

**CITY OF WATSONVILLE  
PARKS AND COMMUNITY SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS  
FOR  
Security Guard Services**



**PROPOSALS DUE:**

**Friday, August 16, 2019 by 5:00 pm**



City of Watsonville  
231 Union Street  
Watsonville, CA 95076  
REQUEST FOR PROPOSAL (RFP)

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**ATTACHMENTS**

- **ATTACHMENT A – SAMPLE CONTRACT FOR CONSULTANT SERVICES**

## SECTION 1

## REQUEST FOR PROPOSAL

The City of Watsonville is requesting proposals from qualified vendors to provide uniformed, unarmed security guard services for the Department's facility rental program and City, Department, private and community special events for a period of two (2) years with option to renew for addition one (1) year term. The selected organization will be responsible for providing services in accordance with the scope of services outlined in this proposal.

## SECTION 2

## BACKGROUND

The City of Watsonville is a growing community in southern Santa Cruz County with a population of 51,199, according to the last census, and at least 81% of the City's population is Hispanic. Watsonville is known all over the world for its long and rich heritage as a center for agriculture – especially berries. Watsonville is also a proving ground for entrepreneurs and businesses from all types of industries and emerging technologies. Its central location, nestled between the Monterey Bay and the Santa Cruz mountains, offers growing companies quick and easy highway access. Watsonville's location is topped only by its ideal climate and the rustic, small town charm of a close-knit rural community.

The Parks and Community Services Department is comprised of a Parks Division and a Recreation Division. The Parks Division strives to provide a safe, clean and green environment for the community to enjoy. Staff will protect environmental resources and strengthen community image and sense of place within the City's neighborhoods by maintaining Watsonville's 26 public parks for a total of 143.34 acres, maintain street median islands, City trees and landscaping and public grounds.

The Recreation Division provides recreation and leisure services at five recreation centers and through youth development programs, youth and adults sports, aquatics, adult programs, camps, classes and facility rentals.

The Department rents event space and provides special events for the community. Event space is rented to individuals, organizations, and businesses that are issued permits from the City, under condition that such requests can be accommodated given time and space availability. Large events and ones that include the consumption of alcohol or amplified music are required to have security guards present. Typical activities during these events include parties, performances and religious services. The Department also helps facilitate many city-wide special events for the community, such as the Watsonville Strawberry Festival and the Holiday in the Plaza. Security services may also include securing and locking of park restrooms. Park restrooms typically consist of one set of male and female restrooms per park site, which the exception of Ramsay Park that contains two sets of restroom facilities.

## SECTION 3

## PROJECT OBJECTIVES

- A. To provide quality security guard services to support the operations of the Parks and Community Services' facility rental program and special events.
- B. Work collaboratively with City Staff to ensure effective security services
- C. It is the desire of the City to complete the evaluation of the proposals by August 21, 2019.

## SECTION 4

## SCOPE OF WORK

The scope of services to be performed by the vendor shall include the following:

1. Contractor will supply unarmed security at rental/special events such as parties, performances, religious services, recreation programs, meetings and other public assemblies at City facilities and events when requested by City.
2. Contractor will supply a supervisor when requested by City.
3. All contractor staff shall be outfitted in a uniform when providing security at an event for City. Contractor shall supply all uniforms. The contractor's logo shall be displayed on the uniform.
4. Contractor shall provide Department personnel with a telephone number where Contractor and supervisors can be contacted 24 hours a day. Contractor will respond to calls no later than thirty (30) minutes after the time the office is contacted during an event that Contractor's security personnel are working.
5. Duties Contractor shall provide, include, but are not limited to:
  - a. Crowd management and control
  - b. Control of guest lists and room capacities for functions
  - c. Visual searches on persons as needed
  - d. Contractor personnel assigned to security for City shall contact Watsonville Police Department, when deemed appropriate, prior to any physical confrontation occurring.
  - e. Contractor personnel assigned to security for City shall contact designated City representative in emergency situations and prior to any physical confrontation occurring.
  - f. Enforcement of Federal, State, and Municipal policies and procedures.
  - g. Contractor personnel assigned to security for City shall be trained in checking for IDs for events with alcoholic beverage service.
  - h. Contractor personnel assigned to security for City shall be able to clear a room of guests at the end of a function.
  - i. Contractor personnel assigned to security for City shall maintain a check-in/out logbook for security personnel and record incidents that occur at the event.
  - j. Ticket-taking and parking control as needed.
6. All assigned Contractor personnel, employees and agents including supervisors will abide by the following rules while on duty:
  - a. Will report to the event site at their scheduled time, in a clean and pressed uniform and ready to work.
  - b. Will practice good grooming and hygiene practices.
  - c. Perform the duties listed in this scope of work.
  - d. Not drink alcohol, use non-prescribed drugs, smoke or eat while on duty. Smoking and eating may be done at designated break times and in designated break areas. No smoking allowed on City property.
  - e. Use of cell phone only while on official break or during meal time.
  - f. Meals shall be non-paid and the meal time shall be approved by City representative.
  - g. Treat all of City guests and employees with respect and courtesy. Abusive language or sexual harassment will not be tolerated and will be reason for immediate dismissal.
  - h. Respond to instructions from the City representative and designated appointees.
  - i. Not accept bribes, tips or gratuities from anyone while on duty.
  - j. Allow persons into a private event without an invitation or into a ticketed event without a ticket.
  - k. At no time leave the post without notifying a co-worker, supervisor or City representative.
  - l. All services shall be performed in the facilities unless otherwise directed by City staff.
7. All assigned personnel shall be able to communicate fluently in English.

## SECTION 5

## CONTENTS OF PROPOSAL

**Three (3) copies** of proposals must include the following information in order to be considered:

1. A general description of the firm's qualifications and experience in providing security guard services including copies of all licenses, certifications, and any other pertinent information.
2. A detailed description answering the following:
  - a. Describe the type(s) of training guards in your organization receive
  - b. Comment on other areas that may make your organization different from your competitors
  - c. Discuss under what circumstances would you require the City to hire a Security Supervisor in addition to event security?
  - d. How do you train your guards to handle unruly or inebriated attendees at events
  - e. List sample activities and procedures to control and oversee traffic control points to restrict unwanted activity.
  - f. List sample activities and procedures that would be designed to detect and address security and safety problems
3. Provide fees for the proposed services. Fees should be a fixed hourly fee that is inclusive of all service costs for the services rendered. No additional fees will be allowed. Outline billing and payment expectations and describe any remaining fees not previously detailed in the above. No increases in fees will be allowed for night hours, weekend hours, special events, or schedule changes. Please include the following fees:
  - a. Fixed hourly rate for security services (hourly rate for one guard)
  - b. Fixed hourly rate for supervisor
  - c. Fixed rate to secure and lock park restrooms (may be hourly or per park site)
4. References: Three professional references for which the contractor has provided services similar to those requested by this RFP. **References can only be listed for work performed within the last three (3) years.** Only one reference may be submitted for services rendered to the City.

Proposals are due by **5:00 pm Friday, August 16, 2019**. Late submittals will not be considered and will be returned unopened. The proposals can be delivered or mailed to:

City of Watsonville  
Attn: Imelda Negrete, Recreation Superintendent  
231 Union Street  
Watsonville, CA 95076  
Email: [imelda.negrete@cityofwatsonville.org](mailto:imelda.negrete@cityofwatsonville.org)

## SECTION 6

## GENERAL REQUIREMENTS AND INFORMATION

Interested parties shall submit a written proposal to the City of Watsonville, which should include enough information to demonstrate the approach and ability to accomplish the following tasks:

1. Provide quality security services to support the department's facility rental program and city and Department special events
2. A City of Watsonville business license - All consultants must possess a City of Watsonville.
3. W-9
4. Must be able to satisfy all requirements pertaining to insurance (See Section 9 of Consultant agreement)
5. Follow through with all requirement set forth in the attached City of Watsonville Contract for Consultant Services (Attachment A)

## SECTION 7

## SELECTION PROCESS

City staff will review all submitted proposals to determine those Consultants that best meet the requirements of this RFP and the evaluation criteria listed above.

Selection of CONTRACTOR shall be based on the following criteria:

1. Experience and qualifications of firm and security guards.
2. Fees
3. References

**The most qualified Contractors will be invited to an interview with the City staff on Friday, August 29<sup>th</sup>, 2019.**

All proposals submitted shall be valid for a minimum period of one-hundred and twenty (120) calendar days following the last date established for proposal submission. Proposals may be withdrawn on written request from the proposer at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the time set for proposal submission.

It is the intent of the City to enter into a contract for services with the selected consultant no later than sixty (60) days of the last date established for proposal submission. The City reserves the right to reject any and all proposals. The final selection will not be based on the lowest-bid, but rather the best value.

## SECTION 8

## ACCEPTANCE OR REJECTION AND NEGOTIATION OF PROPOSAL

The City of Watsonville reserves the right to accept or reject any or all proposals, or select more than one firm to complete this work. After selection by the City, the contents of the submitted proposal will become a contractual obligation. Failure to agree to include the proposal as part of the contractual agreement will result in cancellation of the award.

The City of Watsonville reserves the right to negotiate a modification to, or accept any part of the proposal, and will not be obligated in any way to accept those parts that do not meet the approval of the City. Terms

and conditions of the contract will be subject to the approval of the City Attorney. The proposal, draft report, and final report shall become the property of the City of Watsonville.

**SECTION 9 SELECTION TIMETABLE**

The proposal phase schedule is as follows:

City releases RFP	July 1 <del>2</del> <sup>9</sup> , 2019
Last day to submit questions	August 2, 2019
Proposals due	August 16, 2019
Interviews with successful bidders	August 29, 2019
Award Contract	September 4, 2019
Begin Work	September 2019

**SECTION 10 QUESTIONS**

Questions regarding this RFP should be submitted in writing and directed to Imelda Negrete, Recreation Superintendent, via e-mail at [imelda.negrete@cityofwatsonville.org](mailto:imelda.negrete@cityofwatsonville.org) no later than **August 2, 2019**. As necessary, responses to questions will be issued via an addendum. The City of Watsonville reserves the right to reject any and all proposals. The City looks forward to your response to this Request for Proposals.

**\*PLEASE NOTE:** This RFP, subsequent addendums, and all attachments are available online at the City of Watsonville’s website at [www.cityofwatsonville.org](http://www.cityofwatsonville.org).

**SECTION 11 RESERVATIONS**

Additional information regarding RFP submittal, content, processes and procedures are listed below:

- 1) All proposals will become the property of the City of Watsonville and will not be returned to Consultants. Consultants are advised that all documents submitted with their proposals are public records open to inspection without redaction, and are directed to California Government Code Section 6250 (Public Records Act), which is available on the State Internet site ([www.ca.gov](http://www.ca.gov)).
- 2) The City of Watsonville reserves the right to reject any and all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, without liability, obligation, or commitment to any party, Consultant, or organization.
- 3) In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal, and to negotiate the final scope of services with the selected consultant. The City is not liable for any costs incurred by consultants prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the consultant in responding to the RFP are entirely the responsibility of the consultant, and shall not be reimbursed in any manner by the City of Watsonville. No materials or labor will be furnished by the City.
- 4) The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any qualified respondent in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

- 5) If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected.
- 6) The City reserves the right to obtain written clarification of any point in a Consultant's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Consultant to respond to such a request for additional information or clarification may result in rejection of the Consultant's proposal.
- 7) Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Consultant's proposal not being reviewed.
- 8) City of Watsonville reserves the right, without qualification, to select a Consultant for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent's respective records of past performance.
- 9) The consultant's proposal shall not be made contingent upon uncertain events, which shall not have occurred until after the RFP is completed.
- 10) In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFP will be provided to Consultants who received an original invitation to bid via email OR responded to us with their contact information as described on the cover letter of this RFP. Changes to the RFP shall be accomplished by an amended page or pages.
- 11) Equal Opportunity Program – The City of Watsonville is strongly committed to equal opportunity in solicitation services. All eligible service providers including individuals, contractors, vendors, consultants, grantees, lessees, and banks, must comply with applicable Equal Opportunity Guidelines.
- 12) Nondiscrimination Policy – The respondent shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientations, age, or disability in the solicitation, selection, hiring or treatment of its employees, the City staff, other City consultants or other members of the public.
- 13) City Minority/Women/Disabled Veterans Business Enterprise Policy – The City's M/W/DVBE Contract Participation affirms the utilization and participation of qualified minority, women and disabled veteran firms in its contracting and procurement activities. The City encourages general and prime contractors to afford competitive subcontracting opportunities to minority, women and disabled veteran firms, where possible, in their contracting and procurement activities with the City of Watsonville.
- 14) For a list of available qualified, M/W/DVBE firms to respond to your request for materials and services, please contact the GSA Contract Compliance Officer at (909) 275-4940.

**CONTRACT FOR CONSULTANT SERVICES BETWEEN  
THE CITY OF WATSONVILLE AND \_\_\_\_\_**

**THIS CONTRACT**, is made and entered into this \_\_\_\_\_, by and between the **City of Watsonville**, a municipal corporation, hereinafter called "City," and \_\_\_\_\_, hereinafter called "Consultant."

**WITNESSETH**

**WHEREAS**, the City needs to obtain certain professional, technical and/or specialized services of an independent contractor to assist the City in the most economical manner; and

**WHEREAS**, Consultant has the requisite skill, training, qualifications, and experience to render such services called for under this Contract to City.

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1. SCOPE OF SERVICES.** Consultant shall perform those services as specified in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which is attached hereto and incorporated herein.

**SECTION 2. TERM OF CONTRACT.** The term of this Contract shall be from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, inclusive.

**SECTION 3. SCHEDULE OF PERFORMANCE.** The services of Consultant are to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant will diligently proceed with the agreed Scope of Services and will provide such services in a timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

**SECTION 4. COMPENSATION.** The compensation to be paid to Consultant including both payment for professional services and reimbursable expenses as well as the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION," which is attached hereto and incorporated herein.

**SECTION 5. METHOD OF PAYMENT.** Except as otherwise provided in Exhibit "C," each month, Consultant shall furnish to the City a statement of the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

**SECTION 6. INDEPENDENT CONSULTANT.** It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or employee of City, and as an independent Consultant, shall obtain no rights to retirement

benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

**SECTION 7. ASSIGNABILITY.** Consultant shall not assign or transfer any interest in this Contract nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect.

#### **SECTION 8. INDEMNIFICATION.**

To the full extent permitted by law (subject to the limitations of Civil Code section 2782.8 for any "design professional services" performed under this Contract), Consultant will indemnify, hold harmless, release and defend the City (including its officers, elected or appointed officials, employees, volunteers or agents) from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses or costs [including legal costs and attorney's fees])(collectively "Liability") of any nature, to the extent arising out of, pertaining to, or relating to Consultant's negligence, recklessness, or willful misconduct in the performance of this Contract. In no event shall the cost to defend charged to the Consultant exceed the Consultant's proportionate percentage of fault. Consultant's indemnification obligations under this Contract are not limited by any limitations of any insurance held by Consultant, including, but not limited to, workers compensation insurance.

#### **SECTION 9. INSURANCE.**

A. Errors and Omissions Insurance. Consultant shall obtain and maintain in full force throughout the term of this Contract a professional liability insurance policy (Errors and Omissions), in a company authorized to issue such insurance in the State of California, with limits of liability of not less than One Million Dollars (\$1,000,000.00) to cover all professional services rendered pursuant to this Contract.

B. Auto and Commercial General Liability Insurance. Consultant shall also maintain in full force and effect for the term of this Contract, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Contract. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and elected officials, and its employees as insureds; and (b) be primary with respect to insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Workers' Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant shall be insured against liability for Workers' Compensation or undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of any work under this Contract.

D. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide certificates and endorsements of insurance to the City Clerk before Notice to Proceed to Work of this Contract will be issued. Certificates and policies shall state that the policy shall not be canceled or reduced in coverage without thirty (30) days written notice to City. Approval of insurance by City shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from services or operations performed pursuant to this Contract. Consultant shall not perform any work under this Contract until Consultant has obtained the required insurance and until the required certificates have been submitted to the City and approved by the City Attorney. If Consultant fails or refuses to produce or maintain the insurance required by these provisions, or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Contract immediately without any financial or contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

E. Written notice. Contractor shall provide immediate written notice if (1) any insurance policy required by this Contract is terminated; (2) any policy limit is reduced; (3) or any deductible or self insured retention is increased.

**SECTION 10. NON-DISCRIMINATION.** Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin or disability in connection with or related to the performance of this Contract.

**SECTION 11. TERMINATION.**

A. City and Consultant shall have the right to terminate this Contract, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, City may terminate this Contract immediately upon written notice.

C. The City Manager is empowered to terminate this Contract on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 12. COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Consultant shall obtain and maintain a City of Watsonville business license during the term of this Contract.

**SECTION 13. GOVERNING LAW.** City and Consultant agree that the law governing this Contract shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Contract shall be filed and maintained in the Municipal or Superior Court of the County of Santa Cruz.

**SECTION 14. PRIOR CONTRACTS AND AMENDMENTS.** This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment.

**SECTION 15. CONFIDENTIAL INFORMATION.** All data, documents, discussions or other information developed or received by or for Consultant in performance of this Contract are confidential and not to be disclosed to any person except as authorized by the City Manager or his designee, or as required by law.

**SECTION 16. OWNERSHIP OF MATERIALS.** All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

**SECTION 17. COVENANT AGAINST CONTINGENT FEES.** The Consultant covenants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure the Contract, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract, for breach or violation of this covenant, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

**SECTION 18. WAIVER.** Consultant agrees that waiver by City or any one or more of the conditions of performance under this Contract shall not be construed as waiver of any other condition of performance under this Contract.

**SECTION 19. CONFLICT OF INTEREST.**

A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Contract. Consultant shall file a disclosure statement, if required by City Council Resolution, which shall be filed within thirty (30) days from the effective date of this Contract or such Resolution, as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer, or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

**SECTION 20. AUDIT BOOKS AND RECORDS.** Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of

account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

**SECTION 21. NOTICES.** All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

**CITY**

City Clerk's Office  
275 Main Street, Suite 400  
Watsonville, CA 95076  
(831) 768-3040

**CONSULTANT**

ADD INFORMATION

**SECTION 22. EXHIBITS:**

- Exhibit A: Scope of Services
- Exhibit B: Schedule of Performance
- Exhibit C: Compensation

**WITNESS THE EXECUTION HEREOF**, on the day and year first hereinabove written.

**CITY**

**CONSULTANT**

*CITY OF WATSONVILLE*

BY \_\_\_\_\_  
Matthew D. Huffaker, City Manager

BY \_\_\_\_\_  
[Name, Title]

ATTEST:

BY \_\_\_\_\_  
Beatriz Vázquez Flores, City Clerk

APPROVED AS TO FORM:

BY \_\_\_\_\_  
Alan J. Smith, City Attorney

**EXHIBIT "A"**

**SCOPE OF SERVICES**

The scope of services is as follows:

**EXHIBIT "B"**

**SCHEDULE OF PERFORMANCE**

Services shall commence immediately upon execution of this Contract. All services performed under the provisions of this Contract shall be completed in accordance with the following schedule:

**EXHIBIT "C"**

**COMPENSATION**

a. Total Compensation. The total obligation of City under this Contract shall not exceed

\_\_\_\_\_.

b. Basis for Payment. Payment(s) to Consultant for services performed under this Contract shall be made as follows and shall [not] include payment for reimbursable expenses:

c. Payment Request. Consultant shall submit a request for payment for services on a monthly basis by letter to Director, or said Director's designated representative. Such request for payment shall cover the preceding monthly period during the term hereof, shall note the City's purchase order number for this Contract, shall contain a detailed listing of the total number of items or tasks or hours for which payment is requested, the individual dates on which such services were rendered, and invoices for reimbursable expenses, if any. Upon receipt in the Office of Director of said payment request, Director shall cause payment to be initiated to Consultant for appropriate compensation.  
r appropriate compensation.