

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
APPENDIX G - EXHIBITS
SHERIFF'S HELICOPTER MAINTENANCE, ENGINEERING AND REPAIR SERVICES**

TABLE OF CONTENTS

<u>STANDARD EXHIBITS to RFSQ APPENDIX G</u>		<u>PAGE</u>
A	ADDITIONAL TERMS AND CONDITIONS	1
B	STATEMENT OF WORK (RESERVED FOR FINAL VERSION)	1
C	CONTRACTOR'S ADMINISTRATION.....	2
D	CONTRACTOR'S EEO CERTIFICATION	4
E	SAMPLE WORK ORDER FORMAT	5
F	FORMS REQUIRED FOR EACH WORK ORDER BEFORE WORK BEGINS	6
	F1 CERTIFICATION OF NO CONFLICT OF INTEREST.....	7
	F2 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT	8
	F3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT	10
 <u>UNIQUE EXHIBITS</u>		
G	FORMS REQUIRED AT COMPLETION OF EACH WORK INVOLVING INTELLECTUAL PROPERTY THAT IS DEVELOPED/ DESIGNED BY CONTRACTOR	12
	G1 CONTRACTOR'S ASSIGNMENT & TRANSFER OF COPYRIGHT	13

EXHIBIT A

ADDITIONAL TERMS AND CONDITIONS

(Helicopter Maintenance, Engineering and Repair Services)

ADDITIONAL TERMS AND CONDITIONS
Table of Contents

Page

1.0	SUBCONTRACTING.....	1
2.0	DISPUTE RESOLUTION PROCEDURE.....	2
3.0	CONFIDENTIALITY.....	4
4.0	TERMINATION FOR INSOLVENCY.....	6
5.0	TERMINATION FOR DEFAULT.....	7
6.0	TERMINATION FOR CONVENIENCE.....	8
7.0	TERMINATION FOR IMPROPER CONSIDERATION.....	8
8.0	TERMINATION FOR GRATUITIES.....	9
9.0	EFFECT OF TERMINATION.....	9
10.0	WARRANTY AGAINST CONTINGENT FEES.....	10
11.0	AUTHORIZATION WARRANTY.....	11
12.0	FURTHER WARRANTIES.....	11
13.0	INDEMNIFICATION AND INSURANCE.....	11
14.0	INTELLECTUAL PROPERTY INDEMNIFICATION.....	15
15.0	BUDGET REDUCTIONS.....	16
16.0	FORCE MAJEURE.....	16
17.0	CONTRACTOR RESPONSIBILITY AND DEBARMENT.....	16
18.0	COMPLIANCE WITH APPLICABLE LAW.....	17
19.0	FAIR LABOR STANDARDS.....	18
20.0	NONDISCRIMINATION, AFFIRMATIVE ACTION, AND ASSURANCES.....	18
21.0	NONDISCRIMINATION IN SERVICES.....	19
22.0	EMPLOYMENT ELIGIBILITY VERIFICATION.....	20
23.0	HIRING OF EMPLOYEES.....	20

TABLE OF CONTENTS
(continued)

Page

24.0	CONFLICT OF INTEREST.....	20
25.0	RESOLICITATION OF BIDS, PROPOSALS, OR INFORMATION.....	21
26.0	RESTRICTIONS ON LOBBYING.....	21
27.0	CONSIDERATION OF GAIN PROGRAM PARTICIPANTS FOR EMPLOYMENT.....	21
28.0	STAFF PERFORMANCE WHILE UNDER THE INFLUENCE.....	22
29.0	CONTRACTOR PERFORMANCE DURING CIVIL UNREST.....	22
30.0	CONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S CHILD SUPPORT ENFORCMENT.....	222
31.0	CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	22
32.0	RECYCLED-CONTENT PAPER.....	23
33.0	COMPLIANCE WITH JURY SERVICE PROGRAM.....	23
34.0	BACKGROUND AND SECURITY INVESTIGATIONS.....	25
35.0	ACCESS TO COUNTY FACILITIES.....	25
36.0	COUNTY FACILITY OFFICE SPACE.....	25
37.0	DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS.....	25
38.0	PHYSICAL ALTERATIONS.....	26
39.0	FEDERAL EARNED INCOME TAX CREDIT.....	26
40.0	ASSIGNMENT BY CONTRACTOR.....	26
41.0	INDEPENDENT CONTRACTOR STATUS.....	26
42.0	RECORDS AND AUDITS.....	27
43.0	LICENSES, PERMITS, REGISTRATIONS, ACCREDITATION, AND CERTIFICATES.....	28
44.0	NO THIRD PARTY BENEFICIARIES.....	29

TABLE OF CONTENTS
(continued)

	<u>Page</u>
45.0 MOST FAVORED PUBLIC ENTITY	29
46.0 COUNTY'S QUALITY ASSURANCE PLAN.....	29
47.0 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST.....	29
48.0 CONTRACTOR TO NOTIFY COUNTY WHEN IT HAS REACHED 75% OF MAXIMUM CONTRACT SUM (UNDER CONTRACT SUM PROVISION).....	30
49.0 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION OR TERMINATION OF CONTRACT	30
50.0 SAFELY SURRENDERED BABY LAW.....	30
51.0 WAIVER	31
52.0 GOVERNING LAW, JURISDICTION, AND VENUE	31
53.0 SEVERABILITY	31
54.0 RIGHTS AND REMEDIES.....	31
55.0 FACSIMILE.....	31

RFSQ - APPENDIX G – EXHIBIT A

ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions are applicable to, and form a part of, the Agreement. Capitalized terms not otherwise defined in this [Appendix G, Additional Terms and Conditions](#) (as used in this [Appendix G, Additional Terms and Conditions](#), this “Appendix”) have the meanings given to such terms in the base document of the Agreement.

1.0 **SUBCONTRACTING**

1.1 General

County has relied, in entering into the Agreement, on the reputation of and on obtaining the personal performance of Contractor itself. Consequently, no performance of the Agreement, or any portion thereof, shall be subcontracted by Contractor except in accordance with the procedures set forth in this [Section 1.0, Subcontracting](#). Any attempt by Contractor to subcontract any performance, obligation, or responsibility under the Agreement, except in accordance with the procedures set forth in this [Section 1.0, Subcontracting](#), shall be null and void and shall constitute a material breach of the Agreement, upon which County may immediately terminate the Agreement.

1.2 Contractor Responsibilities.

- 1.3.1 Notwithstanding any County consent to any subcontracting, Contractor shall remain responsible for any and all performance required of it under the Agreement, including the obligation properly to supervise, coordinate, and perform, all Work required hereunder, and no subcontract shall bind or purport to bind County. Further, County approval of any subcontract shall not be construed to limit in any way Contractor’s performance, obligations, or responsibilities, to County.
- 1.3.2 In the event that County consents to any subcontracting, such consent shall be subject to County’s right to reject any and all subcontractor personnel providing services under such subcontract.
- 1.3.3 In the event that County consents to any subcontracting, Contractor shall cause the subcontractor, on behalf of itself, its successors and administrators, to assume and be bound by and shall be deemed to have assumed and agreed to be bound by each and all of the provisions of the Agreement and any amendment hereto as it relates to or affects the Work performed by subcontractor hereunder.

- 1.3.4 Contractor shall be solely liable and responsible for any and all payments and other compensation to all subcontractors and their officers, employees, and agents. County shall have no liability or responsibility whatsoever for any payment or other compensation for any subcontractors or their officers, employees, and agents.

2.0 DISPUTE RESOLUTION PROCEDURE

2.1 General

Contractor and County agree to act immediately to resolve mutually any disputes that may arise with respect to the Agreement. All such disputes shall be subject to the provisions of this [Section 2.0, Dispute Resolution Procedure](#) (such provisions are collectively referred to as the “Dispute Resolution Procedures”). Time is of the essence in the resolution of disputes.

2.2 Continued Work

Contractor and County agree that, the existence and details of a dispute notwithstanding, both parties shall continue without delay their performance hereunder, except for any performance, other than payment by County for approved Work, that the parties mutually determine should be delayed as a result of such dispute.

2.2.1 If Contractor fails to continue without delay its performance hereunder that County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs which may be incurred by Contractor or County as a result of Contractor’s failure to continue to so perform shall be borne by Contractor, and Contractor shall make no claim whatsoever against County for such costs. Contractor shall promptly reimburse County for such County costs, as determined by the County, or County may deduct or offset all such additional costs from any amounts due to Contractor from County.

2.2.2 If County fails to continue without delay to perform its responsibilities under the Agreement which County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs incurred by Contractor or County as a result of County’s failure to continue to so perform shall be borne by County, and County shall make no claim whatsoever against Contractor for such costs. County shall promptly reimburse Contractor for all such additional Contractor costs subject to the approval of such costs by County.

2.3 Dispute Resolution Procedures

In the event of any dispute between the parties with respect to the Agreement, Contractor and County shall submit the matter as follows:

- 2.3.1 Contractor and County shall first submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such dispute.
- 2.3.2 If the Project Managers are unable to resolve the dispute within a reasonable time, not to exceed five (5) Business Days from the date of submission of the dispute, then the matter immediately shall be submitted to the parties' respective Project Directors for further consideration and discussion to attempt to resolve the dispute.
- 2.3.3 If the Project Directors are unable to resolve the dispute within a reasonable time not to exceed five (5) Business Days from the date of submission of the dispute, then the matter shall be immediately submitted to Contractor's president or chief operating officer and the Sheriff of the County of Los Angeles. These persons shall have five (5) Business Days to attempt to resolve the dispute.
- 2.3.4 In the event that at these levels, there is not a resolution of the dispute acceptable to both parties, then each party may assert its other rights and remedies provided under the Agreement and its rights and remedies as provided by law.

2.4 Documentation of Dispute Resolution Procedures

All disputes utilizing the Dispute Resolution Procedure shall be documented in writing by each party and shall state the specifics of each alleged dispute and all actions taken. The parties shall act in good faith to resolve all disputes. At all three (3) levels described in [Paragraph 2.3, Dispute Resolution Procedures](#), the efforts to resolve a dispute shall be undertaken by conference between the parties' respective representatives, either orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.

2.5 Not Applicable to County's Right to Terminate

Notwithstanding any other provision of the Agreement, County's right to terminate the Agreement pursuant to [Section 4.0, Termination for Insolvency](#), [Section 5.0, Termination for Default](#), [Section 6.0 Termination for Convenience](#), or [Section 7.0, Termination for Improper Consideration](#), in each case, of this Appendix, or any other termination provision hereunder, shall not be subject to the Dispute Resolution Procedure. The preceding sentence is intended only as a clarification of County's rights, and shall not be deemed to impair any claims that

Contractor may have against County or Contractor's rights to assert such claims after any such termination or such injunctive relief has been obtained.

3.0 CONFIDENTIALITY

3.1 General

Contractor shall maintain the confidentiality of all records and information, events or circumstances which occur during the course of Contractor's performance under the Agreement, in accordance with all applicable Federal, State, and local laws, regulations, ordinances, guidelines, and directives relating to confidentiality. Contractor shall inform all of its directors, officers, shareholders, employees, and agents providing services hereunder of the confidentiality provisions of the Agreement. Contractor shall provide to County an executed Contractor's Employee Acknowledgment and Confidentiality Agreement, Exhibit F2 to the Agreement (attached to this Appendix), for each of its employees performing Work under the Agreement. Notwithstanding anything herein to the contrary, Contractor acknowledges and agrees that it is responsible for any breach of the obligations of confidentiality set forth herein by any person or entity to whom Contractor discloses such confidential information.

3.2 Disclosure of Information.

3.2.1 With respect to any confidential information obtained by Contractor pursuant to the Agreement, Contractor shall: (a) not use any such records or information for any purpose whatsoever other than carrying out the express terms of the Agreement; (b) promptly transmit to County all requests for disclosure of any such records or information; (c) not disclose, except as otherwise specifically permitted by the Agreement, any such records or information to any person or organization other than County without County's prior written authorization that the records are, or information is, releasable; and (d) at the expiration or termination of the Agreement, return all such records and information to County or maintain such records and information according to the written procedures sent to Contractor by County for this purpose.

3.2.2 Without limiting the generality of Subparagraph 3.2.1 of this Appendix, in the event Contractor receives any court or administrative agency order, service of process, or request by any person or entity (other than Contractor's professionals) for disclosure of any such details, Contractor shall immediately notify the County Project Director. Thereafter, Contractor shall comply with such order, process, or request only to the extent required by applicable law. Notwithstanding the preceding sentence, to the extent permitted by law, Contractor shall delay such compliance and cooperate with County to obtain relief from such

obligations to disclose until County shall have been given a reasonable opportunity to obtain such relief.

3.3 Contractor Information

Any and all confidential or proprietary information which is developed or was originally acquired by Contractor outside the scope of this Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County Project Director as proprietary or confidential, and shall be plainly and prominently marked by Contractor as “proprietary” or “confidential.” County shall undertake reasonably to maintain the confidentiality of materials marked by Contractor as “proprietary” or “confidential.” Notwithstanding any other provision of this Agreement, County shall not be obligated in any way under this Agreement for:

- 3.3.1 Any of Contractor’s proprietary and/or confidential materials not plainly and prominently marked with restrictive legends;
- 3.3.2 Any disclosure of any materials which County is required to make under the California Public Records Act or otherwise by law; and
- 3.3.3 Any materials indicating the volume, frequency and type of goods and services provided by Contractor, including, but not limited to use under [Section 25.0, Resolicitation of Bids, Proposals, or Information.](#)

3.4 Use of County Name

In recognizing Contractor’s need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under the Agreement within the following conditions:

- 3.4.1 Contractor shall develop all publicity material in a professional manner.
- 3.4.2 During the Term, Contractor shall not publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the County Project Director, which shall not be unreasonably withheld or delayed.
- 3.4.3 Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded the Agreement with County, provided that the requirements of this [Paragraph 3.4, Use of County Name](#) (other than the requirements set forth in [Subparagraph 3.4.2](#)) shall apply.

3.4.4 Notwithstanding anything herein to the contrary, County reserves the right to object to any use of County's name and Contractor shall cure promptly and prospectively any use of County's name that has been objected to by County.

3.5 Injunctive Relief

Contractor acknowledges that a breach by Contractor of this [Section 3.0, Confidentiality](#) may result in irreparable injury to County that may not be adequately compensated by monetary damages and that, in addition to County's other rights under the Agreement and at law and in equity, County shall have the right to injunctive relief to enforce the provisions of this [Section 3.0, Confidentiality](#).

4.0 TERMINATION FOR INSOLVENCY

4.1 County may terminate the Agreement immediately at any time following the occurrence of any of the following:

4.1.1 Contractor has ceased to pay or has admitted in writing its inability to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the United States Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the United States Bankruptcy Code, provided that Contractor shall not be deemed insolvent if it has ceased in the normal course of business to pay debts that Contractor disputes in good faith;

4.1.2 The filing of a voluntary or involuntary petition (which involuntary petition is not dismissed within sixty (60) days) regarding Contractor under the United States Bankruptcy Code;

4.1.3 The appointment of a receiver or trustee for Contractor; or

4.1.4 The execution by Contractor of a general assignment for the benefit of creditors other than in the course of arranging financial lines of credit.

4.2 The rights and remedies of County provided in this [Section 4.0, Termination for Insolvency](#) shall not be exclusive and are in addition to any other rights and remedies provided at law or in equity, or under the Agreement.

4.3 Contractor agrees that if Contractor as a debtor-in-possession, or if a trustee in bankruptcy, rejects the Agreement, County may elect to retain its rights under the Agreement, as provided under Section 365(n) of the United States Bankruptcy Code (11 U.S.C. Section 365(n)). Upon written request by County to Contractor or the trustee in bankruptcy, as applicable, Contractor or such trustee shall allow

County to exercise all of its rights and benefits under the Agreement. The foregoing shall survive the termination or expiration of the Agreement for any reason whatsoever.

5.0 TERMINATION FOR DEFAULT

5.1 Event of Default

County may, upon notice to Contractor, terminate the whole or any part of the Agreement if Contractor fails to perform or provide any Work within the times specified in the Agreement, or Contractor breaches or fails to perform or comply with any of the other provisions of the Agreement, including the applicable notice and cure periods, if any (if no cure period is specified in the Agreement, Contractor shall have ten (10) days following notice from the County Project Director specifying such breach or failure to cure prior to termination under this [Section 5.0, Termination for Default](#), or such longer period as the County Project Director may authorize, in writing, but in no event shall the period, as extended by the County Project Director, exceed thirty (30) days), provided that nothing in this [Paragraph 5.1](#) shall in any way limit or modify any rights of County or obligations of Contractor relating to timely performance by Contractor as otherwise set forth in the Agreement.

5.2 Deemed Termination for Convenience

If, after County has given notice of termination under the provisions of this [Section 5.0, Termination for Default](#) it is determined by County or otherwise that Contractor was not in default under the provisions of this [Section 5.0, Termination for Default](#) or that the default was excusable or curable under the provisions of this [Section 5.0, Termination for Default](#) the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to [Section 6.0, Termination for Convenience](#) of this Appendix except that no additional notice shall be required to effect such termination.

5.3 Completion of Work

Without limiting any of County's rights and remedies pursuant to the Agreement, upon the occurrence of any event giving rise to County's rights to terminate the Agreement, in whole or in part, pursuant to this [Section 5.0, Termination for Default](#), County may, in lieu of such termination, (a) perform, or cause the performance of, any required correction, remedy and deficiency, replace any noncomplying Work, or take any other such action as may be reasonably required to promptly remedy such default, and (b) debit Contractor therefore at County's direct actual cost of outside labor and materials and County's burdened (including salary, employee benefits and reimbursement policies) rates for labor. Such debit shall be made against any amounts owed by County to Contractor under the Agreement. In the event County elects to proceed under this

Paragraph 5.3, Completion of Work, any Work created, modified, or repaired by or at the direction of County shall be deemed Work under the Agreement.

6.0 TERMINATION FOR CONVENIENCE

6.1 Termination for Convenience.

The Agreement may be terminated, in whole or in part from time to time, by County in its sole discretion for any reason. Termination of Work hereunder shall be effected by delivery to Contractor of a notice of termination specifying the extent to which performance of Work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than thirty (30) days after notice.

6.2 No Prejudice; Sole Remedy

Nothing in this Section 6.0, Termination for Convenience is deemed to prejudice any right of Contractor to make a claim against the County in accordance with this Agreement and applicable law and County procedures for payment for Work through the effective date of termination. Contractor, however, acknowledges that the rights and remedies set forth in this Paragraph 6.2 shall be the only remedy available to Contractor in the event of a termination or suspension pursuant to this Section 6.0, Termination for Convenience by County.

7.0 TERMINATION FOR IMPROPER CONSIDERATION

7.1 County may, upon notice to Contractor, immediately terminate the right of Contractor to proceed under the Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to Contractor's performance pursuant to the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

7.2 Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to County Auditor-Controller's employee fraud hotline at (800) 544-6861.

7.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.0 TERMINATION FOR GRATUITIES

County may, by notice to Contractor, terminate the right of Contractor to proceed under the Agreement upon one (1) calendar day's notice, if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer, employee, or agent of County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing, of such contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

9.0 EFFECT OF TERMINATION

9.1 Remedies

In the event that County terminates the Agreement in whole or in part as provided in [Section 4.0, Termination for Insolvency](#), [Section 5.0, Termination for Default](#), [Section 6.0, Termination for Convenience](#), [Section 7.0, Termination for Improper Consideration](#), or [Section 8.0, Termination for Gratuities](#), in each case, of this Appendix, then:

- 9.1.1 Contractor shall (a) stop performing Work under the Agreement on the date and to the extent specified in such notice, (b) promptly transfer and deliver to County copies of all completed Work and Work that is in process, in a media reasonably requested by County, (c) promptly transfer and deliver all items previously paid for by County, and (d) complete performance of such part of the Work as shall not have been terminated by such notice;
- 9.1.2 Unless County has terminated the Agreement pursuant to [Section 6.0, Termination for Convenience](#) of this Appendix, County shall have the right to procure, upon such terms and in such a manner as County may determine appropriate, goods, services, and other Work, similar and competitive to those so terminated, and Contractor shall be liable to County for, and shall promptly pay to County by cash payment, any and all excess costs reasonably incurred by County, as determined by County, to procure and furnish such similar goods, services, and other Work;
- 9.1.3 Contractor shall promptly return to County any and all of County's confidential information that relates to that portion of the Agreement or Work terminated by County;
- 9.1.4 Contractor shall tender promptly payment to County, and shall continue to tender payment for the duration, of any liquidated damages levied

