revised prior to the Project Kick-off meeting.



Figure 1.2.1:  
Preliminary MS Project Schedule





## Section 2 Cost Proposal



### 2.1 Project Fee Schedule

The following provides the cost proposal and payment schedule to execute the identified services for the City’s project as articulated in the Scope of Work.

Upon mutual agreement of the scope, services provided will be carried out on a Fixed-Fee professional services agreement.

The following provides a summary of costs, which is followed by a detailed payment / deliverable schedule.



**Figure 2.1.1: Cost Summary**

Phase 0	Project Management .....	21,490
Phase 1	ITSP Post Implementation Assessment .....	24,970
Phase 2	ITSP Refresh Discovery .....	40,839
Phase 3	IT Strategic Plan & Roadmap .....	37,715
<b>Total Cost</b>		<b>\$ 125,014</b>

**Figure 2.1.2: Payment Schedule**

<b>TASK 0</b>	<b>Project Management</b>	<b>21,490</b>
<b>Task 0.1</b>	<b>Project Kick-off Meeting</b>	<b>1,780</b>
	Deliverable 0.1: Project Kick-Off Meeting	
<b>Task 0.2</b>	<b>Ongoing Project Coordination</b>	<b>17,160</b>
	Deliverable 0.2: Project Coordination	
<b>Task 0.3</b>	<b>Monthly Status Reports</b>	<b>2,550</b>
	Deliverable 0.3: Monthly Status Reports	
<b>Task 1</b>	<b>ITSP Post Implementation Assessment</b>	<b>24,970</b>
<b>Task 1.1</b>	<b>ITSP Completed Initiative Inventory</b>	<b>24,970</b>
Task 1.1.1	ITSP Initiative Status Inventory.....	8,580
	Deliverable 1.1.1: ITSP Initiative Inventory	
Task 1.1.2	Added Initiative Inventory .....	8,580
	Deliverable 1.1.2: Additional IT Initiative Inventory	
Task 1.1.3	Post implementation Assessment.....	7,810
	Deliverable 1.1.3: ITSP implementation Assessment	
<b>Task 2</b>	<b>ITSP Refresh Discovery</b>	<b>40,839</b>
<b>Task 2.1</b>	<b>IT Focus Groups</b>	<b>5,140</b>
Task 2.1.1	Hold IT Focus Groups.....	3,685
	Deliverable 2.1.1: IT Focus Groups	
Task 2.1.2	Incorporate Comments .....	1,455
	Deliverable 2.1.2: Focus Group Summary	
<b>Task 2.2</b>	<b>Online Staff Survey</b>	<b>4,442</b>
Task 2.2.1	Develop Online Staff Survey.....	1,646
	Deliverable 2.2.1: Online Staff Survey	
Task 2.2.2	Compile Online Survey Data .....	2,796
	Deliverable 2.2.2: ITSP Survey Findings	
<b>Task 2.3</b>	<b>Management Interview</b>	<b>6,064</b>
Task 2.3.1	Hold Management Interviews .....	4,700
	Deliverable 2.3.1: 10 Management Interviews	
Task 2.3.2	Incorporate Management Comments .....	1,364
	Deliverable 2.3.2: Management Summary Findings	



<b>Task 2.4</b>	<b>Business Requirements Definition</b>	<b>25,193</b>
Task 2.4.1	Rapid Workflow® Workshops ..... 15,300 Deliverable 2.4.1: 10 Business Process Workshops	
Task 2.4.2	Document Business Process Workshops ..... 8,180 Deliverable 2.4.2: Draft Business Process Maps	
Task 2.4.3	Finalize Business Process Maps ..... 1,713 Deliverable 2.4.3: Business Process Maps	
<b>Task 3</b>	<b>IT Strategic Plan &amp; Roadmap</b>	<b>37,715</b>
<b>Task 3.1</b>	<b>IT Strategic Plan</b>	<b>19,575</b>
T 3.1.1	Draft IT Strategic Plan ..... 15,225 Deliverable 3.1.1: Draft ITSP	
T 3.1.2	Final Refreshed ITSP ..... 4,350 Deliverable 3.1.2: Refreshed IT Strategic Plan	
<b>Task 3.2</b>	<b>ITSP Initiative Prioritization</b>	<b>3,060</b>
T 3.2.1	ITSP Initiative Prioritization ..... 3,060 Deliverable 3.2.1: ITSI Prioritization	
<b>Task 3.3</b>	<b>ITSP Implementation Roadmap</b>	<b>10,390</b>
Task 3.3.1	Draft Refreshed Roadmap ..... 8,095 Deliverable 3.3.1: Draft Refreshed Roadmap	
Task 3.3.2	Final ITSP Refreshed Roadmap ..... 2,295 Deliverable 3.3.2: ITSP Implementation Roadmap	
<b>Task 3.4</b>	<b>ITSP Executive Presentation</b>	<b>4,690</b>
Task 3.4.1	Produce Executive ITSP Presentation ..... 2,395 Deliverable 3.4.1: ITSP Executive Presentation	
Task 3.4.2	Provide the Executive ITSP Presentation ..... 2,295 Deliverable 3.4.2: Present ITSP	
<b>Total Cost</b>		<b>\$ 125,014</b>



**1st ADDENDUM TO CONTRACT  
BY AND BETWEEN THE  
COUNTY OF MARIN AND ThirdWave Corporation**

THIS ADDENDUM is made and entered into on the 17th day of December, 2024, by and between the COUNTY OF MARIN, a political subdivision of the State of California (hereinafter referred to as "County") and ThirdWave Corporation, (hereinafter referred to as ("Contractor")).

RECITALS

WHEREAS, the County and the Contractor entered into a contract for identifying Department of Finance and Assessor-Recorder-County Clerk's high-level business processes, procedures, and system requirements dated February 6, 2024 ("Contract"); and

WHEREAS, Schedule of the contract obligated Contractor to document the business processes, procedures and system requirements by December 31, 2024; and

WHEREAS, the parties desire to amend the contract to extend the termination date of the contract to December 31, 2025;

NOW, THEREFORE, the parties agree to modify the schedule of the contract as set forth below.

CONTRACT

1. Except as otherwise provided herein, all terms and conditions of the contract shall remain in full force and effect.
2.  Updated Certificate of Insurance(s) attached hereto.
3. Contract termination is/are hereby amended as follows: December 31, 2025

IN WITNESS WHEREOF, the parties hereto have executed this 1st Addendum on the day first written above.

CONTRACTOR

COUNTY OF MARIN

By: <sup>Signed by:</sup> Sergio Hernandez  
866A4C2AA7D54B3...  
Executive Vice President

\_\_\_\_\_

**COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)**

\_\_\_\_\_  
County Counsel



### EXHIBIT D

## DEBARMENT CERTIFICATION FOR CONTRACTORS



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Search

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Showing 1 - 1 of 1 results

<b>THIRDWAVE CORPORATION</b> <span>ID Assigned</span>	
Unique Entity ID HG5701LGQ2B5	Physical Address 12100 WILSHIRE BLVD, STE 800, LOS ANGELES, CA 90025 USA

Sort by  
Date Modified/Updated

Entity  
Assigned Date  
Aug 17, 2023

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< 1 of 1 > Results per page  
25



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/20/2023

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

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

PRODUCER NICKERSON INSURANCE SERVICES LIC #0491589 2106 West Lomita Blvd. Lomita CA 90717	CONTACT NAME: Resina Castaneda PHONE (A/C, No, Ext): (310) 326-6333 FAX (A/C, No): (310) 326-5416 E-MAIL ADDRESS: resina@nickersonins.com														
INSURED Thirdwave Corporation 12100 W Olympic Blvd #800 Los Angeles CA 90025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Ins Co</td> <td>18058</td> </tr> <tr> <td>INSURER B: Travelers Casualty Insurance Company of</td> <td>19046</td> </tr> <tr> <td>INSURER C: Underwriters at Lloyds of London</td> <td></td> </tr> <tr> <td>INSURER D: Topa Insurance</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Ins Co	18058	INSURER B: Travelers Casualty Insurance Company of	19046	INSURER C: Underwriters at Lloyds of London		INSURER D: Topa Insurance		INSURER E:		INSURER F:	
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INSURER C: Underwriters at Lloyds of London															
INSURER D: Topa Insurance															
INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER: 23-24 GL/Auto/UMB/E&O** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX20001487	10/24/2023	10/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS			BA1N490358	3/5/2023	3/5/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB881018	10/24/2023	10/24/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	E&O Claims Made Retro 9-2-97			ESM0339770801	9/25/2023	9/25/2024	Limit of Liability \$2,000,000 Ded \$2,500
D	Auto Excess Liability			XL0020323503	3/5/2023	3/25/2024	Each Occurrence \$1,000,000 Agg \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 County of Marin is hereby included as an additional insured on the liability with respects to claims arising from the insureds covered operations 30 days notice of cancellation subject to 10 days notice for non payment of premium.

**CERTIFICATE HOLDER**

**CANCELLATION**

chandra.gopisetty@marincounty  County of Marin Department of Information Services and Technology 1600 Los Gamos Drive Suite 370 San Rafael, CA 94903	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Sarah Kelly/DMP <span style="float: right;"><i>Sarah Kelly</i></span>
--	--

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Thirdwave Corporation  
PHBX20001487  
10/24/2023 - 10/24/2024

PI-BP-001 (9/05)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**BUSINESSOWNERS POLICY-ELITE ENHANCEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS LIABILITY COVERAGE FORM  
BUSINESSOWNERS SPECIAL PROPERTY COVERAGE FORM**

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposures are provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy.

Throughout this endorsement the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the Company providing this insurance.

**Part 1: Property Coverage Enhancements:**

The following amendments are a part of the BUSINESSOWNERS SPECIAL PROPERTY COVERAGE FORM:

**1. Increased Glass Limits**

Section A. Coverage, item 4.b. is replaced by:

- b. With respect to glass (other than glass building blocks) that is part of the interior of a building or structure, or part of an outdoor sign, we will not pay more than \$3,000 for the total of all loss or damage in any one occurrence.  
This Limitation does not apply to loss or damage by the "specified causes of loss", except vandalism.

**2. Increased Fire Department Service Charge**

Section A. Coverage, item 5.c. is replaced by:

- c. **Fire Department Service Charge**  
When the fire department is called to save or protect Covered Property from a Covered Cause of Loss, we will pay up to \$3,000 for your liability for fire department service charges:
  - (1) Assumed by contract or agreement prior to loss; or
  - (2) Required by local ordinance.

**3. Reduced Waiting Period and Longer Duration for Civil Authority Coverage**

Section A. Coverage, item 5.i. is replaced by:

- i. **Civil Authority**  
We will pay for the actual loss of Business Income you sustain and necessary Extra Expense caused by action of civil authority that prohibits access to the described premises due to direct physical loss of or damage to property, other than at the described premises, caused by or resulting from any Covered Cause of Loss.  
The coverage for Business Income will begin 48 hours after the time of that action and will apply for a period of up to three consecutive weeks after coverage begins.

The coverage for necessary Extra Expense will begin immediately after the time of that action and ends:

- (1) 5 consecutive weeks after the time of that action; or
- (2) When your Business Income coverage ends; whichever is later.

The definitions of Business Income and Extra Expense contained in the Business Income and Extra Expense Additional Coverages also apply to this Civil Authority Additional Coverage. The Civil Authority Additional Coverage is not subject to the Limits of Insurance.

#### 4. Broadened Personal Property Coverage

Section A. Coverage, item 1.b., the first paragraph is replaced by:

- b. Personal Property located in or on the buildings at the described premises or in the open (or in a vehicle) within 1,250 feet of the described premises, including:

#### 5. Increased limits for Personal Property Off Premises

Section A. Coverage, item 6.b. is replaced by:

**b. Personal Property Off Premises**

You may extend the insurance that applies to Business Personal Property to apply to covered Business Personal Property, other than "money" and "securities", "valuable papers and records" or accounts receivable, while it is in the course of transit or temporarily at a premises you do not own, lease or operate. The most we will pay for loss or damage under this Extension is \$10,000.

#### 6. Increased limits for Outdoor Property

Section A. Coverage, item 6.c. is replaced by:

**c. Outdoor Property**

You may extend the insurance provided by this policy to apply to your outdoor fences, radio and television antennas (including satellite dishes), signs (other than signs attached to buildings), trees, shrubs and plants, including debris removal expense, caused by or resulting from any of the following causes of loss:

- (1) Fire;
- (2) Lightning;
- (3) Explosion;
- (4) Riot or Civil Commotion; or
- (5) Aircraft.

The most we will pay for loss or damage under this Extension is \$5,000, but not more than \$1,000 for any one tree, shrub or plant.

#### 7. Fire Extinguisher Recharge

Section A. Coverage, item 6. Coverage Extensions will also include:

You may extend the insurance provided by this coverage form to cover expenses you incur to recharge portable fire extinguishers, dry chemical, carbon dioxide, or liquid automatic fire extinguishing systems and the cost of resetting automatic fuel shut-off connections, if any of the above are discharged to fight a fire or are discharged due to a mechanical malfunction.

The most we will pay for loss or damage under this extension is \$3,000.

No deductible shall apply to this coverage.

**8. Business Income Enhancement**

Section A. Coverage, item 5. Additional Coverages, section f. Business Income is amended as follows:

The reference to "60 days" as the limitation on payroll expenses is replaced by "365 days."

**9. Lock Replacement**

Section A. Coverage, item 6. Coverage Extensions will also include:

You may extend the insurance provided by this coverage form to cover necessary expense to repair to replace exterior or interior door locks of a covered building:

- a) If your door keys are stolen in a covered theft loss; or
- b) When your property is damaged and your door keys are stolen by the burglars.

The most we will pay under this extension of \$250 for any one occurrence.

**10. Removal of Sewer Backup Exclusion**

Section B. Exclusions, item g(3) is amended to include:

Backups of sewers will not be excluded, but the most we will pay for such losses is \$500 in the policy period.

**Part 2: Liability Coverage Enhancements:**

The following amendments are a part of the BUSINESSOWNERS LIABILITY COVERAGE FORM:

**1. Medical Payments**

If Medical Payments Coverage (Coverage A.2.) is not otherwise excluded from this Coverage Part: The Medical Expense Limit is changed subject to all the terms of Limits Of Insurance (Section D) to the greater of:

- a. \$10,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

**2. Supplementary Payments**

In the Supplementary Payments – (Coverage A.1.d.):

- 1. The limit for the cost of bail bonds (item (2)) is changed from \$250 to \$500; and
- 2. The limit for loss of earnings (item (4)) is changed from \$250 a day to \$500 a day.

**3. Blanket Additional Insureds**

Who is An Insured (Section C) is amended to include the following, but only for liability arising out of the negligence of the Named Insured:

Each of the following is also an Insured:

- a. any Contractor, including contracting governmental entities, who hires you as their subcontractor;
- b. any person or organization who has an ownership interest in you;
- c. any lessor of leased equipment, who rents equipment to you, but only with respect to liability arising out of the maintenance, operation, or use by you, provided however that this

- item c. will not apply to (1) any occurrence which takes place after the equipment lease expires; nr (2) "Bodily Injury" or "Property Damage" arising out of the negligence of the lessor or contractor engaged to operate the leased equipment; and
- d. any owner, mortgagor, lessor, landlord, condominium association or manager of a premises leased by you, but only for "occurrences" that take place while you occupy the premises, provided however that this item d. will not apply to structural alterations, new construction, or demolition operations; and

With regard to parties applicable under items a. through d. above, the Insurer and the Named Insured agree to waive rights of recovery, as provided within the policy.

Nothing contained in this section C. shall serve to nullify matters excluded under section B. of the policy.

#### 4. Bodily Injury - Mental Anguish

The definition of "bodily injury" is changed to read:

"Bodily Injury":

- a. Means bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (item a. above) at any time.

#### 5. Liberalization

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

#### 6. Employee Indemnification Defense Coverage

Under **SUPPLEMENTARY PAYMENTS – COVERAGES A.1.d.**, the following is added:

- (8) We will pay on your behalf defense costs incurred by an "employee" in a criminal proceeding, provided, however that you must have a prior written agreement with such "employee" whereby you agree to indemnify the "employee" for such defense costs, and the agreement includes a provision for repayment of defense costs in the event of an adverse judgment. The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$2,500 regardless of the number of employees, claims or "suits" brought or persons or organizations making claims or bringing "suits."

#### 7. Amendment of Aggregate Limit

**SECTION D.4. – Aggregate Limits**, item B is replaced by:

- b. All other injury or damage, including medical expenses, arising from all "occurrences" during the policy period is three times the Liability and Medical Expenses limit. This limitation does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire or explosion.

#### 8. Amendment to Watercraft Exclusion

Part B- Exclusions, item g.(2)(a) is amended by the following:

The phrase "less than 26 feet" is replaced by "less than 51 feet."

**Part 3: Amendment of Conditions:**

1. Other provisions of the policy notwithstanding, this policy will be primary for all losses covered herein, and the existence of other insurance will not serve to reduce our obligation.
2. You will have the right to waive our rights of recovery prior to a loss with respect to any party. This must be done in writing to affect our rights.

ENDORSEMENT AGREEMENT



WAIVER OF SUBROGATION  
BLANKET BASIS

1269831-23  
RENEWAL  
SC  
1-79-09-55  
PAGE 1 OF 1

HOME OFFICE  
SAN FRANCISCO

EFFECTIVE OCTOBER 1, 2023 AT 12.01 A.M.  
AND EXPIRING OCTOBER 1, 2024 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

THIRDWAVE CORPORATION  
12100 WILSHIRE BLVD STE 800  
LOS ANGELES, CA 90025

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE  
LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL  
NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR  
ORGANIZATION NAMED IN THE SCHEDULE.

THIS AGREEMENT APPLIES ONLY TO THE EXTENT THAT YOU  
PERFORM WORK UNDER A WRITTEN CONTRACT THAT REQUIRES YOU  
TO OBTAIN THIS AGREEMENT FROM US.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE  
2.00% OF THE TOTAL POLICY PREMIUM.

SCHEDULE

<u>PERSON OR ORGANIZATION</u>	<u>JOB DESCRIPTION</u>
ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER	BLANKET WAIVER OF SUBROGATION

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND  
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY  
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

OCTOBER 3, 2023

AUTHORIZED REPRESENTATIVE

PRESIDENT AND CEO





P.O. BOX 8192, PLEASANTON, CA 94588

**CERTIFICATE OF WORKERS' COMPENSATION INSURANCE**

ISSUE DATE: 01-22-2024

GROUP:  
POLICY NUMBER: 1269831-2023  
CERTIFICATE ID: 140  
CERTIFICATE EXPIRES: 10-01-2024  
10-01-2023/10-01-2024  
THIS CERTIFICATE SUPERSEDES AND CORRECTS  
CERTIFICATE # 139 DATED 12-19-2023

COUNTY OF MARIN  
1600 LOS GAMOS DR  
SAN RAFAEL CA 94903-1806

SC

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days advance written notice to the employer.

We will also give you 30 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #0015 ENTITLED ADDITIONAL INSURED EMPLOYER EFFECTIVE 2024-01-22 IS ATTACHED TO AND FORMS A PART OF THIS POLICY. NAME OF ADDITIONAL INSURED: COUNTY OF MARIN

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 10-01-2023 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

ENDORSEMENT #2572 ENTITLED BLANKET WAIVER OF SUBROGATION EFFECTIVE 2023-10-01 IS ATTACHED TO AND FORMS A PART OF THIS POLICY

EMPLOYER

THIRDWAVE CORPORATION  
12100 WILSHIRE BLVD STE 800  
LOS ANGELES CA 90025

SC

[VAZ,CN]

POLICY NUMBER: PHBX20001487-03

BUSINESSOWNERS  
BP 12 01 08 10

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BUSINESSOWNERS POLICY CHANGES

This endorsement modifies insurance provided under the following:

<b>POLICY NUMBER</b> PHBX20001487-03		<b>POLICY CHANGES EFFECTIVE</b> 01/29/2024		<b>COMPANY</b> Philadelphia Indemnity Insurance Company	
<b>NAMED INSURED</b> Thirdwave Corporation				<b>AUTHORIZED REPRESENTATIVE</b> John W. Glomb, Jr.	
<b>CHANGES</b>					
The following Additional Insured is added: County of Marin Department of Information Services and Technology 1600 Los Gamos Drive Suite 370 San Rafael, CA 94903					
<b>POLICY AMOUNT AND PREMIUM ADJUSTMENT</b>					
	<b>Limits Of Insurance</b>		<b>Premiums</b>		
<b>Coverage Description</b>	<b>Previous Limit Of Insurance</b>	<b>New Limit Of Insurance</b>	<b>Previous Premium</b>	<b>New Premium</b>	<input type="checkbox"/> <b>Add'l Premium</b>
	\$	\$	\$	\$	<input type="checkbox"/> <b>Return Premium</b>



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **CALIFORNIA CHANGES**

This endorsement modifies insurance provided under the following:

### **BUSINESSOWNERS COVERAGE FORM INFORMATION SECURITY PROTECTION ENDORSEMENT**

**A. Section I – Property** is amended as follows:

1. With respect to an "open policy", the following is added to any provision which uses the term actual cash value:

a. In the event of a partial or total loss to a building or structure, actual cash value is calculated as a.(1) or a.(2), whichever is less:

(1) The amount it would cost to repair, rebuild or replace the property less a fair and reasonable deduction for physical depreciation of the components of the building or structure that are normally subject to repair or replacement during its useful life. Physical depreciation is based upon the condition of the property at the time of loss; or

(2) The Limit of Insurance applicable to the property.

b. In the event of a partial or total loss to Covered Property other than a building or structure, actual cash value is calculated as b.(1) or b.(2), whichever is less:

(1) The amount it would cost to repair or replace the property less a fair and reasonable deduction for physical depreciation, based on the condition of the property at the time of loss; or

(2) The Limit of Insurance applicable to the property.

c. An "open policy" is a policy under which the value of Covered Property is not fixed at policy inception, but is determined at the time of loss in accordance with policy provisions on valuation.

2. Paragraph E.2. Appraisal Property Loss Conditions is replaced by the following:

#### **2. Appraisal**

If we and you disagree on the value of the property or the actual cash value or the amount of loss, either may make written request for an appraisal of the loss. In this event, each party will select a competent and impartial appraiser. However, in the event of a government-declared disaster, as defined in the Government Code, appraisal may be requested by either you or us but shall not be compelled. Each party shall notify the other of the appraiser selected within 20 days of the request. The two appraisers will select an umpire. If they cannot agree within 15 days, either may request that selection be made by a judge of a court having jurisdiction. The appraisers will state separately the value of the property and actual cash value and amount of loss. If they fail to agree, they will submit their differences to the umpire. A decision agreed to by any two will set the amount of actual cash value and loss and will be binding. Each party will:

- a. Pay its chosen appraiser; and
- b. Bear the other expenses of the appraisal and umpire equally.

If there is an appraisal, we will still retain our right to deny the claim.

3. Paragraph E.5.d.(1)(c) of the Loss Payment Property Loss Conditions is deleted.

4. Paragraphs E.5.d.(1)(d) and E.5.d.(5) of the Loss Payment Property Loss Conditions are replaced as follows:

- (d) We will not pay on a replacement cost basis for any loss or damage until the lost or damaged property is actually repaired or replaced. Prior to such repair or replacement, we will pay the actual cash value of the lost or damaged property as described in Paragraph A.1. of this Endorsement. If the actual cash value does not exhaust the applicable Limit of Insurance, we will then pay the difference between the actual cash value and the replacement cost, provided that the repair or replacement is completed:
  - (i) Within 12 months after we pay the actual cash value; or
  - (ii) Within 36 months after we pay the actual cash value if the loss or damage relates to a state of emergency under California Law.

The following provision applies to real property which is used predominantly for residential purposes and consisting of not more than four dwelling units, and to coverage on tenants' household personal property in a residential unit:

If you, acting in good faith and with reasonable diligence, encounter a delay or delays in approval for, or reconstruction of, the residence that are beyond your control, we shall provide one or more additional extensions of six months for good cause. Circumstances beyond your control include, but are not limited to:

- (i) Unavoidable construction permit delays;
- (ii) The lack of necessary construction materials; or
- (iii) The unavailability of contractors to perform the necessary work.

Nothing in this Paragraph (d) constitutes a waiver of our right to deny the claim for any valid reason or to restrict payment in cases of suspected fraud.

(5) Tenants' improvements and betterments at:

- (a) Replacement cost in accordance with the terms set forth in Paragraph (d) above.
- (b) A proportion of your original cost if the property is not repaired or replaced. We will determine the proportionate value as follows:
  - (i) Multiply the original cost by the number of days from the loss or damage to the expiration of the lease; and
  - (ii) Divide the amount determined in (i) above by the number of days from the installation of improvements to the expiration of the lease.

If your lease contains a renewal option, the expiration of the renewal option period will replace the expiration of the lease in this procedure.
- (c) Nothing if others pay for repairs or replacement.

B. Section III – Common Policy Conditions is amended as follows:

- 1. Paragraphs A.2. and A.3. Cancellation are replaced by the following:
- 2. All Policies In Effect For 60 Days Or Less

If this Policy has been in effect for 60 days or less, and is not a renewal of a policy we have previously issued, we may cancel this Policy by mailing or delivering to the first Named Insured at the mailing address shown in the Policy and to the producer of record, advance written notice of cancellation, stating the reason for cancellation, at least:

- a. 10 days before the effective date of cancellation if we cancel for:
  - (1) Nonpayment of premium; or
  - (2) Discovery of fraud by:
    - (a) Any insured or his or her representative in obtaining this insurance; or
    - (b) You or your representative in pursuing a claim under this Policy.

- b. 30 days before the effective date of cancellation if we cancel for any other reason.

**3. All Policies In Effect For More Than 60 Days**

- a. If this Policy has been in effect for more than 60 days, or is a renewal of a policy we issued, we may cancel this Policy only upon the occurrence, after the effective date of the Policy, of one or more of the following:

- (1) Nonpayment of premium, including payment due on a prior policy we issued and due during the current policy term covering the same risks.
- (2) Discovery of fraud or material misrepresentation by:
  - (a) Any insured or his or her representative in obtaining this insurance; or
  - (b) You or your representative in pursuing a claim under this Policy.
- (3) A judgment by a court or an administrative tribunal that you have violated a California or federal law, having as one of its necessary elements an act which materially increases any of the risks insured against.
- (4) Discovery of willful or grossly negligent acts or omissions, or of any violations of state laws or regulations establishing safety standards, by you or your representative, which materially increase any of the risks insured against.
- (5) Failure by you or your representative to implement reasonable loss control requirements, agreed to by you as a condition of policy issuance, or which were conditions precedent to our use of a particular rate or rating plan, if that failure materially increases any of the risks insured against.
- (6) A determination by the Commissioner of Insurance that the:
  - (a) Loss of, or changes in, our reinsurance covering all or part of the risk would threaten our financial integrity or solvency; or

- (b) Continuation of the policy coverage would:

- (i) Place us in violation of California Law or the laws of the state where we are domiciled; or
- (ii) Threaten our solvency.

- (7) A change by you or your representative in the activities or property of the commercial or industrial enterprise, which results in a materially added, increased or changed risk, unless the added, increased or changed risk is included in the Policy.

- b. We will mail or deliver advance written notice of cancellation, stating the reason for cancellation, to the first Named Insured, at the mailing address shown in the Policy, and to the producer of record, at least:

- (1) 10 days before the effective date of cancellation if we cancel for nonpayment of premium or discovery of fraud; or
- (2) 30 days before the effective date of cancellation if we cancel for any other reason listed in Paragraph 3.a.

- 2. The following provision is added to Paragraph A. Cancellation:

**7. Residential Property**

This provision applies to coverage on real property which is used predominantly for residential purposes and consisting of not more than four dwelling units, and to coverage on tenants' household personal property in a residential unit. If such coverage has been in effect for 60 days or less and is not a renewal of coverage we previously issued, we may cancel this coverage for any reason, except that we may not cancel this Policy solely because:

- a. Corrosive soil conditions exist on the premises; or
- b. The first Named Insured has:
  - (1) Accepted an offer of earthquake coverage; or
  - (2) Cancelled or did not renew a policy issued by the California Earthquake Authority (CEA) that included an earthquake policy premium surcharge.

However, we shall cancel this Policy if the first Named Insured has accepted a new or renewal policy issued by the CEA that includes an earthquake policy premium surcharge but fails to pay the earthquake policy premium surcharge authorized by the CEA.

If a state of emergency under California Law is declared and the residential property is located in any ZIP Code within or adjacent to the fire perimeter, as determined by California Law, we may not cancel this Policy for one year, beginning from the date the state of emergency is declared, solely because the dwelling or other structure is located in an area in which a wildfire has occurred. However, we may cancel:

- a. When you have not paid the premium, at any time by letting you know at least 10 days before the date cancellation takes effect;
- b. If willful or grossly negligent acts or omissions by the named insured, or his or her representatives, are discovered that materially increase any of the risks insured against; or
- c. If there are physical changes in the property insured against, beyond the catastrophe-damaged condition of the structures and surface landscape, which result in the property becoming uninsurable.

3. Paragraph **C. Concealment, Misrepresentation Or Fraud** is replaced by the following with respect to loss or damage caused by fire:

We do not provide coverage to the insured who, whether before or after a loss, has committed fraud or intentionally concealed or misrepresented any material fact or circumstance concerning:

- a. This Policy;
- b. The Covered Property;
- c. That insured's interest in the Covered Property; or
- d. A claim under this Policy.

4. Paragraph **C. Concealment, Misrepresentation Or Fraud** is replaced by the following with respect to loss or damage caused by a Covered Cause of Loss other than fire:

This Policy is void if any insured, whether before or after a loss, has committed fraud or intentionally concealed or misrepresented any material fact or circumstance concerning:

- a. This Policy;
- b. The Covered Property;
- c. An insured's interest in the Covered Property; or
- d. A claim under this Policy.

5. Paragraph **H.1. Other Insurance** is replaced by the following (with respect to coverage provided under Section I – Property):

If there is other insurance covering the same loss or damage, we will pay our share of the covered loss or damage. Our share is the proportion that the applicable Limit of Insurance bears to the Limits of Insurance of all insurance covering on the same basis.

We will not pay more than the applicable Limit of Insurance of Section I – Property.

6. The following paragraph is added and supersedes any provisions to the contrary:

**M. Nonrenewal**

- 1. Subject to the provisions of Paragraphs 2. and 3. below, if we elect not to renew this Policy, we will mail or deliver written notice stating the reason for nonrenewal to the first Named Insured shown in the Declarations and to the producer of record, at least 60 days, but not more than 120 days, before the expiration or anniversary date.

We will mail or deliver our notice to the first Named Insured, and to the producer of record, at the mailing address shown in the Policy.

**2. Residential Property**

This provision applies to coverage on real property used predominantly for residential purposes and consisting of not more than four dwelling units, and to coverage on tenants' household property contained in a residential unit.

If this Policy provides coverage as described in the preceding paragraph, and we elect not to renew this Policy, we will mail or deliver written notice, stating the reason for nonrenewal, to the first Named Insured shown in the Declarations, and to the producer of record, at the mailing address shown in the Policy, at least 75 days, but not more than 120 days, before the expiration or anniversary date.

If we fail to give the first Named Insured shown in the Declarations notice of nonrenewal at least 75 days prior to the policy expiration, as required in the paragraph above, this Policy, with no change in its terms and conditions, shall remain in effect for 75 days from the date that the notice of nonrenewal is delivered or mailed to the named insured. A notice to this effect shall be provided by us to the first Named Insured with the notice of nonrenewal.

We may elect not to renew such coverage for any reason, except that we will not refuse to renew such coverage solely because:

- a. The first Named Insured has accepted an offer of earthquake coverage.

However, the following applies only to insurers who are associate participating insurers as established by Cal. Ins. Code Section 10089.16. We may elect not to renew such coverage after the first Named Insured has accepted an offer of earthquake coverage, if one or more of the following reasons applies:

- (1) The nonrenewal is based on sound underwriting principles that relate to the coverages provided by this Policy and that are consistent with the approved rating plan and related documents filed with the Department of Insurance as required by existing law;

- (2) The Commissioner of Insurance, finds that the exposure to potential losses will threaten our solvency or place us in a hazardous condition. A hazardous condition includes, but is not limited to, a condition in which we make claims payments for losses resulting from an earthquake that occurred within the preceding two years and that required a reduction in policyholder surplus of at least 25% for payment of those claims; or

- (3) We have:

- (a) Lost or experienced a substantial reduction in the availability or scope of reinsurance coverage; or
- (b) Experienced a substantial increase in the premium charged for reinsurance coverage of our residential property insurance policies; and

the Commissioner has approved a plan for the nonrenewals that is fair and equitable, and that is responsive to the changes in our reinsurance position.

- b. The first Named Insured has cancelled or did not renew a policy, issued by the California Earthquake Authority that included an earthquake policy premium surcharge.
- c. Corrosive soil conditions exist on the premises.



If a state of emergency under California Law is declared and the residential property is located in any ZIP Code within or adjacent to the fire perimeter, as determined by California Law, we may not nonrenew this Policy for one year, beginning from the date the state of emergency is declared, solely because the dwelling or other structure is located in an area in which a wildfire has occurred.

However, we may nonrenew:

- a. If willful or grossly negligent acts or omissions by the named insured, or his or her representatives, are discovered that materially increase any of the risks insured against;
  - b. If losses unrelated to the postdisaster loss condition of the property have occurred that would collectively render the risk ineligible for renewal; or
  - c. If there are physical changes in the property insured against, beyond the catastrophe-damaged condition of the structures and surface landscape, which result in the property becoming uninsurable.
3. We are not required to send notice of nonrenewal in the following situations:
- a. If the transfer or renewal of a policy, without any changes in terms, conditions or rates, is between us and a member of our insurance group.
  - b. If the Policy has been extended for 90 days or less, provided that notice has been given in accordance with Paragraph 1.
  - c. If you have obtained replacement coverage, or if the first Named Insured has agreed, in writing, within 60 days of the termination of the Policy, to obtain that coverage.
  - d. If the Policy is for a period of no more than 60 days and you are notified at the time of issuance that it will not be renewed.
  - e. If the first Named Insured requests a change in the terms or conditions or risks covered by the Policy within 60 days of the end of the policy period.
- f. If we have made a written offer to the first Named Insured, in accordance with the timeframes shown in Paragraph 1., to renew the Policy under changed terms or conditions or at an increased premium rate, when the increase exceeds 25%.
- C. The following changes apply only to Information Security Protection Endorsement **BP 15 07** if it is attached to this Policy:
1. Paragraph (2) of Insuring Agreement d. **Security Breach Liability** is replaced by the following:
    - (2) We will pay for "defense expenses" as a result of a "claim" in the form of a "regulatory proceeding" first made against the insured during the "policy period" or during the applicable Extended Reporting Period, in response to a "wrongful act" or a series of "interrelated wrongful acts" covered under Paragraph d.(1).
  2. Paragraph d. of the definition of "loss" in Paragraph V. is replaced by the following:
    - d. With respect to Insuring Agreements d. **Security Breach Liability** and g. **Web Site Publishing Liability**:  
Compensatory damages, settlement amounts and costs awarded pursuant to judgments or settlements.  
"Loss" does not include:
      - (1) Civil or criminal fines or penalties imposed by law;
      - (2) Punitive or exemplary damages;
      - (3) The multiplied portion of multiplied damages;
      - (4) Taxes;
      - (5) Royalties;
      - (6) The amount of any disgorged profits; or
      - (7) Matters that are uninsurable pursuant to law.

POLICY NUMBER: PHBX20001487

BUSINESSOWNERS  
BP 04 48 07 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

### SCHEDULE

<b>Name Of Person(s) Or Organization(s):</b>
County of Marin Department of Information Services and Technology 1600 Los Gamos Drive Suite 370 San Rafael, CA 94903
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Liability is amended as follows:

- A. The following is added to Paragraph **C. Who Is An Insured:**
3. Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in the performance of your ongoing operations or in connection with your premises owned by or rented to you.  
However:
    - a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
    - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these additional insureds, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
  2. Available under the applicable Limits Of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.



Thirdwave Corporation

PHBX20001487

10/24/2024 - 10/24/2025

PI-BP-001 (9/05)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**BUSINESSOWNERS POLICY-ELITE ENHANCEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS LIABILITY COVERAGE FORM  
BUSINESSOWNERS SPECIAL PROPERTY COVERAGE FORM**

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposures are provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy.

Throughout this endorsement the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the Company providing this insurance.

**Part 1: Property Coverage Enhancements:**

The following amendments are a part of the BUSINESSOWNERS SPECIAL PROPERTY COVERAGE FORM:

**1. Increased Glass Limits**

Section A. Coverage, item 4.b. is replaced by:

- b.** With respect to glass (other than glass building blocks) that is part of the interior of a building or structure, or part of an outdoor sign, we will not pay more than \$3,000 for the total of all loss or damage in any one occurrence.  
This Limitation does not apply to loss or damage by the "specified causes of loss", except vandalism.

**2. Increased Fire Department Service Charge**

Section A. Coverage, item 5.c. is replaced by:

**c. Fire Department Service Charge**

When the fire department is called to save or protect Covered Property from a Covered Cause of Loss, we will pay up to \$3,000 for your liability for fire department service charges:

- (1) Assumed by contract or agreement prior to loss; or
- (2) Required by local ordinance.

**3. Reduced Waiting Period and Longer Duration for Civil Authority Coverage**

Section A. Coverage, item 5.i. is replaced by:

**i. Civil Authority**

We will pay for the actual loss of Business Income you sustain and necessary Extra Expense caused by action of civil authority that prohibits access to the described premises due to direct physical loss of or damage to property, other than at the described premises, caused by or resulting from any Covered Cause of Loss.

The coverage for Business Income will begin 48 hours after the time of that action and will apply for a period of up to three consecutive weeks after coverage begins.

The coverage for necessary Extra Expense will begin immediately after the time of that action and ends:

- (1) 5 consecutive weeks after the time of that action; or
- (2) When your Business Income coverage ends; whichever is later.

The definitions of Business Income and Extra Expense contained in the Business Income and Extra Expense Additional Coverages also apply to this Civil Authority Additional Coverage. The Civil Authority Additional Coverage is not subject to the Limits of Insurance.

**4. Broadened Personal Property Coverage**

Section A. Coverage, item 1.b., the first paragraph is replaced by:

- b. Personal Property located in or on the buildings at the described premises or in the open (or in a vehicle) within 1,250 feet of the described premises, including:

**5. Increased limits for Personal Property Off Premises**

Section A. Coverage, item 6.b. is replaced by:

**b. Personal Property Off Premises**

You may extend the insurance that applies to Business Personal Property to apply to covered Business Personal Property, other than "money" and "securities", "valuable papers and records" or accounts receivable, while it is in the course of transit or temporarily at a premises you do not own, lease or operate. The most we will pay for loss or damage under this Extension is \$10,000.

**6. Increased limits for Outdoor Property**

Section A. Coverage, item 6.c. is replaced by:

**c. Outdoor Property**

You may extend the insurance provided by this policy to apply to your outdoor fences, radio and television antennas (including satellite dishes), signs (other than signs attached to buildings), trees, shrubs and plants, including debris removal expense, caused by or resulting from any of the following causes of loss:

- (1) Fire;
- (2) Lightning;
- (3) Explosion;
- (4) Riot or Civil Commotion; or
- (5) Aircraft.

The most we will pay for loss or damage under this Extension is \$5,000, but not more than \$1,000 for any one tree, shrub or plant.

**7. Fire Extinguisher Recharge**

Section A. Coverage, item 6. Coverage Extensions will also include:

You may extend the insurance provided by this coverage form to cover expenses you incur to recharge portable fire extinguishers, dry chemical, carbon dioxide, or liquid automatic fire extinguishing systems and the cost of resetting automatic fuel shut-off connections, if any of the above are discharged to fight a fire or are discharged due to a mechanical malfunction.

The most we will pay for loss or damage under this extension is \$3,000.

No deductible shall apply to this coverage.

**8. Business Income Enhancement**

Section A. Coverage, item 5. Additional Coverages, section f. Business Income is amended as follows:

The reference to "60 days" as the limitation on payroll expenses is replaced by "365 days."

**9. Lock Replacement**

Section A. Coverage, item 6. Coverage Extensions will also include:

You may extend the insurance provided by this coverage form to cover necessary expense to repair or replace exterior or interior door locks of a covered building:

- a) If your door keys are stolen in a covered theft loss; or
- b) When your property is damaged and your door keys are stolen by the burglars.

The most we will pay under this extension of \$250 for any one occurrence.

**10. Removal of Sewer Backup Exclusion**

Section B. Exclusions, item g(3) is amended to include:

Backups of sewers will not be excluded, but the most we will pay for such losses is \$500 in the policy period.

**Part 2: Liability Coverage Enhancements:**

The following amendments are a part of the BUSINESSOWNERS LIABILITY COVERAGE FORM:

**1. Medical Payments**

If Medical Payments Coverage (Coverage A.2.) is not otherwise excluded from this Coverage Part: The Medical Expense Limit is changed subject to all the terms of Limits Of Insurance (Section D) to the greater of:

- a. \$10,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

**2. Supplementary Payments**

In the Supplementary Payments – (Coverage A.1.d.):

- 1. The limit for the cost of bail bonds (item (2)) is changed from \$250 to \$500; and
- 2. The limit for loss of earnings (item (4)) is changed from \$250 a day to \$500 a day.

**3. Blanket Additional Insureds**

Who is An Insured (Section C) is amended to include the following, but only for liability arising out of the negligence of the Named Insured:

Each of the following is also an Insured:

- a. any Contractor, including contracting governmental entities, who hires you as their subcontractor;
- b. any person or organization who has an ownership interest in you;
- c. any lessor of leased equipment, who rents equipment to you, but only with respect to liability arising out of the maintenance, operation, or use by you, provided however that this

- item c. will not apply to (1) any occurrence which takes place after the equipment lease expires; nr (2) "Bodily Injury" or "Property Damage" arising out of the negligence of the lessor or contractor engaged to operate the leased equipment; and
- d. any owner, mortgagor, lessor, landlord, condominium association or manager of a premises leased by you, but only for "occurrences" that take place while you occupy the premises, provided however that this item d. will not apply to structural alterations, new construction, or demolition operations; and

With regard to parties applicable under items a. through d. above, the Insurer and the Named Insured agree to waive rights of recovery, as provided within the policy.

Nothing contained in this section C. shall serve to nullify matters excluded under section B. of the policy.

#### 4. Bodily Injury - Mental Anguish

The definition of "bodily injury" is changed to read:

"Bodily Injury":

- a. Means bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (item a. above) at any time.

#### 5. Liberalization

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

#### 6. Employee Indemnification Defense Coverage

Under **SUPPLEMENTARY PAYMENTS – COVERAGES A.1.d.**, the following is added:

- (8) We will pay on your behalf defense costs incurred by an "employee" in a criminal proceeding, provided, however that you must have a prior written agreement with such "employee" whereby you agree to indemnify the "employee" for such defense costs, and the agreement includes a provision for repayment of defense costs in the event of an adverse judgment. The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$2,500 regardless of the number of employees, claims or "suits" brought or persons or organizations making claims or bringing "suits."

#### 7. Amendment of Aggregate Limit

**SECTION D.4. – Aggregate Limits**, item B is replaced by:

- b. All other injury or damage, including medical expenses, arising from all "occurrences" during the policy period is three times the Liability and Medical Expenses limit. This limitation does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire or explosion.

#### 8. Amendment to Watercraft Exclusion

Part B- Exclusions, item g.(2)(a) is amended by the following:

The phrase "less than 26 feet" is replaced by "less than 51 feet."

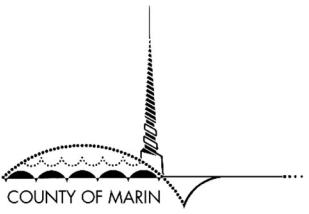
**Part 3: Amendment of Conditions:**

1. Other provisions of the policy notwithstanding, this policy will be primary for all losses covered herein, and the existence of other insurance will not serve to reduce our obligation.
2. You will have the right to waive our rights of recovery prior to a loss with respect to any party. This must be done in writing to affect our rights.



## ADDITIONAL COVERAGES

<b>Ref #</b>	<b>Description</b> XNUCL				<b>Coverage Code</b> XNUCL	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Total Pollution Exclusion				<b>Coverage Code</b> XPOLU	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
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<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
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<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		



## ASSESSOR RECORDER

### THE MARIN COUNTY ASSESSOR RECORDER AND DEPARTMENT OF FINANCE

#### REQUEST FOR PROPOSAL RFP #2832A

#### PROPERTY SYSTEMS BUSINESS PROCESS ANALYSIS

**May 03, 2023**

The County of Marin's Assessor Recorder and Department of Finance departments is seeking to contract for property systems business process analysis services as described in this solicitation.

Proposal packages will be received through Wednesday June 21, 2023 UNTIL 2:00PM local time, at the Marin County Procurement Division, 3501 Civic Center Drive Room 304, San Rafael, Ca 94903 or through [Bid Express®](#)

Any proposer who wished their proposal to be considered is responsible for making certain that the completed proposal, including all RFP documents, is received in the Procurement office by the proper time. Proposals received after the scheduled submittal deadline will be returned unopened.

Copies, alternative formats and auxiliary aids of this RFP will be made available upon request by contacting Jorge Molina from the Procurement Division at [JMolina@marincounty.org](mailto:JMolina@marincounty.org)

The County of Marin does not discriminate on the basis of race color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity (including gender expression), genetic information, and any other class of individuals protected from discrimination under state or federal law in any of its activities or operations. This includes, but is not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, subcontractors, vendors and clients.

*The County of Marin is committed to developing and supporting diverse, equitable, and inclusive values within all aspects of its operations. By conducting business for or with the County, you are representing your commitment to rejecting inequities in employment, services, and practices by ensuring fair and equitable treatment for all.*

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## INSTRUCTIONS TO PROPOSERS

### General Project Description

The County of Marin is seeking a Business Analyst to gather high level business and system requirements to create an RFP for the potential replacement of the current property systems. These property systems include functionality from both the Assessor Recorder which includes but is not limited to property assessments and property recordings and the Department of Finance where the property taxes are collected.

### Solicitation Questions

Proposers may submit written questions regarding this solicitation. All questions must be emailed and received by **Friday, May 26, 2023** no later than **4:00 pm local time**. Questions asked after this date and time will not be considered. All questions shall be submitted to Jorge Molina with the Procurement Department via email, [JMolina@marincounty.org](mailto:JMolina@marincounty.org) or through the [Bid Express®](#) online platform.

The subject line shall be: RFP 2832A – Property Systems Business Process Analysis

Phone calls and faxed questions will **not** be accepted.

Answers to all written questions concerning this solicitation will be posted on the County of Marin Contracting Opportunities website and the [Bid Express®](#) online platform on **Friday, June 02, 2023**. It is the responsibility of all interested proposers to access the website(s) for this information.

### Submittal Requirements

The Marin County Department of Public Works has transitioned its bidding processes to the [Bid Express®](#) online platform. Bidders can access current solicitations and a how-to guide for first-time Bid Express users County of Marin Bid Express home page at <https://www.bidexpress.com/businesses/53528/home>. Bidders must register for a free Bid Express account to view project solicitations; download bid documents; see the plan holder's list and submit bid RFIs.

Submitted responses must include the form(s) provided with this solicitation package. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. All proposals submitted must have a completed Offer form signed by a duly authorized officer of the proposing contractor. Proposals not submitted on the form(s) provided, unless otherwise specified, may not be considered by the County of Marin Procurement Division.

Electronic submissions via [Bid Express®](#) **OR** one (1) written original (marked as such) and one (1) electronic copy proposal on a USB jump/thumb drive are due on **Wednesday, June 21, 2023**, no later than **2:00 pm local time**. Sealed Proposals must be received by the due date and time. Once received, all original and/or copies of the proposal become property of the County of Marin and will not be returned. Proposals will be considered late if not received by the above due date and time, regardless of postmark date, and will be rejected and returned to the proposer unopened.

Delivery Address:

County of Marin Procurement Division  
3501 Civic Center Drive – Room #304  
San Rafael, CA 94901

All proposals shall be clearly marked “**RFP 2832A – Property Systems Business Process Analysis - Do Not Open**” on the outside of the proposal package.

The County of Marin reserves the right to reject any and all proposals and to elect not to enter into any contract for the services described in the scope of work. The County reserves the right to make multiple awards of this proposal. The County of Marin also reserves the right to request clarification of information from the proposer.

### Timeline of Events

The County of Marin will make all attempts to adhere to the following timeline.

<b>Release of RFP</b>	Thursday, May 03, 2023
<b>Deadline to submit Questions</b>	Friday, May 26, 2023 – No Later than 4:00 PM Local Time
<b>Responses to Questions</b>	Friday, June 02, 2023
<b>Proposal Submission Deadline</b>	Wednesday, June 21, 2023 – No Later than 2:00 PM Local Time
<b>Identification of Apparent Winner</b>	Week of June 26 2023 <i>(Subject to Change)</i>
<b>Tentative Board Award Date</b>	June/July2023 <i>(if necessary)</i>
<b>Tentative Contract Start Date</b>	Wednesday, July 03 <i>(Subject to Change)</i>

### Opening of Proposals

Proposals will not be publicly opened or read.

### Informed Proposers/ Examination of Documents

Before submitting a proposal, proposers must fully inform themselves of the conditions, requirements, and specifications of the work or materials to be furnished. Failure to do so will be at the proposer’s own risk. It is the responsibility of the proposer to carefully and thoroughly examine and be familiar with legal and procedural documents, general conditions, all forms, specifications, addenda (if any), herein referred to as contract documents. Contractor shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by the contract documents. The failure or neglect of the contractor to examine the documents shall in no way relieve them from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the County of Marin may rely that the contractor has thoroughly examined and is familiar with the contract documents. No claim

will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

## Nomenclatures

The terms successful proposer, offeror, bidder, vendor, supplier and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation interested or submitting a proposal. The terms County of Marin and Department; quote, bid, proposal; contract, and purchase order, may be used interchangeably in this solicitation.

## Interpretation, Correction

The Proposer must carefully examine the specifications, terms and conditions provided in the Request for Proposal and become fully informed as to the requirements set forth therein. If anyone planning to submit a proposal discovers any ambiguity, conflict, discrepancy, omission or error in the proposal, has any questions in relationship to the "Scope of Work", or any other related matters, shall immediately notify the responsible party, Jorge Molina, of such concern in writing via email at [JMolina@marincounty.org](mailto:JMolina@marincounty.org) and request clarification or modification of the document(s) no later than the date specified in the RFP questions section.

## Prices, Negotiations and Mistakes

All prices and notations must be in type or ink. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs the proposal. Prices shall be stated in dollars and quotations made separately on each item. Where there is a conflict between words and figures, words will govern.

## Withdrawal of Proposal

Submitted proposals:

- a) may not be withdrawn within 60 calendar days after the proposal opening
- b) may be withdrawn prior to the opening date only by written request of the proposer

## Terms of the Offer

Acceptance of proposer's offer shall be limited to the terms herein unless expressly agreed in writing by the County of Marin. Proposers offering terms other than those shown herein will be declared non-responsive and will not be considered.

\*\*\*END OF INSTRUCTIONS TO PROPOSERS\*\*\*



## GENERAL PROVISIONS

The provisions in this section, with the exception to the Evaluation Criteria and Invoicing address, cannot be altered without prior approval by County Counsel and Procurement

### Responsible Parties

Representing the County of Marin in all matters regarding the submission of this solicitation package shall be Jorge Molina of the Procurement Division, [JMolina@marincounty.org](mailto:JMolina@marincounty.org).

All inquiries shall be directed to the designated County staff person as shown. Contact with any other County personnel or any undue “badgering” of such County personnel by the proposer is prohibited. Failure to comply with this request may be considered cause for disqualification of your proposal.

### Award of Contract

Award of proposal, if awarded, will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. The criteria are not listed in order of preferences. An Evaluation Committee will be established by the County of Marin. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The County of Marin reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Evaluation scores will not be released until after award of proposal. The County of Marin shall not be obligated to accept the lowest priced proposal but will make an award in the best interests of the County after all factors have been evaluated.

Receipt of the official Contract shall indicate award of the proposal. Award of proposal shall be made by the County of Marin to the responsible Proposer who meets the provisions and specifications of this proposal after consideration of all evaluation criteria to provide the services as described in this request. The County reserves the right to make a multiple award of this proposal

### Award Evaluation Criteria

The Evaluation Criteria that will be used to evaluate all received proposals are listed on **Page 9**.

A selection committee will evaluate each submission and determine which individuals, firms, corporations, organizations, or teams will be invited to enter into a Contract.

The Selection Committee may also contact and evaluate the proposer’s references; contact any Proposer to clarify any response; contact any current users of a proposer’s services; solicit information from any available source concerning any aspect of a proposal; and/or seek and review any other information deemed pertinent to the evaluation process. The Evaluation Committee is not obligated to accept the lowest priced proposal but shall make an award in the best interest of the County of Marin, reject any and all proposals, and to waive any informalities and minor irregularities in the proposals.

Discussions/interviews may, at the County of Marin’s sole option, be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions/interviews may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be

permitted after submissions and before award for obtaining best and final proposals. In conducting discussions/interviews, the County of Marin will not disclose information derived from proposals submitted by competing Proposers.

EVALUATION CRITERIA	PERCENTAGE
Qualifications and Experience	55%
References/Performance History	25%
Proposal submission – quality completeness and understanding of the project as outlined in description given in the Request for Proposal.	10%
Cost	10%
<b>Total</b>	<b>100%</b>

## Preferences

Whenever the County of Marin acquires services or supplies by purchase order and/or contract, the Purchasing Agent, in evaluating the price or proposal, shall award preferences based upon the following preferences. In no case shall the total of all preferences which a bid is eligible exceed fifteen (15.0) percent.

1. *Local Business Preference* - In accordance with County of Marin Code **3.10** there shall be a five (5.0) percent preference on the price submitted by a local county business.
2. *Workforce Development Preference* - In accordance with County of Marin Code **2.50.070** Ordinance # 3435 there shall be a five (5.0) percent preference to contractors that can certify that at least 50 percent of the workforce under the service contract will be Marin County Residents.
3. *Recycled Product Preference* - In accordance with County of Marin Code **3.08** there shall be a fifteen (15.0) percent preference on the price submitted involving recycled products.

*This section shall not apply to transactions in which the allowance of these preferences are otherwise prohibited by state or federal statutes or regulation.*

## Supplier Performance Management Program (SPMP)

The Supplier Performance Management Program may be used to evaluate and assess contractor performance. This program may include but is not limited to: scheduled contract review, scorecards to measure performance on contract specific metrics, and periodic meetings to review performance and address any corrective action that may need to be taken. The intent is to be mutually beneficial, not only to ensure the supplier/contractor is meeting our expectations, but that the County is communicating our expectations to the supplier/contractor.

## Addenda

Any changes, additions, deletions or clarifications to this proposal package shall be made by written addendum, issued by the County of Marin. Addenda will be sent to all known entities in receipt of the solicitation and shall be incorporated in the proposal. The proposer shall sign and date the addendum and submit with their response to the solicitation.

Addenda issued within five (5) calendar days of the proposal opening date/time shall be cause for extension of the opening date, if so determined by the Purchasing Agent, in order to allow prospective Proposers sufficient time to prepare their proposals.

## Change Orders

The County of Marin may at any time, without notice to any sureties, make any change in the work specified in the resulting Contract by issuing a change order, including but not limited to changes:

1. In the terms and conditions of the Contract
2. In the written specifications

NO ORDER, STATEMENT OR CONDUCT, WRITTEN OR ORAL, SHALL BE TREATED AS A CHANGE ORDER UNLESS IN WRITING AND SIGNED BY BOTH PARTIES.
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## Invoicing and Payment

Payment by the County of Marin to vendor shall be made in full, per invoice within 30 calendar days after receipt of a correct invoice. Invoices shall be made per division. Invoices shall be mailed through the postal service. Purchase Orders are required for each order placed and invoices should reference the associated purchase order.

Depending on originating charges vendor shall submit an invoice only after services have been rendered to an address provided by the County upon awarding agreement.

## Assignment and Subcontracting

The proposer shall have no right, authority or power to sell, mortgage or assign the resulting contract and/or purchase order or any interest herein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of the County of Marin. Neither the contract and/or purchase order nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by the County of Marin.

## Force Majeure

Time extension for delay may be allowed for the Proposer by the County of Marin for any delay in the completion/delivery of specified items which arises from unforeseeable causes beyond the control of the proposer and without fault or negligence of the proposer, including but not restricted to such causes as the act or negligence of the County of Marin, stormy or inclement weather in which specified work cannot be done, strikes, boycotts, acts of God, acts of the public enemy, acts of government, fire, flood, epidemics, freight embargo, delays of suppliers which arise from unforeseeable causes beyond the control and without the fault or negligence of both the proposer and supplier.

## Nondiscriminatory Employee

The County of Marin does not discriminate on the basis of race color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity (including gender expression), genetic information, and any other class of individuals protected from discrimination under state or federal law in any of its activities or operations. This includes, but is not limited to, hiring and firing of staff, selection or volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, subcontractors, vendors and clients.

## Fair Employment Provisions

The contractor awarded this proposal and doing the work herein specified shall not knowingly fail to hire or allow to be dismissed from employment thereon any persons because of race, color, sex, religion, national origin, or creed. The hiring of all labor for the work included in this contract shall be in accordance with applicable directives of the Department of Fair Employment and Housing of the State of California.

The contractor shall comply fully with Titles I and II of the Americans with Disabilities Act (ADA), Sections 508 and 504 of the 1973 Rehabilitation Act as amended in 1998 in that the contractor's hiring practices do not discriminate against disabled persons.

The contractor shall cooperate fully with the County and affiliated unions to promote and ensure the maximum employment of minorities and other protected group members with particular emphasis on residents of Marin County, in all phases and at all levels of the work. The contractor shall encourage maximum utilization of apprenticeship and other on-the-job training programs to achieve this goal.

Contractor and/or any permitted subcontractor shall not unlawfully harass nor discriminate against any individual based on race, religious creed, color, national origin, ancestry, medical condition, marital status, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

A County representative will be available to advise and assist in implementation of the foregoing.

The Contractor shall comply with any and all federal, state and local laws (including, but not limited to the County of Marin Nuclear Free Zone and Living Wage Ordinance) affecting the services provided by the contractor.

## Cancellation of Contract

**Without** CAUSE, the County of Marin may cancel this contract at any time with thirty (30) days written notice to the supplier/contractor. **With** CAUSE, the County of Marin may cancel this contract at any time with five (5) days written notice to the Proposer. Cancellation for cause shall be at the discretion of the County of Marin and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The Successful Proposer may not cancel this contract without prior written consent of the County of Marin Purchasing Agent.

## Termination for Default – Time Extension for Delay

If the proposer fails or refuses to prosecute the work, or any separable part thereof, so as to ensure that the items specified will not be completed and/or delivered within the time specified in the proposal documents and Purchase Order, the County of Marin, may, by written notice to the proposer, terminate its right to proceed with the work or such part of the work as to which there has been a delay at the County's option. The proposer and its sureties shall be liable to the County of Marin for liquidated damages, or if no liquidated damages are so provided, then for any damages to the County of Marin resulting from the proposer's failure or refusal to complete/deliver the items within the specified time.

## Termination for Convenience

The County reserves the right to terminate the contract at any time, for the convenience of the County of Marin, without penalty or recourse, by giving written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination. Termination compensation cannot exceed the monthly service fee, and the termination nullifies the remaining months of the contract.

1. Termination for lack of funding: The County reserves the right to terminate any contract in any user agency if said agency loses funding during the term of the contract.
  
2. Termination for non-performance: The County may terminate the contract in whole or in part if delivery or performance is repeatedly unsatisfactory. Unsatisfactory performance includes but is not limited to:
  - a. Repeated failure to respond within requested time-frame
  - b. Failure to perform services when promised or expected
  - c. Inability to reach Contractor contact; lack of customer service

## Nuclear Free Zone

The County of Marin is a nuclear free zone in which work on nuclear weapons and/or the storage or transportation of weapons related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons proposer (Marin County Ordinance, Chapter 23.12 Nuclear-Free Zone).

<https://www.marincounty.org/depts/bs/boards-and-commissions/commissions/peaceconversion>

## Damages

The proposer shall be held responsible for damage to existing facilities/sites, or to completed new work, that may be caused by the proposer's work or workmen. Proposer shall properly repair damage or remove and replace damaged property as appropriate at the proposer's expense as required by the County of Marin.

## Living Wage

This contract is subject to the County of Marin Living Wage Ordinance #3435 [(part), 2005]. The ordinance requires the payment of a living wage to all covered employees engaged in providing services pursuant to a service contract as defined in section 2.50.030 (F). Proposer specifically agrees that should the County of Marin investigate allegations of non-compliance with the Living Wage Ordinance, proposer shall make available for audits its books and records relating to the service contract, as well as the books and records of its subcontractors and proposer will make available employees in furtherance of its investigation. Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a contractor or subcontractor from further consideration in the procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract opportunities for a period not to exceed three years. (Marin County Ordinance, Chapter 2.50 Living Wage)

<http://www.marincounty.org/depts/ad/divisions/management-and-budget/living-wage-ordinance>

## Cooperative Agreement

Agreement may be used by other governmental agencies, school districts, and special districts upon mutual consent of both parties. The proposer shall provide firm fixed pricing for all items or services, as specified herein, and allow agencies to purchase said goods or services at any time during the effective period of the resulting County of Marin Contract and/or Purchase Order.

## Joint Procurement

In accordance with 2 C.F.R §200.318(e) Intergovernmental agreements for procurement or use of common goods and services is encouraged by federal procurement guidelines. Joint procurement is a contracting method in which two or more agencies agree from the outset to use a single solicitation document and enter into a single contract for goods or services. The proposer understands in providing a response to this solicitation, that a single contract will be issued for the benefit of all agencies identified within the solicitation.

## Independent Proposer

The proposer agrees and certifies that they or any of their agents, servants, or employees is not an agent or employee of the County of Marin. The proposer is an independent solely responsible for proposer's acts. The resulting Contract and/or Purchase Order shall not be construed as an agreement for employment with the County. The Non-Collusion Affidavit shall be signed and returned with the submitted proposal.

## Non-Appropriation of Funds

The County of Marin warrants that it has funds available to remit payments on the resulting County Purchase Order at the time the purchase order is executed. Should appropriated funds during the term of the Purchase Order become unavailable for the purpose of the Contract and/or Purchase Order, the County may cancel the agreement by providing the proposer with written notice. Such notice shall release both the County and proposer from all obligations under the Contract and/or Purchase Order, and proposer shall refund the County the balance of any advance payment made for orders of goods and/or services which are outstanding, or which have not been received by the County.

## Compliance or Deviation to Specifications

Proposer hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations are clearly indicated in the proposer's response and listed as such under Exceptions to the Scope of Work.

## Governing Laws

This Request for Proposal and the resulting purchase order and/or contract shall be governed by all applicable federal, state, and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by the Federal Emergency Management Agency (FEMA), Homeland Security, CAL-OSHA, FED-OSHA, Environmental Protection Agency (EPA), Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), the California State Department of Health and Human Services (CalHHS) and the County of Marin Environmental Health Department, the Federal Migratory Bird Treaty Act of 1918, the California Department of Fish and Wildlife codes 3503, 3503.5, 3513, and Marin County Code 23.16.010 for Pacheco Pond Wildlife area. This contract shall be in accordance with the substantive and procedural laws of the State of California.

## Insurance

Successful proposer shall be required to furnish and maintain insurance as follows:

### Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

### Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

### Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

## Debarment and Suspension Certification

Title 49, Code of Federal Regulations, Part 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and

- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Note: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this bid on the signature portion thereof shall also constitute signature of the Certification.

## Conformity with Law and Safety

Vendor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including Federal, State, Municipal and Local Governing Bodies having jurisdiction over the scope of services or any part hereof, including all provisions of the Occupation Safety and Health Act of 1979 and all amendments thereto, and applicable Federal, State and Local Government Safety Regulations. All services performed by Vendor must be in accordance with these laws, ordinances, codes and regulations. Vendor shall indemnify and save County harmless from any and all liability, fines, penalties and consequences arising from any non-compliance of violations of such laws, ordinances, codes and regulations.

Accidents: If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this agreement, Vendor shall immediately notify the County by telephone. Vendor shall promptly submit to County a written report, in such form as may be required by County, of all accidents which occur in connection with this agreement. This report must include all of the following information:

- (1) Name and address of the injured or deceased person, and
- (2) Name and address of Proposer's subcontractor (if any), and
- (3) Name and address of Proposer's Liability Insurance Carrier, and
- (4) A detailed description of accident and whether any of County's equipment or material was involved.

## Attorney's Fees

If any action at law or inequity is brought to enforce or interrupt the provisions of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.

## Proposer Agreement to Terms and Conditions

Submission of a signed proposal will be interpreted to mean Proposer has agreed to all the terms and conditions set forth in the pages of this solicitation.

## Right to Audit

County shall have the right of audit and inspection of the Vendor's business records at any time during the term of this agreement. Vendor shall have readily available all records related to the performance of the agreement and shall provide office space as may be required for County to audit these records.

## California Public Records Act (CPRA)

Applicants acknowledge and agree that the County is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Applicant's proprietary information is contained in documents or information submitted to the County, and Applicant claims that such



information falls within one or more CPRA exemption, the Applicant must clearly mark such information “CONFIDENTIAL AND PROPRIETARY” and identify the specific lines containing such information.

In the event of a request for such information, County will make reasonable efforts to provide notice to Applicant prior to any disclosure. If Applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, then Applicant is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Marin County before the County’s deadline to respond to the CPRA request. If Applicant fails to obtain such remedy, County may disclose the requested information without penalty or liability.

Applicant 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 deniable by County of a CPRA request for information arising from any representation, or any action (or inaction) by the Applicant.

## Taxes

Successful Proposer shall pay all federal, state and local taxes, levies, duties and assessments of every nature due in connection with any work under the contract and shall indemnify and hold harmless the County of Marin from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

## Tax, California Non-Resident Income and Franchise Tax Withholding

The California Franchise Tax Board through the California Revenue and Taxation Code (R&TC) Section 18662 and the related regulations requires the withholding of California income and franchise taxes from payment made to nonresident California vendors performing services in this state. A withholding of 7% (the 2011 rate which is applicable to change) of all service-related invoices will be withheld and remitted to the state; there is no required withholding on goods provided. In addition, there are higher applicable rates that apply to nonresident foreign non-corporate partners, corporate partners and foreign bank (including financial institution partners).

\*\*\*END OF GENERAL PROVISIONS\*\*\*

## PROJECT INFORMATION

### Background

The County's Property system, which supports the County's Finance and Assessor is functional on aging architecture/programming language (Cobol, VB6, ASP.NET, etc) and the intent is to replace/modernize the systems with newer technologies. As a result of this individual departments continue to employ workarounds for those areas that were not accessible. This request for proposals is to identify and gather the high-level business and system requirements, processes and procedures in order to provide future recommendations regarding the County's current Property System.

The County's current priority in moving the organization forward is to evaluate and redesign the Property system Assessment and Tax collection functions identified. This is a business project, not a technology project. It is a necessary assessment to identify current issues, regardless of any systems decision or direction.

### General Conditions

The issuance of this solicitation constitutes only an invitation to present responses. The County reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the solicitation. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. The County reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses, which, in the County's sole judgment, best meets the requirement of the project. In the event that the solicitation is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of a response to this solicitation or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality.

An example of the County of Marin Professional Services Agreement [PSC] is attached to this solicitation. By submitting a response without exceptions, the contracting firm accepts all terms and conditions contained in the Sample Professional Services Agreement [PSC] attached. Additional terms and conditions may be required and may be negotiated after award.

### Submittal Requirements

Electronic submissions via [Bid Express®](#) OR one (1) written original (marked as such) and 1 electronic copy proposal on a USB/thumb drive etc.

### Contract Term

It is the County's intent to award this contract with an initial contract term of 1 year. The County reserves the right to extend the contract pending project completion.

### Minimum Qualifications/Experience Requirement

Proposers are required to have a minimum of five (5) years of experience in business systems consulting and analysis. Any proposer who cannot provide verifiable references for this minimum experience requirement may be considered non-responsive.

## Additional Requirements

Proposers are required to adhere to the regulations and policy set by County of Marin IST Security team, which is responsible for all aspects of Information Security at the County of Marin, including assets, systems, applications, data, and workforce security.

\*\*\*END OF PROJECT INFORMATION\*\*\*

## SCOPE OF WORK

### Project Specifics

Today, the County's Property system, which supports the County's Finance and Assessor is functional on aging architecture/programming language and the intent is to replace/modernize the systems with newer technologies. As a result of this individual departments continue to employ workarounds for those areas that were not accessible.

The County's first step and current priority in moving the organization forward is to evaluate the Property system Assessment and Tax collection functions.

Process:

- (A) Review and document current process ownership as well as procedures related to the Property System.
- (B) Identify and document current configuration of programming language.
- (C) Suggest opportunities for key process improvement.

Software:

- (A) Identify and document integration points "workarounds".
- (B) Identify available unused module capabilities of the current County's Property system.
- (C) Identify opportunities on how the Property system can be optimized and enhanced to better facilitate County business processes.
  - a. Provide a report and/or plan for implementing the recommended changes for potential software solution enhancements. To be based on the current business process analysis.

### Key Goals/Capabilities

The goal of this project:

1. Documentation of the County's current business processes
2. Operational improvements, including findings and recommendations for change that should be made before the software selection.

### Technical Requirements

A plan for implementing the recommended changes for potential software solution will be determined based on the business analysis.

### Project Timeline

Currently this project is scheduled to be completed one year from the start of the project. The County reserves the right to extend the contract pending project completion.

\*\*\*END OF SCOPE OF WORK\*\*\*





## SCHEDULE OF PROPOSED FEES

Schedule of Proposed Fees

Task	Description/Deliverables	Price
Review and Document current County processes	<ul style="list-style-type: none"> <li>▶ Documentation/reporting/mapping etc. of County current business processes as it relates to the current Property System</li> <li>▶ Identify and document integration points “workarounds”</li> </ul>	\$
Review and document current configuration of programming language	<ul style="list-style-type: none"> <li>▶ Documentation/reporting/mapping etc. of County current configuration of programming language</li> </ul>	\$
Business Process Improvement Suggestions	<ul style="list-style-type: none"> <li>▶ Provide a report and/or plan for implementing the recommended changes for potential software solution enhancements. To be based on the current business process analysis</li> <li>▶ Identify and suggest available unused module capabilities of the current County’s Property system.</li> <li>▶ Operational improvements, including findings and recommendations for change that should be made <i>before</i> the software selection</li> </ul>	\$
Additional Tasks Identified [Not Listed within solicitation]	<ul style="list-style-type: none"> <li>▶</li> <li>▶</li> <li>▶</li> </ul>	\$ \$ \$
<b>TOTAL PROJECT COST</b>		<b>\$</b>

## REFERENCES AND PERFORMANCE

Proposers shall provide the following information which will be used by the County in evaluating the proposal. Proposer must provide three former (within the past five years) or present clients for whom these individuals have performed contracting services related to each of the categories for which your firm is offering services.

1. Number of years in business: \_\_\_\_\_

2. Current average number of employees: \_\_\_\_\_

3. List 3 Former or Current accounts for contact as reference.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_





## DEBARMENT AND SUSPENSION CERTIFICATION

Title 49, Code of Federal Regulations, Part 29

The Contractor, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_  
Authorized Signature for Contractor

\_\_\_\_\_  
Printed Name & Title

**NON COLLUSION DECLARATION**  
**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state]."

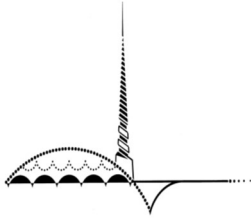
*(Amended by Stats. 2011, Ch. 432, Sec. 37. (SB 944) Effective January 1, 2012.)*

\_\_\_\_\_  
Printed Name of Document Signer

\_\_\_\_\_  
Signature of Document Signer

LOCAL BUSINESS PREFERENCE CERTIFICATION

PLEASE DO NOT COMPLETE THIS FORM UNLESS YOU QUALIFY FOR THE PREFERENCE



Chapter 3.10 of the Marin County Code, Preference in Contracts and Purchases, allows a 5% preference on the price submitted to local businesses which Contract with or

All respondents must certify they meet the definition of local business. Please initial one of the following definitions which apply to your business and describe below:

1. \_\_\_\_\_ has its principal place of business in Marin County; or

Describe: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ has a business license issued in Marin County for a period of six months prior to any claim of preference; or

Describe: \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ maintains an office or other facility in Marin in which not less than five persons are employed substantially full time.

Describe: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pursuant to Marin County Code, Chapter 3.10.40, any business which falsely claims a preference shall be ineligible to bid on county purchases or contracts for a period of one year from the date of discovery of the false certifications.

Upon request, vendor agrees to provide additional information to substantiate this certification.

Vendor certifies information provided is true and accurate under penalty of perjury.

\_\_\_\_\_  
Firm Name

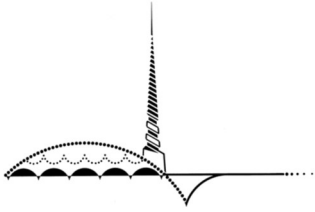
\_\_\_\_\_  
Business Address City, State, Zip Code

\_\_\_\_\_  
Signature of Authorized Representative Contact Number

\_\_\_\_\_  
Title E-Mail Address

## WORKFORCE PREFERENCE CERTIFICATION

**PLEASE DO NOT COMPLETE THIS FORM UNLESS YOU QUALIFY FOR THE PREFERENCE**



All respondents must certify and describe that their business employs at least 50% of the workforce under the service contract at the time of this solicitation are Marin County residents as defined below:

“Employee” means an individual who is permanently or temporarily employed by a county contractor or subcontractor performing direct services during any applicable pay period on work funded (in whole or in part) pursuant to a service contract as defined under this chapter.

Direct services do not include activity not directly contracted for by the county; for example, if the contract is for providing “counseling,” then only those employees providing that counseling are affected. Employees that would not be affected in that scenario would include support staff to those counselors, staff who process payroll or bill for the counselor’s time, or staff who supervise or manage those counselors. In another example, if the contract is to provide janitorial services, only those employees providing the janitorial services in county facilities would be affected. Employees who order supplies or repair equipment used in the performance of those services would not be affected.

Employee does not include an individual who is: (1) A worker classified as a student trainee, or intern working through an approved state or academic program or working towards state licensure or a professional accreditation sanctioned by a public entity or recognized licensure agency; (2) nor does it include anyone, regardless of age, who is providing services to earn academic credit or as part of a formal government approved, time-specific training program (e.g., Marin conservation corps trainees); and (3) employee also does not include a person providing volunteer services.

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Marin Workforce Bidders Preference Certification form must be completed and returned with your bid/proposal response if you are claiming the 5% bidding preference. Upon request, vendor agrees to provide additional information to substantiate this certification.

Vendor certifies information provided is true and accurate under penalty of perjury.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

SAMPLE

## SOLICITATION DOCUMENTS TO BE RETURNED

PLEASE PROVIDE ELECTRONIC SUBMISSIONS VIA [BID EXPRESS®](#) OR ONE (1) ORIGINAL COPY (MARKED AS SUCH) AND ONE (1) ELECTRONIC COPY PROPOSAL ON A USB JUMP/THUMB DRIVE.

The following forms must be completed and submitted on or before the Submittal Deadline.

a.	Exceptions to the Scope of Work	Page 20
b.	Offer	Page 21
c.	Schedule of Proposed Fees	Page 22
d.	References and Performance	Page 23
e.	Statement of Qualifications	Page 24
f.	Attachment E - Debarment and Suspension Certification	Page 25
g.	Attachment F - Non-collusion Declaration	Page 26

Awarded Proposer shall be **required** to furnish:

- a. Certificate of Liability Insurance
- b. Additional Insured Endorsement naming County of Marin as "Certificate Holder"
- c. W-9 (Vendor registration)
- d. Requirements for Contractors form + DIR Registration (if applicable)
- e. Any other requested documentation related to this solicitation