

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
EAST BAY SPA
FOR
ANIMAL WELFARE SERVICES**

THIS AGREEMENT for consulting services is made by and between the City of San Leandro ("City") and East Bay SPCA ("Consultant") (together sometimes referred to as the "Parties") as of July 1st, 2023 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2025 and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in accordance with all applicable law and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons. In accordance with Section 6 below, nothing by way of this section shall create or be construed as creating an agency or employment relationship between the City and Consultant's employees, agents, volunteers and subcontractors.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.
- 1.5 Section Reserved.**
- 1.6 City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Consultant's attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Consultant must submit completed self-certification form and comply with the LWO if covered.
- 1.7 Section Reserved.**

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed \$720,000.00, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement. In accordance with Section 6 below, nothing by way of this section shall create or be construed as creating an agency or employment relationship between the City and Consultant's employees, agents, volunteers and subcontractors.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred, as further set forth in Exhibits A and B. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment as provided in Section 8 below.

2.4 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.5 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.6 Payment upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs and provide an invoice for all outstanding costs and reimbursable expenses incurred to that date.

2.9 Section Reserved.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000.00 per accident. In the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000.00 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000.00 per occurrence, combined

single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;

- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

4.3 Professional Liability Insurance.

4.3.1 General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000.00 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy.

4.3.4 Submittal Requirements. To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.4 Cyber Liability Insurance.

4.4.1 General Requirements. Consultant, at its own cost and expense, shall maintain cyber liability insurance for the term of this Agreement in an amount not less than \$1,000,000.00 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to

infringement of copyright, trademark, trade dress; invasion of privacy violations; information theft; damage to or destruction of electronic information; release of private information; alteration of electronic information; extortion; and network security. The policy shall provide coverage for liabilities for financial loss resulting or arising from acts, errors, or omissions, in rendering technology services:

- Violation or infringement of any right of privacy, including breach of security and breach of security/privacy laws, rules or regulations globally, now or hereinafter constituted or amended;
- Data theft, damage, unauthorized disclosure, destructions, or corruption, including without limitation, unauthorized access, unauthorized use, identity theft, theft of personally identifiable information or confidential City information in whatever form, transmission of a computer virus or other type of malicious code; and participation in a denial of service attack on third party computer systems;
- Loss or denial of service;
- No cyber terrorism exclusion;

Such coverage must include technology/professional liability including breach of contract, privacy and security liability, privacy regulatory defense and payment of civil fines, payment of credit card provider penalties, and breach response costs, including without limitation, notification costs, forensic analysis, credit protection services, call center services, identity theft protection services, and crisis management/public relations services.

4.4.2 Claims-Made Limitations. The following provisions shall apply if the cyber liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained, and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.4.3 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy.

4.4.4 Submittal Requirements. To comply with Subsection 4.4, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.5 **All Policies Requirements.**

- 4.5.1 **Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.5.2 **Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.
- 4.5.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 4.5.4 **Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.5.5 **Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.
- 4.5.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 4.6 **Submittal of Proof of Insurance Coverage.** All certificates of insurance and original endorsements effecting coverage required in this Section 4 must be electronically submitted through the City's online insurance document management program, PINS Advantage. Contractor shall comply with all requirements provided by City related to the PINS Advantage program.
- 4.7 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time

herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that remains unpaid or becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. **INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

Section 6. **STATUS OF CONSULTANT.**

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. Nothing contained in this Agreement shall create or be construed as creating an agency, partnership, whether general or limited, joint venture, employment relationship or any other relationship other than an independent contractor relationship. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and re-assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant and its employees, agents and subcontractors accomplish services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant Not an Agent. Except as City may specify in writing, Consultant and its employees, agents and subcontractors shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant and its employees, agents and subcontractors shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. **LEGAL REQUIREMENTS.**

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, California Food and Agriculture Code, Alameda County Animal Control Regulations, City of San Leandro Municipal Code, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, qualifications, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 180 days' written notice to City and shall include in such notice the reasons for cancellation. Cancellation by the Consultant may be without cause.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator and City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City Contract Administrator.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement, including the indemnification and Consultant's responsibilities provided for in Section 5.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant;

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Section Reserved.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief permitted by law to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.6 Use of Recycled Products. Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer, official, or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

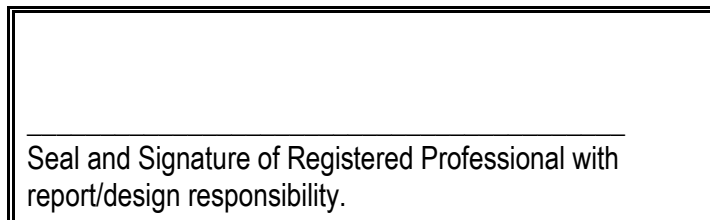
At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the San Leandro City Clerk for the Form 700 and directions on how to prepare it.

- 10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 Contract Administration.** This Agreement shall be administered by Police Business Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 10.10 Notices.** Any written notice to Consultant shall be sent to:
Karalyn Aronow
8323 Baldwin St.
Oakland, CA 94621
Email: karopen@eastbayspca.org

With a copy to:
City of San Leandro
Department of Finance
c/o Purchasing Agent

835 East 14th Street
San Leandro, CA 94577

- 10.11 Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



- 10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C, and D represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	Indemnification
<u>Exhibit D</u>	COVID-19 Compliance Requirements

- 10.13 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.
- 10.14 Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

DocuSigned by:
Fran Robustelli
C063C023AF624E3...

Frances Robustelli, City Manager

East Bay SPCA

DocuSigned by:
Allison Lindquist, CEO
BDECFBE1888E43E...

Allison Lindquist, CEO

Attest:

DocuSigned by:
Kelly B. Clancy
F21D2C6C07F54B8...

Kelly B. Clancy, City Clerk

Not Applicable

Consultant's DIR Registration Number
(if applicable)

Budget Approved: x

Approved as to Fiscal Authority:

DocuSigned by:
Mayette Bailey
CFC89F62127D423...

T. Michael Yuen, Finance Director

For

010-22-001-5120

Account Number

Approved as to Form:

DocuSigned by:
Richard Pio Roda
7B41598F6B5F478...

Richard D. Pio Roda, City Attorney

Per Section 10.7: Form 700 Required

DocuSigned by:
Abdul Pridgen
827E83C096AD4B8...

Abdul Pridgen, Chief of Police

EXHIBIT A

SCOPE OF SERVICES

Scope of Services

I. During the term of this Agreement, East Bay SPCA shall provide to San Leandro and be responsible for the following services described:

A. Animal Sheltering Services

1. East Bay SPCA shall provide shelter for stray domestic animals found within the boundaries of San Leandro. Shelter services shall include the administrative tasks necessary for surrender of such animals at the Animals Services Center, the care of animals during the holding period, and final disposition of animals through redemption, adoption, rescue or humane euthanasia. East Bay SPCA shall shelter such animals received at the East Bay SPCA Shelter in accordance with applicable state regulations, local ordinances and policies governing humane treatment of animals.
2. East Bay SPCA will not be responsible for shelter or veterinary services for exotic animals not allowed by state regulations, livestock or wildlife.
3. East Bay SPCA will provide emergency veterinary services to animals that were found in San Leandro only if the need for veterinary services is discovered after impoundment. East Bay SPCA will transport an animal requiring emergency medical treatment to the veterinary hospital of East Bay SPCA's choosing.
4. East Bay SPCA shall provide strict quarantine facilities for domestic animals that have bitten a human being when the bite broke the skin. East Bay SPCA will decapitate an animal suspected of rabies that has died during the quarantine or requires humane euthanasia. East Bay SPCA will maintain the head and requisite paperwork for the Alameda County Health Department to pick up.
5. East Bay SPCA will not provide quarantine facilities for a dog involved in an altercation with an animal where one or both of the animals were bitten. However, East Bay SPCA will provide shelter service to dog involved in an altercation with an animal where one or both of the animals were bitten and the dog is impounded by San Leandro as a result of San Leandro classifying the dog as potentially dangerous, dangerous or **VICIOUS**.
6. East Bay SPCA shall maintain appropriate staffing levels to provide the services set forth in this Agreement.
7. The East Bay SPCA Shelter shall have public access hours on a schedule designed to benefit the public and facilitate the services established in this Agreement, provided that public access be a minimum of twenty-five (25) hours per week. East Bay SPCA shall notify the public any changes of hours of operation or closures such as recognized holidays, on the East Bay SPCA's website and at the East Bay SPCA Shelter.

8. East Bay SPCA shall accept animals from San Leandro at the East Bay SPCA Animal Shelter during operational hours only, seven (7) days a week.
9. East Bay SPCA shall provide monthly sheltering statistics to San Leandro, including the number of impounded strays that have been redeemed by San Leandro citizens. Information contained on the reports shall be agreed upon by all parties.
10. East Bay SPCA will provide training for San Leandro animal control officers regarding the policies and procedures of the East Bay SPCA Shelter.
11. East Bay SPCA shall maintain records as required by State regulations and East Bay SPCA records retention schedule.
12. East Bay SPCA will hold animals and redeem animals to their owners pursuant to the San Leandro Municipal Code and State law.
13. If a cat brought to East Bay SPCA by San Leandro Animal Control or as a stray from the member of the public is deemed feral, San Leandro Animal Control will be responsible for returning to field within 48 hours after the cat has been altered and ear tipped.

II. During the term of this Agreement, San Leandro should provide to East Bay SPCA and be responsible for the following services described in this Exhibit "A".

1. San Leandro shall provide all field services to residents including services related to animals encountered by residents within the City of San Leandro and complaints regarding problem domestic animals. Field services shall include but not be limited to picking up domestic animals running at large, conducting investigations of potentially dangerous, dangerous and vicious dogs, conducting bite investigations responding to nuisance complaints and checking on possible instances of neglect or abuse. The City of San Leandro will not assist residents in the trapping and relocation of wild animals.
2. San Leandro shall be responsible for licensing all animals residing in San Leandro pursuant to the San Leandro Municipal Code.
3. San Leandro shall provide East Bay SPCA with all information pertaining to the impoundment of an animal. This includes but is not limited to; reporting party's name and phone number, location where the animal was picked up, circumstances of the impoundment (e.g., arrest, hospitalized, stray) attempts to contact owner, and owner's name, address and phone number if known. San Leandro shall attempt to reunite the animal with its owner prior to impoundment, when possible. When not possible, San Leandro shall be responsible for bringing the animal to the East Bay SPCA within 12-24 hours, at most, after seizure so that reunification process can promptly begin.
4. San Leandro staff shall confer with East Bay SPCA Shelter's staff as to kenneling the animal. San Leandro staff shall assist the Shelter's staff to complete the intake process.

5. San Leandro staff trained in animal services will log all animals into the computer database, including those animals that were brought in deceased.
6. San Leandro will provide all pertinent information regarding the animal in the computer database.
7. San Leandro will scan every domestic animal, live or deceased, for a microchip or identification tag and input this information into the computer database. If possible, San Leandro will return the animal to the owner before impoundment at the East Bay SPCA Shelter.
8. San Leandro will transport any impounded domestic animal that is sick or injured to a veterinarian for medical treatment before bringing the animal to the East Bay SPCA Shelter for boarding. If upon delivery to the East Bay SPCA Shelter, East Bay SPCA staff determines the animal is not stable, San Leandro will transport the animal back to the veterinarian.
9. San Leandro will provide written weekly updates to East Bay SPCA for animals being held at the East Bay SPCA Shelter for protective custody or an administrative hearing.
10. San Leandro shall inform East Bay SPCA regarding potential issues with residents known to San Leandro as requiring caution and cases that could impact the services provided by East Bay SPCA pursuant to this Agreement. San Leandro should make available an ACO to assist dangerous or difficult clients needing to do business with East Bay SPCA.

EXHIBIT B**COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES**

1. **ANIMAL SHELTER SERVICES COSTS.** In consideration of East Bay SPCA's performance of the services described, San Leandro shall pay the amounts specified for the services rendered under this Agreement. The amount San Leandro shall pay for Animal Shelter Services is broken down into two (2) fees (Maintenance and Animal Care Services). The compensation payable to East Bay SPCA for the services shall not exceed \$360,000.00 annually, but the Parties may choose to execute separate Purchase Orders for any services provided that exceeds the amount of the Agreement.

2. **PAYMENT.** On or before January 1 of each year this Agreement is in force, East Bay SPCA will provide San Leandro a copy of the proposed annual animal shelter budget plus computations indicating San Leandro's pro rata share of the budget cost. Budget estimates will be based on the number of animals received at the shelter during the prior fiscal year. East Bay SPCA shall send monthly invoices to San Leandro which shall be calculated as one-twelfth (1/12) of the annual amount for all fees. San Leandro shall pay the invoices within thirty (30) days of the date of the invoice. After thirty (30) days, payment shall be considered late and a default. East Bay SPCA shall calculate annual adjustments of the actual annual costs ("true-up") following the closing of the calendar year and those adjustments shall be included in the January invoice.

Total Costs

<u>Description</u>	<u>Annual Costs</u>	<u>Monthly Cost</u>
<u>Maintenance Fee</u>	<u>\$24,708</u>	<u>\$2,059</u>
<u>Animal Services Costs</u>	<u>\$288,288</u>	<u>\$24,024</u>
<u>TOTAL COSTS</u>	<u>\$312,996</u>	<u>\$26,083</u>

Additional Animals

Additional fees for animals over the contract base of 400 per year will be charged in steps as described below:

<u>Total number of animals</u>	<u>Additional Charges</u>	<u>Total Contract Cost</u>
<u>401-451</u>	<u>\$25,000</u>	<u>\$337,996</u>
<u>451-500</u>	<u>\$22,500</u>	<u>\$360,496</u>
<u>501-600</u>	<u>\$72,500*</u>	<u>\$435,496</u>

*At over 500 animals boarded for the City of San Leandro, there will be an additional \$50,000 Staffing Fee added to the animal care costs.

C. Other Reimbursables

The City will reimburse the Consultant monthly for

- (i) The costs incurred by Consultant for third party emergency veterinary services to animals that were found in San Leandro
- (ii) Major medical services provided in-house, reimbursable at 80% of the retail charge for such services.
- (iii) The East Bay SPCA will provide euthanasia services for small wildlife and cats brought in by San Leandro Animal Control Officers through the East Bay SPCA Full Services Veterinary clinic. This service may be provided only during working hours (M-F 9:00 a.m. – 4 p.m.) and only for animals that are terminally injured and clearly in need of immediate euthanasia. Any animal determined to need emergency veterinary care instead of euthanasia would need to be transferred to an emergency veterinary clinic by, and at cost to, San Leandro Animal Control. San Leandro is responsible for taking the body for disposal services. Animals euthanized through this provision would not count against the contracted number of sheltered animals and would be charged at a rate of \$125 per animal in addition to the other contract fees.

EXHIBIT C

INDEMNIFICATION

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected and appointed officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

The Consultant's obligation to defend, hold harmless, and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense, hold harmless, and indemnity by the City. If the Consultant fails to accept or reject a tender of defense, hold harmless, and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, officials, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

EXHIBIT D

REQUIREMENTS RELATED TO THE COVID-19 PANDEMIC AND THE CITY OF SAN LEANDRO'S EMERGENCY DECLARATION

The novel coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization. The City of San Leandro is currently in a local emergency and state of emergency due to the COVID-19 pandemic.

COVID-19 is extremely contagious, and is believed to spread mainly from person-to-person contact, through touched surfaces, and in airborne particles. As a result, federal, state, and local governments, including the City of San Leandro, and federal, state, county, and local health agencies recommend social distancing and additional cleaning protocols to limit the spread of the disease. The City has taken steps and put in place preventative measures recommended by federal, state, and local health agencies to reduce the spread of COVID-19. These measures include steps each person must take to prevent the spread of COVID-19 and include, but are not limited to, requiring face coverings, frequent hand washing and/or use of hand sanitizer, social distancing where possible, limiting of person-to-person contact, frequent cleanings of high-touch surfaces, and avoiding entering any building if they have COVID-19 symptoms.

Consultant shall obey all local orders and abide by all applicable preventative measures recommended by federal, state, county, and local health agencies and any preventative measures specifically implemented by the City. Consultant agrees that when entering any City buildings, Consultant will follow all COVID-19 related signage, wear a face covering, follow all social distancing protocols, and abide by any other COVID-19 preventative measure that are in place when performing the services described in this Agreement. Consultant shall also adhere to any subsequently communicated COVID-19 preventative measures as directed by City staff. The COVID-19 preventative measures are subject to change over time, and Consultant shall maintain knowledge of and adhere to the current COVID-19 preventative measures when interacting with City employees, officials, volunteers, agents, and representatives, and when entering City buildings.

Certificate Of Completion

Envelope Id: 834FD74D1CC6460DAF4A5D9ADCE8D56E

Status: Completed

Subject: Please DocuSign: Consulting Services Agreement for East Bay Spa For Animal Welfare Services

Source Envelope:

Document Pages: 22

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 0

Alexxa Monjaraz

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835 E 14th St

Envelopeld Stamping: Enabled

San Leandro, CA 94577

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

amonjaraz@sanleandro.org

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Signer Events**Signature****Timestamp**

Allison Lindquist, CEO

karopen@eastbayspca.org

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Allison Lindquist, CEO

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Abdul Pridgen

apridgen@sanleandro.org

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(None)

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Abdul Pridgen

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Accepted: 6/24/2023 1:18:24 PM

ID: 440bdc2d-86bb-4b08-bf97-b1c23b42e3ef

Richard Pio Roda

rpioroda@meyersnave.com

Principal

Signing Group: City Attorney

Security Level: Email, Account Authentication
(None)

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Richard Pio Roda

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Mayette Bailey

mbailey@sanleandro.org

Signing Group: Finance Available Funds Check

Security Level: Email, Account Authentication
(None)**Completed**

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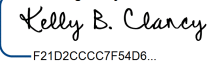
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Signer Events	Signature	Timestamp
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Fran Robustelli frobustelli@sanleandro.org City Manager Signing Group: City Manager Security Level: Email, Account Authentication (None)	DocuSigned by:  C063C023AF624E3... Signature Adoption: Pre-selected Style Using IP Address: 192.83.149.200	Sent: 7/9/2023 2:48:58 PM Viewed: 7/10/2023 8:50:19 AM Signed: 7/10/2023 8:50:28 AM
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ID: 33d71eda-c029-4cea-8759-8ceb81568f14

Kelly B. Clancy kclancy@sanleandro.org Acting City Clerk City of San Leandro Signing Group: City Clerk Security Level: Email, Account Authentication (None)	DocuSigned by:  F21D2CCCC7F54D6... Signature Adoption: Pre-selected Style Using IP Address: 192.83.149.200	Sent: 7/10/2023 8:50:30 AM Viewed: 7/10/2023 9:58:59 AM Signed: 7/10/2023 9:59:09 AM
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Abdul Pridgen apridgen@sanleandro.org Luis Torres LTorres@sanleandro.org Liaquat Khan LKhan@sanleandro.org Signing Group: Police Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/26/2023 11:32:42 AM ID: 073d3d67-cfc2-48b7-bb7e-23a02f9d5f73	COPIED	Sent: 7/10/2023 9:59:11 AM
Sally Perez Sperez@sanleandro.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/9/2022 9:52:36 AM ID: 4250c9de-1518-4829-8406-3c9541071610	COPIED	Sent: 7/10/2023 9:59:12 AM
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of San Leandro:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: clerk@sanleandro.org

To contact us by paper mail, please send correspondence to:

City of San Leandro

835 E 14th St

San Leandro, 94577

To advise City of San Leandro of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tbatalla@sanleandro.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of San Leandro

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to clerk@sanleandro.org and in the body of such request you must state your email address, full name, mailing address, and telephone number.

To withdraw your consent with City of San Leandro

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to clerk@sanleandro.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of San Leandro as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of San Leandro during the course of your relationship with City of San Leandro.