

C O N T R A C T

The COUNTY OF SAN BENITO ("COUNTY") and 4LEAF Inc. ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. Duration of Contract.

This contract shall commence on July 1, 2021, and end on June 30, 2024, unless sooner terminated as specified herein. Unless terminated, this contract shall automatically renew for two (2) successive one (1) year periods (July 1 – June 30) under the same terms and conditions unless either party, not less than thirty (30) days before the expiration of the contract, gives the other party written notice of intent that the agreement not be renewed.

2. Scope of Services.

CONTRACTOR, for COUNTY's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. Compensation for Services.

In consideration for CONTRACTOR's performance, COUNTY shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. General Terms and Conditions.

The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. Insurance Limits.

CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

- (a) Comprehensive general liability insurance: \$1,000,000.00/\$2,000,000.00
- (b) Professional liability insurance: \$1,000,000.00/\$2,000,000.00
- (c) Comprehensive motor vehicle liability insurance: \$250,000.00/\$5000,000.00

6. Termination.

The number of days of advance written notice required for termination of this contract is 30.

7. Specific Terms and Conditions (check one)

- ☒ There are no additional provisions to this contract.
- ☐ The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

[] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment E. Attachment E is made a part of this contract.

8. Information about Contract Administrators.

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for COUNTY:

Name: Benny J. Young

Title: Director, Resource Management Agency

Address: 2301 Technology Parkway

Hollister, California 95023

Telephone No.: (831) 636-4170

Fax No.: _____

Contract Administrator for CONTRACTOR:

Name: Kevin J. Duggan

Title: President

Address: 2126 Rheem Drive.

Pleasanton, California 94588

Telephone No.: (325) 462-5959

Fax No.: _____

SIGNATURES

APPROVED BY COUNTY:

DocuSigned by:

405A665FF53F40B...

Name: Ray Espinosa

Title: San Benito County Administrative Officer

Date: 7/2/2021

APPROVED BY CONTRACTOR:

DocuSigned by:

813734D554DD4B5...

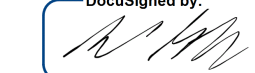
Name: Kevin J. Duggan

Title: President

Date: 6/16/2021

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

DocuSigned by:

5FAF18C8CD194D2...

By: Reed Gallogly, Deputy County Counsel

Date: 6/18/2021

ATTACHMENT A

Scope of Services

CONTRACTOR, for the COUNTY'S benefit, shall provide the following Consulting services for the Building Department with Resource Management Agency (RMA) for Plan Review, Building Inspections, and Code Enforcement Services, as follows:

Plan Review Services:

CONTRACTOR will provide comprehensive review of all plans submitted to ensure compliance with all applicable building codes, laws, and standards. Plans are to meet State accessibility regulations, local ordinances (including Tier 1 of Cal Green, if required), and COUNTY requirements.

Turnaround times must be in a timely matter, upon completion of review a recommendation is to be made to the COUNTY for approval and permit processing. Plan reviews will be subject to the following turn-around times (Times may vary with complexity and magnitude of the projects):

Residential _____	Up to 10 Days
Multi-Family _____	Up to 10 Days
Commercial _____	Up to 10 Days
Industrial _____	Up to 10 Days

Upon completion of plan review, CONTRACTOR shall return approved plans to the COUNTY for permit issuance purposes.

Pick up and delivery of plans from the COUNTY offices will be provided at no cost to the COUNTY.

Inspection Services:

CONTRACTOR will provide construction inspection services within 24 hours of a request by the COUNTY, included but not limited to senior combination buildings, commercial buildings, residential buildings, subdivision ordinances, zoning ordinance, grading ordinance, and other ordinances pertaining to the development of the subject property set forth on the approved plans for which the permit was issued. Inspection services are to be provided by staff with ICC certified personnel or equivalent certified personnel, and CASp certified personal.

CONTRACTOR will verify compliance with the conditions of approval, County building law's, and code requirements set forth on the approved plans.

CONTRACTOR will observe each project at the completion of the various stages and provide services within 24 hours of request to verify compliance and provide certification in writing that each inspection performed conforms with all applicable codes, ordinances, regulations, and requirements. Inspector will record completion on the appropriate building permit card with the results of the inspection.

CONTRACTOR understand that all building permit cards are to remain sole property of the County.

CONTRACTOR will provide interim staff within one (1) business day and full-time staff within two (2) business days. CONTRACTOR will provide staff from their database of qualified personnel. For request made with less than 24 hours' notice, CONTRACTOR will make every effort possible to secure a suitable candidate.

Code Enforcement:

CONTRACTOR will provide code enforcement service, including but not limited to the following tasks: site inspection, noticing, tracking, documentation, and follow-up of code violations within the unincorporated area of San Benito County. The Code Enforcement department consultant is responsible for enforcing State and local building codes. The purpose of this department is to provide a comprehensive and uniform code enforcement program in order to insure compliance with all county ordinances that incorporate the remedies specified by the San Benito County Code, the International Code Council and the CA Building Code.

CONTRACTOR will provide services within 24 hours of request to verify violations, consistent with San Benito County Code Enforcement Office & Field Procedures.

Permit Technician:

CONTRACTOR will provide high level of customer service to help expedite the permit process, staff the public counter, issue permits, and assist in answering plan review or inspection questions. Assist with preparing building permits and related work to be submitted to the COUNTY.

END OF ATTACHMENT A

ATTACHMENT B Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

- ☒ One month in arrears.
☐ Upon the complete performance of the services specified in Attachment A.
☐ The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNTY to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNTY shall pay to CONTRACTOR: (check one)

- ☐ a total lump sum payment of \$ _____, or
☒ a total sum not to exceed \$310,000.00 _____,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

- ☐ There are no additional terms of compensation.
☒ The following specific terms of compensation shall apply: (Specify)

2021-2022 FEE SCHEDULE & BASIS OF CHARGES

NATURE OF BUILDING SERVICES	COST STRUCTURE
Building Department Services	Complete Plan Review
	Percentage Cost: 65%
	Plan Review Hourly Cost:
	Non-Structural Review \$90
	Structural Review \$127
	Hourly CASp Inspection &/or Review: \$175
	*Fee includes:
	- Initial review & 2 checks

	(hourly after 3 checks) - Shipping and courier service
--	---

FEE STRUCTURE FOR PERSONEL

Senior Combination Building Inspector (Building Inspector III).....	\$110/hour
Commercial Building Inspector (Building Inspector II)	\$ 95/hour
Residential Building Inspector (Building Inspector I)	\$ 80/hour
Training Building Inspector	\$ 65/hour
Code Enforcement	\$ 93/hour
Permit Technician	\$ 65/hour
Senior Permit Technician	\$ 72/hour
CSAp Inspection	\$175/hour
Project Inspector / Inspector of Records	\$125/hour*
Hourly Overtime Charge	
Per Inspector	1.5 X hourly rate
Regular Overtime (between 5AM and 4PM).....	1 X hourly rate
Nighttime (Between 4PM and 5AM)	1.125 X hourly rate
Overtime (Over 8 hour M-F or Sat)	1.5 X hourly rate
Overtime (Over 8 hours Sat or 1 st 8 hrs/Sun)	2 X hourly rate
Overtime (Over 8 hours Sun or Holidays)	3 X hourly rate

**Rates will be communicated with the COUNTY at the time of request. Rates will vary based on the qualifications and experience of the personnel.*

**CONTRACTOR assumes rates reflect the 2021-2022 contract period with 3 percent (3%) escalation for 2023 & 2024 negotiable per market conditions*

TERMS

- Rates are inclusive of “tools of the trade’ such as forms, telephones, and consumables.
- All invoicing will be submitted monthly,
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise – Service billed in 4-hour increments,
- Expedited reviews will be billed at 1.5X the plan review fee listed above,
- Plan review of deferred submittals & revisions will be billed at the hourly rate listed above,

- All plan review services will be subject to a \$250.00 minimum fee if percentage-based fee for two (2) hour minimum charge if hourly rate applies,
- Larger complex plan reviews can be negotiated to achieve best pricing,
- Overtime will be billed with prior authorization from the COUNTY'S designated personnel,
- Compensation to be based on actual hours worked

*If designated members are unavailable due to extenuating circumstances, Contractor will provide a replacement subject to San Benito County's prior written approval.

END OF ATTACHMENT B.

ATTACHMENT C

General Terms and Conditions

C-1. INDEMNIFICATION.

CONTRACTOR and COUNTY each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR's duty to indemnify COUNTY, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

- (a) Each policy shall be issued by a company authorized by law to transact business in the State of California.
- (b) Each policy shall provide that COUNTY shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.
- (c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming the County of San Benito and its officers, agents and employees as additional insureds.
- (d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

- (a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR's operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.
- (b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.

- (c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.
- (d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COUNTY, CONTRACTOR shall file certificates of insurance with COUNTY, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR's self-insurance provides substantially the same protection to COUNTY as the insurance required herein. CONTRACTOR further agrees to notify COUNTY in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR's subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any subcontractor, shall be made available to COUNTY or its authorized representative, or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COUNTY, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if the COUNTY notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

All reports and other materials collected or produced by the CONTRACTOR or any subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COUNTY, and shall not be subject to any copyright claimed by the CONTRACTOR, subcontractor, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any subcontractor, or any of their agents or employees, without the prior written consent of COUNTY is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent contractors in relation to COUNTY and not officers or employees of COUNTY. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COUNTY. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COUNTY that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be used or employed. CONTRACTOR certifies that no one who has or will have any financial interest under this contract is an officer or employee of COUNTY.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-11. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COUNTY in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COUNTY, and any attempted assignment or delegation without such consent shall be void.

C-14. NEGOTIATED CONTRACT.

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

C-15. SEVERABILITY.

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of this contract.

C-18. TERMINATION.

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COUNTY shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

C-19. NOTICES.

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

- (a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or
- (b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or
- (c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of

such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COUNTY's receipt of consideration with knowledge of CONTRACTOR's violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.

CONTRACTOR and CONTRACTOR's signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with

respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

C-27. NO RELIANCE ON REPRESENTATIONS.

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.

CONTRACTOR agrees that COUNTY shall have the right to deduct from any payments specified in Attachment B any amount owed to COUNTY by CONTRACTOR as a result of any obligation arising prior to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COUNTY exercises the right to reduce the consideration specified in Attachment B, COUNTY shall give CONTRACTOR notice of the amount of any off-set and the reason for the deduction.

C-29. COUNTERPARTS.

This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

C-30. FACSIMILE AND ELECTRONIC DIGITAL SIGNATURES

The Parties hereby acknowledge and agree that facsimile or scanned signatures or signatures transmitted by electronic mail in so-called "PDF" format shall be legal and binding and shall have the same full force and effect as if an original of this Agreement had been delivered. The Parties (a) intend to be bound by the signatures on any document sent by facsimile or electronic mail, (b) are aware that the other Party will rely on such signatures, and (c) hereby waive any defenses to the enforcement of the terms of this Agreement based on the forgoing forms of signature

The parties further agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement (if electronic signatures are used) are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

END OF ATTACHMENT C.