

COUNTY OF MENDOCINO

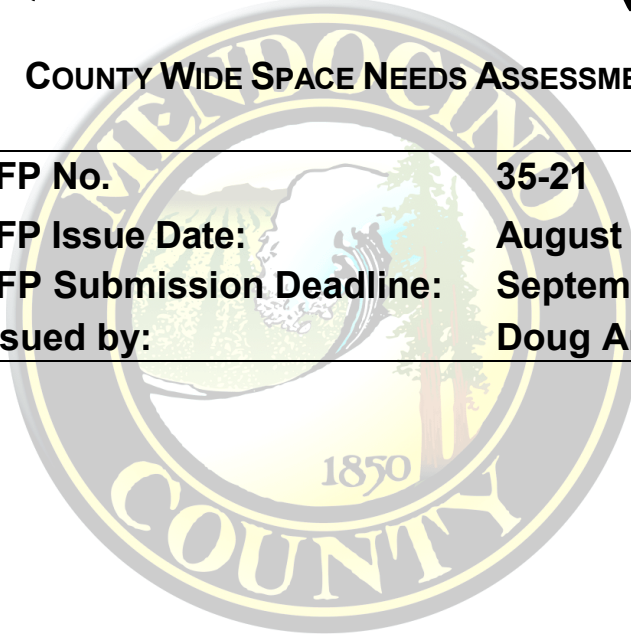
County Wide Space Needs Assessment

851 Low Gap Rd. ♦ Ukiah, CA 95482 ♦ (707) 234-6068
facilities@mendocinocounty.org

REQUEST FOR PROPOSAL (RFP)

COUNTY WIDE SPACE NEEDS ASSESSMENT

RFP No.	35-21
RFP Issue Date:	August 26, 2021
RFP Submission Deadline:	September 23, 2021
Issued by:	Doug Anderson





REQUEST FOR PROPOSAL

COUNTY WIDE SPACE NEEDS ASSESSMENT

COUNTY OF MENDOCINO

RFP No.	35-21
RFP Issue Date:	August 26, 2021
RFP Submission Deadline:	September 23, 2021

I. INTENT

This Request for Proposal (RFP) announces the intent of the County of Mendocino to solicit proposals from Architects (the "Consultant") for Space Need Analysis and Facility Assessment of the existing MC sites to help inform portfolio usage and strategic planning.

The purpose of the RFP is to issue contract for space needs assessment.

II. DEFINITIONS

COUNTY – The County of Mendocino.

VENDOR – A person, partnership, firm, corporation, or joint venture submitting a proposal to obtain a COUNTY contract.

CONTRACTOR – A vendor who signs a contract with the COUNTY to perform services.

III. PROPOSAL SUBMISSION GUIDELINES

- A. Vendors must submit four (4) copies of their proposal: three (3) complete paper copies with original Vendor signature, and one (1) complete copy on flash drive or CD. The proposal must be formatted in accordance with the instructions of this RFP. Promotional materials may be attached, but are not necessary and will not be considered as meeting any of the requirements of this RFP. Proposals must be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFP No. 35-21", and delivered by 4:00 p.m. September 23, 2021 to:

Mendocino County
Facilities & Fleet Division

Attn: Doug Anderson
851 Low Gap Rd.
Ukiah, CA 95482

Late or facsimile proposals will not be accepted. It is the proposer's responsibility to assure that its proposal is delivered and received at the location specified herein, on or before the date and hour set. ***Proposals received after the date and time specified will not be considered.*** Note: The unauthorized use of the County's official logo is strictly prohibited.

- B. Proposers are required to submit with their proposal:
- Attachment A – Proposal Summary and Statement of Responsibility (Signature Page)
 - Attachment B – Proposal Checklist/Table of Contents
 - Executive summary of proposal
 - Scope of services
 - Company background and experience
 - Attachment C – Exceptions to RFP
 - Attachment D – Letters of Reference
 - Attachment E – Certificate of Non-collusion
 - Attachment H – Proposal cost plan and narrative (as identified in Section XIII)
 - Insurance coverage/certificate of insurance
 - Acknowledgement of receipt of addenda, if applicable.
- C. Proposers are expected to examine all provisions, specifications, and instructions included in this RFP. Failure to do so will be at the proposer's risk.
- D. All prices and proposals must be typed or written in ink. No erasures are permitted. Errors may be crossed out; corrections may be printed in ink or typed adjacent to the error and initialed in ink by the person authorized to sign the bid. **Facsimile, telephone, electronic or verbal proposals will not be accepted.**
- E. Prices shall be stated in the format as requested herein. Where indicated, vendor shall provide unit of issue and cost per unit. In the event of a discrepancy between the unit price and the extended price for any item, the unit price shall prevail.
- F. All proposals must be dated and signed by a representative authorized to enter into contracts for the proposing vendor.
- G. All proposals will remain in effect and legally binding for at least 90 days from the opening date.
- H. Expenses incurred in preparation of the proposal, site visits, or any other actions related to responding to this RFP shall be the responsibility of the vendor. Any and all damages that may occur due to packaging or shipping of the proposal will be the sole responsibility of the vendor.
- I. All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by vendor shall become the property of the County of Mendocino.
- J. Time when stated as a number of days shall include Sundays through Saturdays, excluding legal holidays.
- K. Vendor must examine all information and materials contained in and accompanying its proposal. Failure to do so will be at the vendor's risk. This will include, but not be

limited to, all relevant laws and regulations of the State of California and the United States Government.

- L. If proposed, the County reserves the right to obtain equipment items through its own purchase programs.
- M. This service has been selected to be made available for use by other local government agencies (piggy-back). The use of the contract, by the other government agencies, will be optional. Sales to these governmental agencies by the Contractor shall be optional. If bidders choose to extend prices offered on this proposal to other governmental agencies, any resulting contract will be solely between the supplier and the third party unit of government. Mendocino County shall not be responsible for any problems which may arise between other government agencies and the contractor as a result of any sales and/or purchases made.
- N. The County of Mendocino encourages all vendors to participate in our ePayables program as our preferred payment method. The County's ePayables program is designed to provide the highest level of efficiency and service to our vendors ensuring that payments are received in a timely cost efficient manner (please refer to Attachment G- Sample Mendocino County Contract).

IV. PRE-SUBMITTAL INQUIRIES AND POINTS OF CONTACT

- A. Pre-submittal inquires and correspondence shall be directed to:
 - Procedural inquires: Doug Anderson
(707) 234-6054
facilities@mendocinocounty.org
 - Technical inquires: Doug Anderson
(707) 234-6054
facilities@mendocinocounty.org
- B. All questions regarding this RFP shall be submitted in writing (Email or Fax is acceptable).
- C. The questions and answers will be provided by the County in writing, in the form of an addendum to all known interested vendor(s) after the inquiry deadline. If any addenda are issued by the County, they shall be sent via facsimile and/or first class U.S. mail to the last known business address of each vendor known to have received a copy of this RFP. **Vendors must include in their proposals acknowledgement of receipt of any and all addenda issued.**
- D. The deadline for submitting written inquiries regarding this RFP is indicated in **Section VI SCHEDULE OF ACTIVITIES.**
- E. Questions submitted after the inquiry deadline will not be answered. Only answers to questions communicated by formal written addenda will be binding.

- F. Mendocino County requires that other Mendocino County management and employees not be contacted by Vendors during the RFP process. **Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the Mendocino County RFP Representatives listed above for any and all technical and procedural inquiries.**

V. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS

- A. A proposal that is in the possession of the County may only be altered by letter or facsimile bearing the signature or name of the Vendor's authorized representative, provided it is received **prior to the deadline for submission of proposals**. Telephone, email or verbal alterations will not be accepted.
- B. A proposal that is in the possession of the County may be withdrawn by the proposer **up to the time of the deadline for submission of proposals**.

VI. SCHEDULE OF ACTIVITIES

The County intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for Vendors to prepare definitive Proposals and to permit Mendocino County to fully consider various factors that may affect its decision. **This schedule is subject to change at the discretion of the County. The County will provide sufficient advance notice to vendors in the event of schedule changes.**

Scheduled Activity	Proposed Date
Letter of interest and Request for Proposals mailed to prospective proposers	8-23-2021
Inquiry Deadline	9-14-2021
Pre-Bidders Meeting (not required)	
RFP Submission Deadline	9-23-2021
Presentations/Demonstrations (if applicable)	10-1-2021
RFP Selection and Notification	10-8-2021
County Board of Supervisors Approval of Recommendation(s)	10-26-2021
Approximate Contract Start Date	10-25-2021

VII. SELECTION PROCESS

- A. The County reserves the sole right to judge the contents of the Vendors' proposals. The selection process will be governed by the following criteria:
1. The proposals must adhere to the instructions and format as specified in this RFP.

2. The evaluation will include a review of all documents and information relating to the Vendor's services, organizational structure, capabilities, qualifications, past performance, and costs.
3. Vendors may be required to make an oral presentation and interview before final selection is made.
4. The County may evaluate any information from any source it deems relevant to the evaluation.
5. False, incomplete, or unresponsive statements in a proposal may be sufficient cause for its rejection.

VIII. SELECTION CRITERIA

- A. The selection of VENDORS(s) and subsequent contract award(s) will be based on the criteria contained in this RFP, and as demonstrated in the submitted proposal. VENDORS(s) should submit information sufficient for the County of Mendocino to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.
- B. Funding determinations for this RFP will be made through a competitive procurement process and shall be in accordance with all applicable federal, state, and local procurement laws and regulations.
- C. Competitive negotiations require that at least two (2) responsive proposals for the same scope of work and service area must be received in response to an RFP. A competition is considered failed if only one (1) responsive proposal is received. If a competition has been declared failed, the County of Mendocino then has the option to re-compete the procurement or enter into sole-source procurement.
- D. Proposal Review and Evaluation Process
 1. The proposal will be judged based on service capabilities and experience of the prospective Vendor and all persons who will be providing services under contract. The following are the critical areas of the proposals that will be evaluated:
 - a. Adequacy of the described plan/approach to deliver requested services as described in Section XI SCOPE OF WORK.
 - b. Experience of Vendor in providing services and quality of work.
 - c. Status of Professional Certification including whether the Vendor meets the minimum requirements to provide service.
 - d. Cost of providing services outlined in Section XI SCOPE OF WORK.

- e. All criteria identified in Attachment F, Proposal Evaluation Form.

IX. AWARD AND CONTRACT INFORMATION

- A. The County hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and that no proposer shall be discriminated against on the grounds of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- B. The Vendor agrees that should it be awarded a contract, the Vendor shall not discriminate against any person who performs work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- C. The County reserves the right to reject any or all proposals and to waive any irregularities if deemed in the best interest of the County to do so. The County will select the Vendor whose proposal is determined by the County to be the most responsive and responsible proposal and of the best advantage to the citizens of Mendocino County. The County shall be the sole judge in making such a determination.
- D. The successful Vendor will be required to enter into and sign a formal agreement with the County, which agreement will be in effect for the duration of the contract period. A sample contract is attached to this Request for Proposal as Attachment G. It is the Vendor's responsibility to review the contract's terms and conditions and to state any exceptions to those conditions in its response to the Request for Proposals (Attachment C). If no exceptions are noted, the County will understand that the Vendor agrees to the terms and conditions as stated in the contract.
- E. The terms and conditions of this Request for Proposal as well as the Vendor's proposal, and any modifications to said proposal agreed to in writing by both parties shall become a part of the contract.
- F. Prior to final selection, Vendors may be required to submit any additional information that Mendocino County may deem necessary to determine the Vendor's qualifications. Should any of the information requested by Mendocino County be considered by the Vendor to be confidential, it must be so stated. Mendocino County will attempt to treat any information submitted by the Vendor as confidential if requested to do so; however, Mendocino County cannot ensure such confidentiality.
- G. Open Procurement
1. The Vendor shall include any latitudes, prohibitions or limitations placed on the purchase of the items presented in the Vendor's Proposal. Items and/or services that

- the Vendor intends to be offered on a unit price basis must be so identified. [The County's objective is to clarify all purchase options.]
2. Mendocino County reserves the right to negotiate changes to the original Proposal(s), including changes in system cost and/or unit price.
 3. Mendocino County reserves the right to accept or reject any or all Proposals in whole or in part.
 4. Mendocino County reserves the right to negotiate a contract with more than one Vendor at the same time.

H. Local Vendor Preference:

1. The County of Mendocino has established a local vendor preference. All informal and formal Invitations to Bid and Request for Proposals for contracts are evaluated with a 5% preference for local vendors. The vendor must claim local vendor preference to be considered (refer to Attachment A – Summary and Statement of Responsibility (Signature Page), Certification No. 6). Please note the following exceptions:
 - a. Those contracts which State Law or, other law or regulation precludes this local preference.
 - b. Public Works construction projects.
2. "Local" vendor preference will be approved as such when, 1) Vendor conducts business in an office with a physical location within the County of Mendocino; 2) Vendor holds a valid business license issued by the County of Mendocino, and provides the name of the Local Agency which issued the license; and 3) business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference, said Vendor provides the business address and how many years the business has been at that location.

X. BACKGROUND INFORMATION

Mendocino County is a general law county established in 1850 by the State legislature and is a political subdivision, or unit, of the State. The County is responsible for providing municipal programs and services in the unincorporated areas of the County. The County is divided into seven functional areas that represent general categories of service to the Mendocino Community including: General Government, Public Protection, Public Ways & Facilities, Health & Sanitation, Public Assistance, Education and Recreation & Culture. These functional areas are composed of 19 separate departments that serve the citizens of Mendocino County as well as two independent special districts that haven't been given a functional classification but are still County departments.

- The total population of Mendocino County is approximately 90,000 and includes 3,878 sq. miles.

- The county has four cities: Ukiah (pop. 16,156), Fort Bragg (pop. 7,633), Willits (pop. 4,860), and Point Arena (pop. 444).

Mendocino County is seeking to better understand the use, occupancy, and departmental needs across the County's real estate footprint and portfolio. The goal of the final report(s) will be to assist in strategic plans, explore potential efficiencies, study adjacencies and departmental workflows, and accommodate future growth.

Furthermore, the information provided and gathered during this study may be used to aid decisions regarding consolidating existing building portfolio and potentially limiting leased property and decommissioning properties with prohibitive maintenance issues.

County facilities include approximately 65 buildings used as work sites for county staff and/or to provide services and resources to the public and various other single purpose facilities See Attachment I for a complete list. The approximate number of staff is 1,200.

- Approximately 60 owned occupied buildings
- Approximately 12 leased occupied buildings
- Approximately 12,000 SF of owned or leased off-site storage
- Total of 770,000+ SF

XI. SCOPE OF WORK

The project scope includes three task areas of work: 1) Space Needs Assessment; 2) Facility Assessment; and 3) Conceptual Planning. Consultant should provide two levels of pricing for the Space Needs Assessment, one for the current state of building usage and programming, another for a future, "idealized" state. Consultant should also provide two levels of pricing for the Facility Assessment, one for a parametric "spot check" of buildings, then another for a systems level assessment. Consultant may also provide relevant value-add options if desired.

Task 1: Space Needs Assessment

Task 1 will focus on generating a holistic report that summarizes all space needs assessment data gathered in this phase for use in successive phases of work.

Task 1 Option A: Current State

Task 1, Option A asks the consultant to gather and synthesize all existing programming data provided by the County. The goal of this task will be to present, in the Space Needs Report, the current state of building usage, departmental head-counts, and square footage needs. This data will be used to inform the conceptual planning phase.

Task 1 Option B: Future State

Task 1, Option B will focus on validating and documenting current and future departmental needs and distribution. The County is seeking the most economical way to

validate the existing headcount and future growth projections, as well as current departmental distribution and critical adjacencies across the real estate portfolio.

We ask that the Consultant develop a Space Needs Assessment Report that captures existing headcount data, 5-year growth projections, and current and ideal adjacencies with critical support facilities and other departments within Mendocino County. To facilitate the development of the Space Needs Report; the County will provide; current SF for each department within each location. Additionally, where available, building plans for each location can be made available by the County.

Task 1B Services to include:

- Coordination with County to establish survey requirements and desired outcomes
- Development and testing of online survey for data collections (allow for two minor revisions based on County feedback)
- Development of communications required to explain the programming survey intent and duration.
- Host and launch online survey for 2-week duration.
- Monitor survey and provide interim participation reports to the County.
- Send reminder to County contact regarding the middle and last chance survey communications.
- Close survey, analyze data and generate DRAFT report.
- Present DRAFT report findings to the County for review and approval.
- Prepare report for review by departmental/divisional heads (via teleconference) to ensure accuracy and removing redundancies. Include up to four (4) teleconference meetings total to clarify results from surveys.
- Generate space utilization report that will include current and future SF per department per location, recommendations for consolidation based on critical adjacencies identified.

Survey analysis to include:

- Headcount by department & location.
- Current / preferred critical departmental and support facility adjacencies.

Task 1 Deliverable(s):

- Space Needs Report: Option A, Current State
- Space Needs Report: Option B, Future State

Task 2: Facility Assessment

Task 2 will focus on understanding the existing facility conditions and how they might affect viable occupancy strategies. The Consultant should develop a cost-effective, tiered approach to assess county facilities, and provide a range of costs per square foot for the services listed below. The goals of the facility assessment should include useful facility life, potential maintenance and repair costs, and remaining equipment useful lifespans.

Task 2 Option A: Parametric Assessment

Option A asks the consultant to gather and synthesize all existing facility assessment data provided by the county and spot check larger buildings where issues are extrapolated for repetitive spaces (offices, conference rooms, etc.)

Task 2 Option B: Systems-Level Assessment

Assessment of Major Systems, approx. 1 day per building or less.

Task 2 Services may include the following tasks:

- Work with County stakeholders to define assessment goals and parameters.
- Identify and conduct the appropriate level of site, structure, and systems surveys based on goals definition.
- Project launch and background data collection on the following major systems from the Uniformat 2010 classification system:

A10: Foundations

A20: Subgrade Enclosures

A: Substructure

B10: Superstructure

B: Shell

C: Interiors

D: Services

E: Equipment & Furnishings

F: Special Construction & Demolition

G: Sitework

- QA/QC and Data Analysis
- Implementation Project Development
- Cost Estimating (30:30)
- Capital Planning

Task 2 Deliverables:

- Facility Assessment Report

Task 3: Conceptual Planning

The goal of Task 3 will be to work with County stakeholders in preparing a consolidated, idealized master plan that addresses County needs summarized in the Task 1: Space Needs Assessment Report.

Task 3 will focus on the development of graphic representations of the real estate portfolio and departmental distribution across the properties. The consultant should develop a county-wide plan of buildings and uses, highlighting department locations, adjacencies, and use summaries. This plan should synthesize all programming data and building facility assessments to date into a desired, or “ideal” plan.

Task 3 Deliverables:

- Conceptual County Wide plan: Current State
- Conceptual County Wide plan: Future State

Project Management

The Consultant shall be responsible project execution including managing all subconsultants, management of deliverables and schedules, reporting of progress, invoicing, cost and quality control.

Project Schedule

The Consultant shall be responsible for development of a project schedule that focuses on critical dependencies and task timeline including milestones for all dates listed below. Schedule updates shall be submitted with the monthly Progress Report.

At a minimum, the schedule shall indicate the following:

- Projected start date and finish date for each activity
- Each project task and subtask proposed in the scope with predecessors and successors
- Major meetings and workshops
- Physical percent complete for each activity in the WBS and percent complete by Phase

Overview Schedule

Note: Milestones noted below indicates the County's anticipated 16 week or less completion period depending on options selected. Please submit revisions and/or edits to schedule with your proposal if improved methods and durations of deliverables can be suggested.

Milestone	Deadline (Business Days from NTP)
Kickoff Meeting	The Kickoff Meeting will be scheduled to coincide with the Project Notice to Proceed (NTP)
Task 1 – Space Needs Assessment	
Gather Building and Department Data	10
Submit Draft Survey	20
County Survey Review	25
Conduct Survey / Data Collection	35
Present Draft Findings / Data report	45
County Review and Comment	50

Submit final Space Needs Assessment Report	60
Task 2: Facility Assessment	Deadline (Business Days from NTP)
Facility Assessment (Depending on Assessment Level)	10-30
Facility Assessment Report	15-35
Task 3: Conceptual Planning	Deadline (Business Days from Task 2)
County Wide Plan	15
Cost Estimating	Deadline (Business Days from Task 3)
Cost Estimate	10

Project Execution

NOTE: All deliverables will be subject to the following process: Consultant shall deliver the specified submittal as indicated in the Task descriptions. The initial submittal will be considered a draft submittal. Mendocino County will respond to submittals within the number of working days indicated in the schedule above of receipt of each submittal. Consultant shall then respond to Mendocino County, if any, and either confirm there are no changes to the submittal or provide a final copy of the submittal. Deliverables described throughout this Scope of Work are reports of information to Mendocino County to help facilitate the study process. They are not intended to be finished products, except for the Final Study Report, and specifically are not intended to disrupt the on-going flow of the planning study work.

XII. PROPOSAL FORMAT AND CONTENT

Proposals submitted in response to this RFP should include the following elements and are to be completed in accordance with the information and outline contained in Attachment B – Proposal Check List/Table of Contents:

- A. An executive summary and written narrative, including a detailed description of your organization's experience, qualifications and commitment to the project, addressing the below listed elements at a minimum: Experience, stability & growth, commitment, product and services.
- B. A description of the process/approach to be used in providing the services described in Sections XI – Scope of Work. Be specific and address all deliverables, including but not limited to, specifics for all tasks and options.
- C. A description of Contractor's experience in providing the requested services.
- D. A description of the experience/qualifications of all persons who may perform services under contract, including staff resumes that cover all experience and educational

background. All personal information provided will be maintained in confidence as allowed by law.

- E. Upon specific request of the County, Vendor shall provide consent and waiver forms permitting County to obtain personal employment/professional qualification information about Contractor who may perform services under this contract from third parties, and releasing third parties from any and all liability for disclosing such information to County.
- F. Any exceptions to the terms and conditions as specified in Attachment G to this RFP. The terms and conditions not specifically identified will be considered acceptable to Contractor.
- G. Two (2) letters of reference for the County to contact, including contact name, phone number, and address (to be listed in Attachment D of this RFP). These references should be organizations with which Contractor has worked to provide services.
- H. A list of key personnel, including full name, position, licenses or degrees held and a brief summary of relevant experience as related to proposed services; organization chart; list of Board of Directors (if applicable); licenses (where appropriate).
- I. Timeline indicating implementation schedule and training schedule (if applicable).
- J. Additional documents or other material, as appendices, in support of the proposal. The proposal, however, must reference any additional material or documentation on Attachment B – Proposal Checklist/Table of Contents.

XIII. FORMAT OF COST PROPOSAL

The Vendor must itemize all costs, including per hour costs by task, chargeable to the County as described in this Section, in a format similar to the attached Attachment H – Cost Matrix and Summary. Prices quoted shall be valid for at least ninety (90) days following the proposal submission deadline and if a contract is entered into as a result of this RFP, shall become fixed for the term of the contract.

The County shall be the sole arbiter in the determination of equality. The County reserves the right to reject any proposals and to accept the proposal or proposals which in its sole and absolute judgment shall, under all circumstances, best serve the interests of the County.

XIV. CONTRACT

- A. Time is of the essence in awarding the contract. The County reserves the right to cancel any intent to award and proceed to the next vendor if the selected vendor has not signed the agreement within two (2) weeks after the notification of intent of award.
- B. Execution of Contract

1. Upon the acceptance of a Vendor's Proposal, County will prepare and submit a contract to the successful Vendor for signature. (See sample contract, as Attachment G, which contains required contractual language.) In the event that the successful Vendor fails, neglects or refuses to execute the contract within two (2) weeks after receiving a copy of the contract from County, County may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect.
2. Incorporated by reference into the contract which is to be entered into by County and the successful Vendor pursuant to this Proposal will be (a) all of the information presented in or with this Proposal and the Vendor's response thereto, and (b) all written communications between County and the successful Vendor whose Proposal is accepted.

C. No Assignment

Assignment by the successful Contractor to any third party of any contract based on the Proposal or any monies due shall be absolutely prohibited and will not be recognized by County unless approved in advance by County in writing.

D. Force Majeure

Neither party shall be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

E. Contract Term

The term of the AGREEMENT(s) will be for a period of up to one (1) year depending on the options and related presentations and consultation requested prior to execution of the contract. Master planning and or design services would be solicited under a separate proposal request.

F. Insurance

Prior to commencement of this AGREEMENT, the CONTRACTOR(s) shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the CONTRACTOR(s) upon request shall provide a certified copy of the policy or policies. Refer to Exhibit C (Insurance Requirements) of Attachment G, Sample Mendocino County Contract.

XVI. REJECTION OF PROPOSALS

The RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel the RFP in part or in its entirety, if it is in the best interest of the County to do so. The County may require the proposer selected to participate in negotiations, and to submit such proposal as may result from negotiations.

Any proposal submitted during this RFP process becomes the property of the County. The County will not be liable for nor pay costs incurred by the respondent in the preparation of a response to this RFP or any other costs involved including travel. The selected contractor will be required to obtain a County business license if not already held.

XVII. GENERAL CONDITIONS

While the intent of the County is to award the contract to the selected Vendor, it reserves the right to both either withdraw and/or not award a contract at any time it so desires. Costs incurred in the preparation of response to this RFP will not be reimbursed.

The County has a standard contract service agreement. The successful firm will be required to agree to the terms contained within. Any issues with the insurance coverage or terms of the standard contract service agreement should be mentioned in the response to the Request for Proposals and documented in detail in Attachment C – Exceptions to RFP.

Limitations

- 1) The Vendor should expect to have access only to the public records and public files of local government agencies in preparing the proposal or reports. The Vendor should not anticipate any compilation, tabulation, or analysis of data, definition or opinion, etc., unless volunteered by a responsible official of that agency.
- 2) The County has the authority to terminate the contract upon written notice to the Vendor at any time during the period of the project if the County finds that the Vendor's performance is not satisfactory (as specified in Attachment G – Sample Mendocino County Contract, paragraph 19).
- 3) Contract payments will be made on the basis of satisfactory performance by the Vendor as determined by the County. Final payment to the Vendor will only be made when the County finds that the work performed by the Vendor to be satisfactory and the final work product and documents submitted meet the tasks of the project and is accepted by the County.

XVIII. LIST OF ATTACHMENTS

Attachment A – Proposal Summary and Statement of Responsibility (Signature Page)
Attachment B – Proposal Checklist/Table of Contents
Attachment C – Exceptions to RFP
Attachment D – Letters of Reference
Attachment E – Certificate of Non-collusion
Attachment F – Proposal Evaluation Form
Attachment G – Sample Mendocino County Contract
Attachment H – Cost Matrix and Summary
Attachment I – County Building List

ATTACHMENT A
PROPOSAL SUMMARY AND STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)

County of Mendocino
 Facilities & Fleet Division



RFP No. 35-21
 County Wide Space Needs Assessment

RFP No.	35-21
RFP Issue Date:	August 26, 2021
RFP Submission Deadline:	September 23, 2021

Proposals must be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFP No. 35-21", and delivered by 4:00 p.m. September 23, 2021 to: Mendocino County **Facilities & Fleet Division**, Attn: **Doug Anderson, 851 Low Gap Rd., Ukiah, CA 95482.**

Questions regarding this RFP should be directed to:

- Procedural inquires: Doug Anderson
 (707) 234-6054
 facilities@mendocinocounty.org
- Technical inquires: Doug Anderson
 (707) 234-6054
 facilities@mendocinocounty.org

This Proposal Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.

Vendor Authorized Representative

Company Name: _____	Date: _____
Representative: _____	
Title: _____	
Phone: _____	
Address: _____	Fax: _____
Federal Tax ID No.: _____	Email: _____

RFP Contact Information (if different then above)

Contact Person: _____	
Title: _____	
Phone: _____	Fax: _____
Address: _____	Email: _____

Certifications:

1. Do you agree to comply with specifications, RFP instructions, draft contract requirements and other pertinent references contained in this RFP?
☐ YES ☐ NO
2. Do you agree that the proposal will stand firm and will not be withdrawn for a period of 90 days after the proposal is opened?
☐ YES ☐ NO
3. Do you certify that all statements in the proposal are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.
☐ YES ☐ NO
4. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services?
☐ YES ☐ NO
5. Do you agree that the proposal amount includes all costs incident to the proposed contract?
☐ YES ☐ NO
6. The County of Mendocino has adopted a Local Vendor Preference. Does your company meet the criteria for the five percent cost preference as a local vendor for the County of Mendocino, as described in Section IX(H)(2) AWARD AND CONTRACTING INFORMATION?
☐ YES ☐ NO
7. Do you agree to be an ePayable as described in Attachment G- Sample Mendocino County Contract ?
☐ YES ☐ NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative: _____
(Printed name)

Signature: _____

Date: _____

ATTACHMENT B
PROPOSAL CHECK LIST/TABLE OF CONTENTS

This proposal checklist identifies the various components that must be submitted with your proposal. This form is to be completed and included in the proposal and must be located directly behind Attachment A.

Follow this sequence in presenting your proposal with the checklist serving as your table of contents.

Proposal Check List/Table of Contents	Page No.
Signature Page, signed by authorized representative (RFP Attachment A)	
Proposal Check List/Table of Contents (RFP Attachment B)	
Executive Summary	
Scope of Services (in relation to providing services described in Section XI, Scope of Work)	
Company Background and Experience (including staff resumes)	
Proposal Cost Plan and Narrative	
Exceptions to the RFP (RFP Attachment C)	
Letters of Reference (minimum of two (2)) (RFP Attachment D)	
Certificate of Non-Collusion, signed by authorized representative (RFP Attachment E)	
Insurance Coverage (Certificate of Insurance)	

ATTACHMENT C EXCEPTIONS TO RFP

Company Name: _____

Representative: _____

Title: _____

Address: _____

Phone: _____ Email: _____

I have reviewed the RFP and General Contract Terms in their entirety and have the following exceptions: (Please identify and list your exceptions by indicating the section or paragraph and page no. as applicable. Be specific about your proposed exception(s) to content, language, or omissions. Add as many pages as required.)

[illegible]

Authorized Representative: _____

(Printed name)

Signature: _____

Date: _____

**ATTACHMENT D
LETTERS OF REFERENCE**

Please list the references (minimum of two (2)) in the section provided below and attach corresponding letters to this form.

Agency	Contact Name/Address	Phone No.	Dates Services Provided (From/Through)

**ATTACHMENT E
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalty of perjury, that this proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of Proposer)

(Signature of Authorized Agent)

_____, 2021
Date

ATTACHMENT F
COUNTY OF MENDOCINO SAMPLE PROPOSAL EVALUATION FORM
RFP No. 35-21
County Wide Space Needs Assessment

Vendor Name: _____

Evaluated By: _____

A.	Completeness of Response	Pass/Fail	
B.	Financial Stability	Pass/Fail	
C.	Technical Criteria	Pass/Fail	

NOTE: In the event that the proposal rates a 'Fail' on any of the above, please seek the guidance of the General Services Agency

		Weight	*Rating Scale	Points Total
D.	Cost	15 points		
E.	Implementation Plan and Schedule	35 points		
F.	Relevant Experience	25 points		
G.	References	10 points		
H.	Overall Proposal	15 points		

Evaluation Total (Maximum 500)		
--------------------------------	--	--

Comments:

Scoring: (To be performed by the Executive Office/Purchasing Agent)

Weight X *Rating (per Scale) = Points Total

*Rating Scale: 5 = Excellent 4 = Above Average 3 = Average 2 = Fair 1 = Poor 0 = Unacceptable

ATTACHMENT G – SAMPLE MENDOCINO COUNTY CONTRACT**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the “COUNTY”, and _____, hereinafter referred to as the “CONTRACTOR”.

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its [Services]; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit “A”, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

Exhibit A	Definition of Services
Exhibit B	Payment Terms
Exhibit C	Insurance Requirements
Exhibit D	Mendocino County ePayables Information

The term of this Agreement shall be from the date this Agreement becomes fully executed by all parties (the “Effective Date”), and shall continue through _____, 20_____.

The compensation payable to CONTRACTOR hereunder shall not exceed [Spelled out Contract Amount] (\$[Numerical Amount]) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

DEPARTMENT HEAD _____ DATE _____

Budgeted: ☐ Yes ☐ No

Budget Unit: _____

Line Item: _____

Grant: ☐ Yes ☐ No

Grant No.: _____

CONTRACTOR/COMPANY NAME

By: _____

Date: _____

NAME AND ADDRESS OF CONTRACTOR:

COUNTY OF MENDOCINO

By: _____
DAN GJERDE, Chair
BOARD OF SUPERVISORS

Date: _____

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____
DeputyI hereby certify that according to the provisions of
Government Code section 25103, delivery of this
document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____
DeputyBy signing above, signatory warrants and
represents that he/she executed this Agreement
in his/her authorized capacity and that by his/her
signature on this Agreement, he/she or the entity
upon behalf of which he/she acted, executed this
Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County CounselBy: _____
Deputy

Date: _____

INSURANCE REVIEW:

By: _____
Risk Management

Date: _____

EXECUTIVE OFFICE/FISCAL REVIEW:

By: _____
Deputy CEO

Date: _____

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**Exception to Bid Process Required/Completed ☐ _____Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), Contractor shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR'S performance or its obligations under this AGREEMENT, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR'S performance" includes CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
- c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
- 6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit "B" hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

- 7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.

8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO

Ukiah, CA 95482

Attn:

To CONTRACTOR: [Name of Contractor]
[Number and Street]
[City, State, Zip Code]
ATTN:

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.

a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a County facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR 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.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in

writing and may be issued by any county officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its [Services] shall not exceed \$[Contract Amount] payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. NON APPROPRIATION: If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR'S receipt of the termination notice.
21. CHOICE OF LAW: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. VENUE: All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. ADVERTISING OR PUBLICITY: CONTRACTOR shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject signed by

- both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.
26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
- a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. INTELLECTUAL PROPERTY WARRANTY: CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this AGREEMENT, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this AGREEMENT.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES:

The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.

34. COOPERATION WITH COUNTY

Contractor shall cooperate with County and County staff in the performance of all work hereunder.

35. PERFORMANCE STANDARD

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in person practicing in Contractor's profession. County has relied upon the professional ability

and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES

In any action to enforce or interpret the terms of this agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

[END OF PAYMENT TERMS]

EXHIBIT C**INSURANCE REQUIREMENTS**

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, Contractor's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D**MENDOCINO COUNTY EPAYABLES INFORMATION**

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please email Auditorap@mendocinocounty.org.

Additional information regarding the Bank of America Program is also available at:

http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general_-vanity_-sg01vn000r_epayablesvendors_-na

Attachment H - Cost Matrix and Summary

Mendocino County - Operational and Facility Needs Assesment
Enter in GREEN cells only

Submitted by: _____

Task Item	Labor Hours									Total Hours	Labor Cost	Total Subs	Allowable Direct Costs	Total Fees
	Project Manager	(insert role)	(insert role)	(insert role)	(insert role)	(insert role)	(insert role)	(insert role)	(insert role)					
Hourly Billing Rate	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00					
Task 1: Operational Needs Assesment (Option A) Current State	1									1	25.00			25.00
Task 2: Facility Assesment (Option A) Parametric Assessment		2								2	50.00			50.00
Task 3: Conceptual Planning (Option A) Current State			3							3	75.00			75.00
Scheduling				4						4	100.00			100.00
Cost Estimating				4						4	100.00			100.00
Project Management					5					5	125.00			125.00
TOTAL	1	2	3	8	5	0	0	0	0	19	475.00	0.00	0.00	475.00

ATTACHMENT I
COUNTY FACILITIES - OWNED/LEASED

Reimbursable										Updated 6/12/2020									
								Maintained (Owned)		Maintained (Leased)		Maintained (Owned/Leased)							
LOCATION	Bldg/ID#, DESCRIPTION			ADDRESS			----- DEPARTMENTAL ----- USEAGE SQ. FT. ALLOCATIONS				County Owned		County Leased		County Owned/ Property Leased		LOCATION TOTALS		
							Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	
BOONVILLE	1	DOT Yard Boonville	14000 Hwy 128	Transportation	RO	3010	1,800	1,800	1								1,800	1	
BOONVILLE	2	Veterans Memorial Bldg	14470 Hwy 128	Non-departmental	--	Other	3,500	3,500	1								3,500	1	
Total BOONVILLE								5,300	2		0	0		0	0		5,300	2	
COVELO	3	DOT Yard	23290 Airport Rd.	Transportation	RO	3010	3,000	3,000	1								3,000	1	
COVELO	4	Justice Center	76270 Grange St.	Round Vly Muni Court	QH	2011	419												
				Covelo Comm Svcs	--	Other	374												
				Common Area	--	--	212												
				Sheriff	--	--	0												
							1,005	1,005	1								1,005	1	
COVELO	5	Round Valley Airport	22830 Airport Rd.	Round Valley Airport	RV	3050	600	600	1								600	1	
COVELO	227	Covelo Community Building	22830 Airport Rd.	Non-departmental	--	Other	5,000	5,000	1								5,000	1	
COVELO	336	Round Valley Branch Library	23925 Howard St.	Library	LB	6110	3,200				3,200	1					3,200	1	
COVELO	353	Veterans Memorial Building	23900 Howard St.	Non-departmental	--	Other	2,000				2,000	1					2,000	1	
COVELO	390	Sheriff	76091 Covelo Rd.	Sheriff	SO	2310	450				450	1					450	1	
Total COVELO								9,605	4		5,650	3		0	0		15,255	7	
FORT BRAGG	6	Fort Bragg Animal Shelter	19701 Summers Ln.	Animal Care	AN	2860	8,317							8,317	1		8,317	1	
FORT BRAGG	7A	Avila Coastal Ctr	790 S. Franklin St.	Mental Health	MH	4050	1,740												
				Alcohol & Other Drugs	DD	4012	748												
				Social Services	SS	5010	1,150												
							3,638	3,638	1								3,638	1	
FORT BRAGG	7B	Avila Coastal Ctr	778 S. Franklin St.	Social Services SIU	SS	5010	1,536	1,536	1								1,536	1	
FORT BRAGG	7C	Avila Coastal Ctr	764 S. Franklin St.	Social Services EFAS	SS	5010	4,368	4,368	1								4,368	1	
FORT BRAGG	7D	Avila Coastal Ctr	752 S. Franklin St.	SS Adult Svcs Modular	SS	5010	1,440	1,440	1								1,440	1	
FORT BRAGG	8	Library	499 E. Laurel	Library	LB	6110	5,500	5,500	1								5,500	1	

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Reimbursable														Updated 6/12/2020	
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LOCATION	Bldg/ID#, DESCRIPTION	ADDRESS	----- DEPARTMENTAL ----- USEAGE SQ. FT. ALLOCATIONS				County Owned		County Leased		County Owned/ Property Leased		LOCATION TOTALS		
			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	
FORT BRAGG	9	DOT Yard	120 E. Bush St.	Transportation	RO	3010	4,000	4,000	1				4,000	1	
FORT BRAGG	10	FB Justice Center	700 S. Franklin St.	Courts	QH	2011	4,328								
				Sheriff	SO	2310	3,776								
				District Attorney	DA	2070	2,250								
				Probation	PR	2560	2,232								
				Unoccupied			0								
							12,586	12,586	1				12,586	1	
FORT BRAGG	10A	FB Facilities Shop	700 S. Franklin St.	Facilities	BG	1610	2,240								
				Sheriff (storage)	SO	2310	360								
							2,600	2,600	1				2,600	1	
FORT BRAGG	11	FB Veterans Memorial Bldg	360 Harrison Ave.	HHSA	HH	5010	500								
				Veterans	SS	5010	3,500								
							4,000	4,000	1				4,000	1	
FORT BRAGG	24	Pub Health, Planning, Env Health	120 W. Fir St.	Environmental Health	EH	4011	900								
				Public Health CHEE, Accred	PH	4010	257								
				Public Health Nursing	PN	4013	257								
				Planning & Building	PB	2851	2,928								
				Women Infants Child (WIC)	UN	4180	658								
							5,000	5,000	1				5,000	1	
FORT BRAGG	431	SS Safe Passages	208 Dana Street	Social Services	SS	5010	196			196	1		196	1	
FORT BRAGG	441	SS Pelican Storage Warehouse	31020 Boice Lane	Social Services	SS	5010	1,020			1,020	1		1,020	1	
FORT BRAGG		SS Pelican Storage Facility	17700 N. Hwy 1												
	442	Space# 190		Social Services	SS	5010	288								
	443	Space# 317		Social Services	SS	5010	200								
	444	Space# 398/417		Social Services	SS	5010	336								
	445	Space# 424		Social Services	SS	5010	168								
	446	Space# 450/473		Social Services	SS	5010	288								
	448	Space# 281		Social Services	SS	5010	260								
	449	Space# 282		Social Services	SS	5010	260								
	453	Space# 208		Social Services	SS	5010	112								
	454	Space# 225		Social Services	SS	5010	240								
							2,152			2,152	4		2,152	4	
FORT BRAGG	450	4th District Supervisor	432 N. Frankl.in St.	Non-departmental	--	Other				0	1		0	1	
Total FORT BRAGG								44,668	10	3,368	7	8,317	1	56,353	18

COUNTY FACILITIES - OWNED/LEASED

Reimbursable													Updated 6/12/2020			
LOCATION	Bldg/ID#, DESCRIPTION	ADDRESS	----- DEPARTMENTAL -----				Maintained (Owned)		Maintained (Leased)		Maintained (Owned/Leased)		LOCATION			
			USEAGE SQ. FT. ALLOCATIONS				County Owned		County Leased		County Owned/ Property Leased		TOTALS			
			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs		
HOPLAND	13	Veterans Memorial Building	110 Feliz Creek Rd.	Non-departmental	--	Other	2,000	2,000	1				2,000	1		
Total HOPLAND							2,000	1		0	0		0	0	2,000	1
LAYTONVILLE	14	DOT Yard	1825 Branscomb Rd.	Transportation	RO	3010	2,500	2,500	1				2,500	1		
LAYTONVILLE	396	Metal bldg-Sch Dist/Tin Gym/no land	200 Branscomb Rd.	Non-departmental	--	Other	7,700					7,700	1	7,700	1	
LAYTONVILLE	398	Recyc Ctr-sm bldg on .5 acre property	1825 Branscomb Rd.	Non-departmental	--	Other	416					416	1	416	1	
Total LAYTONVILLE							2,500	1		0	0		8,116	2	10,616	3
LITTLE RIVER	16	Mendocino Co. Airport Terminal/Office	43001 Airport Rd.	Little River Airport	LR	3060	540	540	1				540	1		
LITTLE RIVER	17	Mendocino Co. Airport Wood Hangar	43001 Airport Rd.	Little River Airport	LR	3060	1,300	1,300	1				1,300	1		
LITTLE RIVER	17A	Mendocino Co. Airport Metal Hanger	43001 Airport Rd.	Little River Airport	LR	3060	4,500	4,500	1				4,500	1		
Total LITTLE RIVER							6,340	3		0	0		0	0	6,340	3
POINT ARENA	15	Library	225 Main Street	Library	LB	6110	4,794	4,794	1				4,794	1		
POINT ARENA	18	DOT Yard	43401 Eureka HillRd.	Transportation	RO	3010	4,400	4,400	1				4,400	1		
POINT ARENA	20	Veterans Memorial Building	451 School St.	Non-departmental	--	Other	5,000	5,000	1				5,000	1		
Total POINT ARENA							14,194	3		0	0		0	0	14,194	3
REDWOOD VLY	67	Mental Health Training Center	8207 East Road	Mental Health	MH	4050	2,376	2,376	1				2,376	1		
REDWOOD VLY	68	Sheriff Substation RV (vacant)	8215 East Road	Sheriff	SO	2310	816	816	1				816	1		
Total REDWOOD VALLEY							3,192	2		0	0		0	0	3,192	2
UKIAH	26	Administration West	579 Low Gap Rd.	Executive Office Probation Evidence Storage Common Areas	EO	1020	3,080 220 480 3,780	3,780	1				3,780	1		
UKIAH	27	Animal Control Facility	298 Plant Rd.	Animal Care	AN	2860	11,100	11,100	1				11,100	1		

COUNTY FACILITIES - OWNED/LEASED

Reimbursable

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			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs
UKIAH	28	Administration Center	501 Low Gap Rd.	Clerk of the Board	CB	1010	1,126							
				Board of Supervisors	BS	1015	3,899							
				Executive Office	EO	1020	2,608							
				Water Agency	HO	0326	89							
				Auditor-Controller	AC	1110	3,188							
				Assessor	AS	1120	4,070							
				Treasurer-Tax Collector	TC	1130	1,765							
				County Counsel	CO	1210	3,690							
				County Counsel (basemt/25%)	CO	1210	220							
				Human Resources	HR	1320	3,917							
				Elections	EL	1410	954							
				Facilities	BG	1610	480							
				Clerk Recorder	CR	1941	4,264							
				Micrographics	MG	1944	300							
				Information Systems	IS	1960	8,240							
				Court Collections	CD	2012	1,765							
				Grand Jury (basemt/50%)	GJ	2060	985							
				Commom Area	--	--	28,440							
							70,000		70,000	1				
UKIAH	28PE	Administration Center	860 N. Bush	Cannbis	CN	2810	480							
				Planning & Building	PB	2851	8,360							
				Environmental Health	EH	4011	4,340							
				Commom Area	--	--	6,820							
							20,000		20,000	1				20,000
UKIAH	29	Library	105 N. Main St.	Library	LB	6110	14,000				14,000	1	14,000	1
UKIAH	30	Courthouse	100 N. State St.	Courts	QH	2011	42,508							
				District Attorney	DA	2070	9,492							
							52,000		52,000	1			52,000	1
UKIAH	31	Courthouse Annex	175 S. School St.	Public Defender	PD	2080	7,612							
				Vacant	--	--	2,848		10,460	1			10,460	1
				Red Cross	--	Other	980			980	1		980	1
							11,440							
UKIAH	32	Central Services & Fleet	841 Low Gap Rd.	Central Services/Executive	HH	5020	3,150							
				Central Services	GS	1160	1,800							
				Cental Svcs-Unconditioned	GS	1160	12,590							
				Fleet -Unconditioned	GA	1620	6,608							
							24,148		24,148	1			24,148	1
UKIAH	33	Juvenile Hall	585 Low Gap Rd.											
	33A	JH Administration		Juvenile Probation	PR	2560	2,172							
	33B	JH School		Juvenile Hall	JH	2550	1,344							

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			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs
	33C	JH Violent Offenders Incarceration	Juvenile Hall	JH	2550	5,700								
	33D	JH Living Unit	Juvenile Hall	JH	2550	7,240								
	33E	JH Kitchen	Juvenile Hall	JH	2550	1,480								
						17,936	17,936	1				17,936	1	
UKIAH	34	Low Gap Modular	559 Low Gap Rd.	Probation (GEO-DRC)	PR	?	700							
						--	--	0						
						700	700	1				700	1	
UKIAH	35	Alternate Defender	880 N. Bush St.	Alternate Defender	AD	2085	2,260							
						AG	2710	265						
						CS	7110	250						
						PW	4025	600						
					--	--	625							
						4,000	4,000	1				4,000	1	
UKIAH	36	Ag/Farm Advisor	890 N. Bush St.	Agriculture	AG	2710	5,984							
						FA	6210	1,616						
						7,600	7,600	1				7,600	1	
UKIAH		Department of Transportation	340 Lake Mendocino Dr.											
	37	DOT Administration	Transportation	RO	3010	10,248								
	37A	DOT Vehicle Servicing Building	Transportation	RO	3010	13,200								
	37B	DOT Maint Office/Parts Storage	Transportation	RO	3010	2,428								
	37C	DOT Sign Shop	Transportation	RO	3010	430								
	37D	DOT Bridge Crew Storage	Transportation	RO	3010	2,250								
	37E	DOT/Solid Waste Storage	Transportation	RO	3010	120								
						28,676	28,676	1				28,676	1	
UKIAH	38	Probation & 911	589 Low Gap Rd.	Adult/Juvenile Probation	PR	2560	6,400							
						SO	2310	8,000						
						14,400	14,400	1				14,400	1	
UKIAH	39	Sheriff/Jail Admin	951 Low Gap Rd.	Jail	JA	2510	5,546							
						SO	2310	6,009						
						11,555	11,555	1				11,555	1	
UKIAH	40	Veterans Memorial Building	293 Seminary Ave.	Non-departmental	--	Other	4,425	4,425	1			4,425	1	
UKIAH	41	Soc Svcs (South Yokayo)	747 S. State St.	Social Services	SS	5010	17,768	17,768	1			17,768	1	
UKIAH	41A	DSS Tuff Shed Portable File Rm	747 S. State St.	Social Services	SS	5010	160	160	1			160	1	
UKIAH	42	Facilities	851 Low Gap Rd.	Facilities	BG	1610	9,069	9,069	1			9,069	1	

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UKIAH	43	Max. Security/Main Jail	931 Low Gap Rd.	Jail	JA	2510	17,300	17,300	1				17,300	1
UKIAH	45	Adult Det Facility (B#2 New Jail)	975 Low Gap Rd.	Jail	JA	2510	22,645	22,645	1				22,645	1
UKIAH	47	Jail Kitchen/Laundry	951 Low Gap Rd.	Jail	JA	2510	4,700	4,700	1				4,700	1
UKIAH	48	Sheriff Training/Programs	951 Low Gap Rd.	Sheriff	SO	2310	7,000	7,000	1				7,000	1
UKIAH	49	PH Disaster Trailer	405 Observatory Ave.	Public Health	PH	4010	720	720	1				720	1
UKIAH	51	Social Services Modular	757 S. State St.	Social Services	SS	5010	2,880	2,880	1				2,880	1
UKIAH	53	DOT Modular	340 Lake Mendocino Dr.	Transportation	RO	3010	1,440	1,440	1				1,440	1
UKIAH	54	Social Services-CFS	727 S. State St.	Social Services-CFS	SS	5010	14,606	14,606	1				14,606	1
UKIAH	54A	Social Svcs - CFS Storage Shed		Social Services-CFS	SS	5010	140	140	1				140	1
UKIAH	55 55DA	Child Support Services Child Support DA Investigators Office	107 S. State St.	Child Support District Attorney	CS DA	2090 2070	12,968 1,032 14,000						14,000	1
UKIAH	56PH 56MH	Mental Health/Public Health Public Health (66% of total sq. ft.) Mental Health (34% of total sq. ft.)	1120 S. Dora St.	Public Health Mental Health	PH MH	4010 4050	32,437 16,710 49,147						49,147	1
UKIAH	57	Veterans Services Office (DSS)	405 Observatory Ave.	Non-departmental	--	Other	1,418	1,418	1				1,418	1
UKIAH	58	PH Drop-Off Center	405 Observatory Ave.	Public Health	PH	4010	672	672	1				672	1
UKIAH	59	PH Storage Warehouse	1120 S. Dora St.	Public Health	PH	4010	2,016	2,016	1				2,016	1
UKIAH	60	Admin. Center Storage Auditor-Controller Records Storage	501 Low Gap Rd.	Auditor-Controller Executive Office Clerk of the Board Treasurer Tax Collector Planning & Building Assessor - Clerk Recorder Super top Secret locks Common Area	AC	1110	480 160 160 160 660 320 1,320 340 3,600						3,600	1
UKIAH	65	Retirement (owned by Ret Board)	625-B Kings Ct.	Retirement	RT	1920	7,400	7,400	1				7,400	1

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			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs
UKIAH	66	Social Services (North Yokayo)	737 S. State St.	Social Services	SS	5010	17,768	17,768	1				17,768	1
UKIAH	330	HHSA-Career Point (CalWORKS One Sto 2550 N. State St. Ste. 3	HHSA	HH	5020	7,685				7,685	1		7,685	1
UKIAH	343	Air Quality Management District	306 E. Gobbi St.	AQMD	AQ	0327	1,700			1,700	1		1,700	1
UKIAH	347	Social Services-Family Center	10A/B Cherry Ct.	Social Services	SS	5010	2,600			2,600	1		2,600	1
UKIAH					SS	5010	0			0	1		0	1
UKIAH	368	Social Services-Storage	275 Cherry St., Unit D	Social Services	SS	5010	1,920			1,920	1		1,920	1
UKIAH	369	COMMET	145/175 Wabash Ave.	Sheriff	SO	2310	5,945			5,945	1		5,945	1
UKIAH	370	Sheriff Mendocino Substation	45035 Main St., Mendocino	Sheriff	SO	2310	330			330	1		330	1
UKIAH	371	Sheriff ID/Evidence	215 W. Perkins St.	Sheriff	SO	2310	4,800			4,800	1		4,800	1
UKIAH		Social Services Storage	151 E. Lake Mendocino Dr.											
	402	Space# 235		Social Services	SS	5010	200							
UKIAH	403	Space# 234		Social Services	SS	5010	200							
	404	Space# 233		Social Services	SS	5010	200							
						600				600	1		600	1
UKIAH	407	DOT Storage	151 E. Lake Mendocino Dr #C-63	Transportation	RO	3010	200			200	1		200	1
UKIAH	410	Social Services Storage	749-C S. State St., #4	Social Services	SS	5010	80			80	1		80	1
UKIAH	411	Social Services Storage	749-C S. State St., #10	Social Services	SS	5010	80			80	1		80	1
UKIAH	412	Social Services Storage	749-C S. State St., #12	Social Services	SS	5010	80			80	1		80	1
UKIAH	413	DOT Storage	151 E. Lake Mendocino Dr., #O-105	Transportation	RO	3010	200			200	1		200	1
UKIAH	414	Social Services Storage	275 Cherry St., Unit E	Social Services	SS	5010	2,400			2,400	1		2,400	1
UKIAH	423	Social Services Storage	749-C S. State St., #9	Social Services	SS	5010	80			80	1		80	1
UKIAH	424	DOT Storage	151 E. Lake Mendocino Dr., #C-125	Transportation	RO	3010	120			120	1		120	1
UKIAH	425	Social Services Storage	749-C S. State St., #1	Social Services	SS	5010	80			80	1		80	1
UKIAH	426	MSWMA Haz Waste Facility	298-A Plant Rd.	Non-departmental	--	Other	1,800	1,800	1				1,800	1
UKIAH	427	Social Services Storage	749-C S. State St., #2	Social Services	SS	5010	80			80	1		80	1

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				Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs
UKIAH	428	Social Services Storage	749-C S. State St., #7	Social Services	SS	5010	80			80	1			80	1
UKIAH	432	Social Services Storage	749-C S. State St., #6	Social Services	SS	5010	80			80	1			80	1
UKIAH	434	Social Services Storage	275 Cherry St., #2	Social Services	SS	5010	220			220	1			220	1
UKIAH	435	Social Services Storage	275 Cherry St., #36	Social Services	SS	5010	220			220	1			220	1
UKIAH	436	Social Services Storage	749-C S. State St., #5	Social Services	SS	5010	80			80	1			80	1
UKIAH	437	Social Services UVMC Office	260 Hospital Dr., #101	Social Services	SS	5010	80			80	1			80	1
UKIAH	439	Sheriff Task Force Office	655 Kings Court, #300 & 400	Sheriff	SO	2310	0			0	1			0	1
UKIAH	452	HHSA New Beginnings Program	524 Low Gap Rd.	HHSA	HH	5020	224			224	1			224	1
Total UKIAH								477,029	36	30,944	28	14,000	1	521,973	65
WILLITS	21	Library	390 E. Commercial St.	Library	LB	6110	7,000					7,000	1	7,000	1
WILLITS		Museum	400 E. Commercial St.												
	22	Museum		Cultural Services	MU	7110	9,600								
	22A	Museum Exhibition Center		Cultural Services	MU	7110	11,000								
	22B	Museum Artifacts Storage		Cultural Services	MU	7110	13,500								
WILLITS	52	Museum Restoration Building	400 E. Commercial St.	Cultural Services	MU	7110	14,420					48,520	1	48,520	1
WILLITS	23	DOT Yard	751 Hearst-Willits Rd.	Transportation	RO	3010	5,700	5,700	1					5,700	1
WILLITS	25	Veterans Memorial Building	189 N. Main St.	Non-departmental	--	Other	3,600	3,600	1					3,600	1
WILLITS	44	Willits Justice Center	125 E. Commercial St.												
		Mt Sanhedrin Muni Court	1st Flr	Courts AB233	CD	2012	2,690								
		Willits Police	1st Flr	Non-departmental	--	Other	5,637								
		Sheriff	1st Flr	Sheriff	SO	2310	553								
		Public Defender	2nd Flr	Public Defender	PD	2080	150								
		Probation	2nd Flr	Probation	PR	2560	225								
		District Attorney	2nd Flr	District Attorney	DA	2070	1,950								
		Sheriff	2nd Flr	Sheriff	SO	2310	1,850								
				Commom Area	--	--	2,945								
							16,000	16,000	1					16,000	1
WILLITS	61	Willits Integrated Service Center (WISC)	472 E. Valley St.	Social Services	SS	5010	11,520	11,520	1					11,520	1

COUNTY FACILITIES - OWNED/LEASED

Reimbursable <div></div>										Updated 6/12/2020					
LOCATION	Bldg/ID#, DESCRIPTION	ADDRESS	----- DEPARTMENTAL ----- USEAGE SQ. FT. ALLOCATIONS				Maintained (Owned)	Maintained (Leased)	Maintained (Owned/Leased)	LOCATION TOTALS					
							County Owned	County Leased	County Owned/ Property Leased						
			Department(s)	Org	BU#	Sq. Ft.	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs	Sq. Ft.	Bldgs			
WILLITS	62	WISC - PH/MH/DSS	(formerly 221 S. Lenore) 474 E. Valley St.	Public Health	PH	4010	2,592								
				Mental Health	MH	4050	2,114								
				Social Services	SS	5010	3,934								
							8,640	8,640	1				8,640	1	
WILLITS	63	Sheriff North Substation	(formerly 221-B S. Lenore) 470 E. Valley St.	Sheriff	SO	2310	2,900	2,900	1				2,900	1	
WILLITS	64	WISC - NCO/WAG	(formerly 221-C S. Lenore) 476 E. Valley St.	Non-departmental	--	Other	1,164	1,164	1				1,164	1	
WILLITS	409	Social Services	(formerly 221-D S. Lenore) 45 Hazel St., Room # 104	Social Services	SS	5010	90			90	1		90	1	
Total WILLITS								49,524	7	90	1	55,520	2	105,134 10	
TOTAL ALL BUILDING LOCATIONS								614,352	69	40,052	39	85,953	6	740,357 114	