ENVIRONMENTAL SERVICES DEPARTMENT

REQUEST FOR PROPOSAL

TACOMA URBAN FORESTRY COMMUNITY TREE PROGRAM

SPECIFICATION NO. ES22-0398F
City of Tacoma
Environmental Services

REQUEST FOR PROPOSALS ES22-0398F
Tacoma Urban Forestry Community Tree Program

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, February 28, 2023

Submittals must be received by the City’s Procurement and Payables Division prior to 11:00 a.m. Pacific Time. For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, bids@cityoftacoma.org, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals.

Submittal Delivery: Sealed submittals will be received as follows:

By Email:
bids@cityoftacoma.org
Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

Bid Opening: Sealed submittals in response to a RFB will be opened Tuesday’s at 11AM by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35th Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday’s at 11AM. Attend via this link or call 1 (253) 215 8782. Submittals in response to an RFP, RFQ or RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

• Register for the Bid Holders List to receive notices of addenda, questions and answers and related updates.
• Click here to see a list of vendors registered for this solicitation.

Pre-Proposal Meeting: A pre-proposal meeting will be held at the Center for Urban Waters, 326 East D Street, Tacoma, WA, on February 8, 2023 at 2pm in Conference Room 101 (main floor). This meeting is hybrid, with in-person and virtual options available.

Zoom Meeting Information:
https://us02web.zoom.us/j/87194073068?pwd=NlBkZGpzdkw5YkFQWUkzb3lDdU9sUT09
Meeting ID: 871 9407 3068
Passcode: 008900
Join by phone +12532158782,,87194073068#

Project Scope:
The City of Tacoma’s (City) Urban Forestry Program is soliciting proposals to establish a Community Tree Program through a three year contract, with the option to extend for two additional one-year periods (up to a five year contract). This Program will help to implement the 2019 Tacoma Urban Forest Management Plan (UFMP) actions around community engagement, education, tree planting, and stewardship.

The Respondent’s Proposal to complete the Scope of Work for the Community Tree Program must address the following Goals, modified from the UFMP. This Contract is paid for through City of Tacoma rates and taxes. The work under this contract must therefore specifically benefit City of Tacoma residents.

GOALS
A. Strive towards 30% tree canopy cover by 2030, with a focus on Priority Neighborhoods.
B. Address environmental justice and equitable urban forest management to include the preservation and enhancement of tree benefits for all Tacomans.

C. Engage in urban forest management through creative partnerships resulting in improved wellbeing, human health outcomes, and stronger local economies.

**Estimate:** $225,000 for the initial three-year contract term, not to exceed $75,000 annually.

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit our Minimum Employment Standards Paid Sick Leave webpage.

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

**Title VI Information:**
“The City of Tacoma” in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Dawn DeJarlais, Senior Buyer by email to ddejarlais@cityoftacoma.org

**Protest Policy:** City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTAL CHECK LIST</td>
<td>4</td>
</tr>
<tr>
<td>1. BACKGROUND</td>
<td>5</td>
</tr>
<tr>
<td>2. STANDARD TERMS AND CONDITIONS</td>
<td>5</td>
</tr>
<tr>
<td>3. MINIMUM REQUIREMENTS</td>
<td>5</td>
</tr>
<tr>
<td>4. SUMMARY OF SCOPE OF SERVICES AND DELIVERABLES</td>
<td>6</td>
</tr>
<tr>
<td>4.1 OVERVIEW</td>
<td>6</td>
</tr>
<tr>
<td>4.2 SCOPE OF WORK</td>
<td>7</td>
</tr>
<tr>
<td>5. ANTICIPATED CONTRACT TERM</td>
<td>9</td>
</tr>
<tr>
<td>6. CALENDAR OF EVENTS</td>
<td>9</td>
</tr>
<tr>
<td>7. PRE-PROPOSAL MEETING</td>
<td>9</td>
</tr>
<tr>
<td>8. INQUIRIES</td>
<td>9</td>
</tr>
<tr>
<td>9. DISCLAIMER</td>
<td>10</td>
</tr>
<tr>
<td>10. EVALUATION CRITERIA</td>
<td>10</td>
</tr>
<tr>
<td>11. RESPONSIVENESS</td>
<td>10</td>
</tr>
<tr>
<td>12. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria</td>
<td>11</td>
</tr>
<tr>
<td>13. CITY’S RESERVED RIGHTS</td>
<td>14</td>
</tr>
<tr>
<td>14. INTERVIEWS / ORAL PRESENTATIONS</td>
<td>14</td>
</tr>
<tr>
<td>15. CONTRACT OBLIGATION</td>
<td>15</td>
</tr>
<tr>
<td>16. FORM OF CONTRACT</td>
<td>15</td>
</tr>
<tr>
<td>17. INSURANCE REQUIREMENTS</td>
<td>15</td>
</tr>
<tr>
<td>18. PAID LEAVE</td>
<td>15</td>
</tr>
<tr>
<td>19. PARTNERSHIPS</td>
<td>15</td>
</tr>
<tr>
<td>20. COMMITMENT OF FIRM KEY PERSONNEL</td>
<td>16</td>
</tr>
<tr>
<td>21. AWARD</td>
<td>16</td>
</tr>
<tr>
<td>22. ENVIRONMENTALLY PREFERABLE PROCUREMENT</td>
<td>16</td>
</tr>
<tr>
<td>23. EQUITY IN CONTRACTING</td>
<td>16</td>
</tr>
<tr>
<td>24. PROPRIETARY OR CONFIDENTIAL INFORMATION</td>
<td>17</td>
</tr>
<tr>
<td>25. ADDENDUMS</td>
<td>17</td>
</tr>
<tr>
<td>APPENDIX A – SUBMITTAL FORMS</td>
<td>18</td>
</tr>
<tr>
<td>APPENDIX B – SAMPLE DOCUMENTS</td>
<td>21</td>
</tr>
</tbody>
</table>
SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Proposal page.

<table>
<thead>
<tr>
<th>The following items make up your submittal package:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One electronic copy of your complete submittal package</td>
<td></td>
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<tr>
<td>Signature Page Appendix A</td>
<td></td>
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<tr>
<td>Cost Summary Form Appendix A</td>
<td></td>
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<tr>
<td>Content to be Submitted in Section 12 (12.1-12.11)</td>
<td></td>
</tr>
</tbody>
</table>

After award, the following documents will be executed and provided:

<p>| |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
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<tr>
<td>Certificate of Insurance and related endorsements if required</td>
</tr>
</tbody>
</table>
1. BACKGROUND

The City of Tacoma’s (City) Urban Forestry Program is soliciting proposals to establish a Community Tree Program (Program) through a three-year contract, with the option to extend for two additional one-year periods (up to a five-year contract). This Program will help to implement the 2019 Tacoma Urban Forest Management Plan (UFMP) actions around community engagement, education, tree planting, and stewardship.

To learn more about the City of Tacoma, visit www.cityoftacoma.org.

The City anticipates awarding a single contract, however, the City reserves the right to award multiple responding Consultants with contracts if the City finds it necessary to accomplish the scope of this RFP.

Submittals submitted and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

2. STANDARD TERMS AND CONDITIONS

City of Tacoma Standard Terms and Conditions apply.

3. MINIMUM REQUIREMENTS

In accordance with RCW 35.21.278(1), all Respondents must meet one of the following criteria for consideration: a chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association providing service within the City of Tacoma.

Minimum qualifications are required for Respondent to be eligible to submit a RFP proposal response, and the proposals must clearly demonstrate that the Respondent meets these minimum qualifications. The City is not obligated to check references or search other materials to determine if the Respondent meets these minimum qualifications. Proposals which fail to clearly demonstrate the submitting Respondent meets these minimum qualifications may be rejected by the City without further consideration.

Respondents must, at a minimum, have:

- two years continuous experience during which the services described below (Section 2. Scope of Work) have been the primary or a significant portion of the business services offered by the Respondent;

- successfully performed one contract in the last three years with a public or private agency of similar size to the City of Tacoma that has been active for a minimum of five-years, with services similar to those expected by the City for this contract;

- a local office within 50 miles of the greater Tacoma area. If staff are working remotely, or if Respondent does not have a physical office location, project staff must be physically located within a 50 mile radius of the greater Tacoma area. This is essential for establishing authentic community networks and responsiveness to community needs;
- strong leadership and organizational skills with an aptitude for, and positive track record of, executing project tasks within scope, schedule, and budget;

- excellent communication, interpersonal, and presentation skills, with experience in providing clear, insightful information to various audiences;

- the ability to translate strategic plans and delivery requirements into implemental project tasks and assignments; and,

- experience in incorporating equity and social justice as a primary focus into a project.

4. SUMMARY OF SCOPE OF SERVICES AND DELIVERABLES

4.1 OVERVIEW

For over a decade, trees have been recognized as essential infrastructure in Tacoma with a Comprehensive Plan adopted tree canopy goal of 30%, however, Tacoma currently has the lowest assessed tree canopy in the entire Puget Sound region. Through extensive research, stakeholder interviews, and community engagement, a body of policy changes, service upgrades, and best practices were compiled, specific to the management of Tacoma’s urban forest. The UFMP outlines meaningful actions that the City will take between 2020 and 2030 to support a healthy, sustainable urban forest, with a focus on addressing historical inequities in urban forestry services.

The City’s Urban Forestry team along with our community partners are seeking new ways to engage the community in the planting and care of Tacoma’s Urban Forest. New, robust strategies and actions need to be implemented over the next 7 years in order for Tacoma to reach our ambitious goals and targets, as set forth in the UFMP. Success in this Community Tree Program necessitates empowering residents to take ownership of the urban tree canopy that exists in our neighborhoods and cultivating a sense of community, belonging, and connection. Opportunities will need to be co-created to:

- educate and excite community members about the benefits of Tacoma’s urban forest;
- engage community members in the holistic process of caring for urban trees;
- incorporate youth engagement and participation, with the intent to expose youth early on to both the benefits of nature as well as the sustainability of green infrastructure careers; and,
- utilize the Tacoma Community Forestry analysis and Equity Index to ensure Priority Neighborhoods—overburdened census blocks with low tree canopy cover—are not just considered, but are involved in determining their own solutions to urban greening through localized neighborhood initiatives.

The anticipated budget for the Community Tree Program is $225,000 for the initial three-year contract term, and should not exceed $75,000 annually. The total potential contract value after the initial three-year term and potential two additional one-year periods is $375,000. Material expenses, outlined in Section 12.7, will be provided by the City at no cost to the contractor.

The Respondent’s Proposal to complete the Scope of Work for the Community Tree Program must address the following Goals, modified from the UFMP. This Contract is paid for through
City of Tacoma rates and taxes. The work under this contract must therefore specifically benefit City of Tacoma residents.

GOALS
A. Strive towards 30% tree canopy cover by 2030, with a focus on Priority Neighborhoods.
B. Address environmental justice and equitable urban forest management to include the preservation and enhancement of tree benefits for all Tacomans.
C. Engage in urban forest management through creative partnerships resulting in improved wellbeing, human health outcomes, and stronger local economies.

4.2 SCOPE OF WORK

Respondents shall within their proposals define what success means for this Community Tree Program. Success should be determined in such a way that it can be evaluated annually by the City and our community partners. Both quantitative measures (such as number of trees planted) can be proposed as well as qualitative. Determinants of success can include check points or mile stones and can be adaptive to meet the needs of the community, however, they should be carefully considered to evaluate program efficacy in meeting community needs. Program success determinants shall align with the Goals stated above, and in addition may include but are not limited to Actions adapted from the UFMP such as:

UFMP ACTIONS (OPTIONAL)
A. Develop Priority Neighborhood tree planting plans and/or street tree inventories with recommended planting locations that address equity, right tree right place standards, and appropriate species which consider climate resiliency, maintenance, and pest and disease resistance.
B. Increase capacity for the care and planting of trees led by community tree stewards, with an emphasis on priority neighborhoods.
C. Ensure post-planting care for trees annually, especially focusing on tree watering through establishment.

UFMP ACTIONS (REQUIRED)
A. Urban Forestry Community Events - The primary objective of this Community Tree Program is to engage with the community, and therefore, community events are a significant deliverable of this contract. Quantity, frequency, and content of community events will be up to the Respondent to include in their Proposal. Example of Urban Forestry Community Events are below, however, we encourage creative and innovative ideas from Respondents. Events could include, but are not limited to:
   a. educational events to expand knowledge and enhance the technical skills of individuals involved in community tree planning, selection, planting, care, and maintenance;
   b. tree giveaways in Priority Neighborhoods with low tree canopy;
   c. urban tree planting events;
   d. tree pruning workshops; and,
   e. tree maintenance (such as watering).

Respondent shall work with the City of Tacoma's Risk Manager on completing a hold harmless and photo release agreement, which holds the City harmless, to be signed by participants prior to engaging in events involving physical labor. All agreements shall be
submitted electronically to the City following volunteer events, and not less frequently than quarterly. The City shall maintain records of these agreements.

B. **Community Outreach & Feedback** – Conduct outreach in neighborhoods for the purposes of generating community interest in current and new programming, recruiting volunteers and informing individuals of the need for increasing tree canopy cover and the City’s Urban Forestry programs. Respondents may consider having an Advisory team for Priority Neighborhoods, for example, to ensure solutions/ideas and approaches represent those who live in Priority Neighborhoods. The City will consider stipends as part of a proposal, with proper documentation as approved by the City.

Collect, track, and synthesize community feedback annually and update approach and service delivery to address community feedback. Provide findings and recommendations for program improvements in annual Progress Report.

C. **Digital Engagement & Community/Volunteer Involvement** - Produce outreach materials and/or create a communication plan to recruit community leaders and volunteers, which could include: social media, press releases; door hangers; electronic media; mailings; booths at green events; direct outreach at neighborhood events, schools, churches and businesses; etc.
   a. Maintain a volunteer database that is shared with the City.
   b. Provide an online, publicly accessible, calendar of activities for Urban Forestry events, to include any events proposed.
   c. Coordinate event registration online and on-site.

D. **Green Tacoma Day/ Tacoma Arbor Day** – The City of Tacoma is a Tree City USA community, and as such we celebrate Arbor Day annually during the second Saturday in October, combined with our Green Tacoma Day celebration. The Respondent will plan for at least one Green Tacoma Day/Arbor Day event annually, in partnership with Urban Forestry.

E. **Community Appreciation** – Celebration of our community and taking time to reflect on achievements throughout the year is critical for continued engagement. Coordinate with Urban Forestry staff to plan for and implement Community Urban Forest appreciation event(s) and/or awards ceremony not less than once annually.

F. **Tracking and Reporting** – In order to track progress over the life of this Community Tree Program, and to show value to participants, partners, and elected officials who have dedicated this program funding, communicating program status, accomplishments, and resourcing needs will be imperative. 1:1 check-in meetings not less than once a month can be coordinated to communicate progress, check in on schedule and budget, and request additional resource needs.

Submittal of quantitative (like event attendance numbers, trees planted, etc.) and qualitative data (like accomplishments, community stories, feedback, and/or challenges/barriers) will be required via an annual Progress Report. To ease reporting,
keep an electronic record of work event sign-ins, liability waivers, number of volunteers, and completed volunteer hours, and submit reports electronically. Record all trees planted, maintained, and/or inventoried as part of the Community Tree Program in the City’s asset management software, TreePlotter. Other metrics as necessary to demonstrate success shall also be tracked and reported on.

5. ANTICIPATED CONTRACT TERM

The initial contract term is for a three-year period with the option to extend for two additional one-year periods, upon mutual agreement by both parties in writing through a contract amendment. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

6. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFP is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Publish and issue RFP</td>
<td>1/23/2023</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>2/8/2023</td>
</tr>
<tr>
<td>Pre-Submittal Questions</td>
<td>2/10/2023</td>
</tr>
<tr>
<td>Response to Questions</td>
<td>2/17/2023</td>
</tr>
<tr>
<td>Submittal Due Date</td>
<td>2/28/2023</td>
</tr>
<tr>
<td>Submittal Evaluated, on or about:</td>
<td>3/14/2023</td>
</tr>
<tr>
<td>Interviews/Presentations, on or about:</td>
<td>3/24/2023</td>
</tr>
<tr>
<td>Award Recommendation, on or about:</td>
<td>3/31/2023</td>
</tr>
</tbody>
</table>

7. PRE-PROPOSAL MEETING

7.1 A pre-proposal meeting will be held on February 8, 2023 at 2pm, in Conference Room 101 (main floor) of Center for Urban Waters, 326 East D Street, Tacoma, WA. This meeting is hybrid, with in-person and virtual options available.

Zoom Meeting Information
https://us02web.zoom.us/j/87194073068?pwd=NlBkZGpzdkw5YkFQWUkzb3IDdU9sUT09

Meeting ID: 871 9407 3068
Passcode: 008900

Join by phone
+12532158782,,87194073068# US (Tacoma)

8. INQUIRIES

8.1 Please submit questions in writing to Dawn DeJarlais via email to ddejarlais@cityoftacoma.org. Make subject line read:

ES22-0398F – Tacoma Urban Forestry Community Tree Program – VENDOR NAME
8.2 Questions marked confidential will not be answered or included.

8.3 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

8.4 The answers are not typically considered an addendum.

8.5 The City will not be responsible for unsuccessful submittal of questions.

8.6 Written answers to questions will be posted in the event approximately one week after the question deadline.

8.7 Questions must be received by 3:00 PM on the deadline listed in the calendar of events.

9. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a submittal submitted in response to this RFP, for conducting any presentations to the City, or any other activities related to responding to this RFP, or related to the contract negotiation process.

10. EVALUATION CRITERIA

A Selection Advisory Committee (SAC) will review and evaluate submittals. After the evaluation, the SAC may conduct interviews of the most qualified Respondents before final selection.

10.1 The SAC may select one or more respondent to provide the services required.

10.2 The SAC may use references to clarify information in the submittals and interviews, if conducted, which may affect the rating. The City reserves the right to contact references other than those included in the submittal.

The relative weight of each scoring criteria is indicated in the table below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Profile</td>
<td>5</td>
</tr>
<tr>
<td>Project Manager Experience</td>
<td>5</td>
</tr>
<tr>
<td>Project Team Qualifications</td>
<td>5</td>
</tr>
<tr>
<td>Examples of Projects</td>
<td>10</td>
</tr>
<tr>
<td>Commitment of Capacity to Perform Work</td>
<td>5</td>
</tr>
<tr>
<td>Approach and Methodology</td>
<td>55</td>
</tr>
<tr>
<td>Cost Summary</td>
<td>5</td>
</tr>
<tr>
<td>Sustainability</td>
<td>5</td>
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<tr>
<td>Equity in Contracting</td>
<td>5</td>
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<td>Credit Card Acceptance</td>
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<tr>
<td>Contract Exceptions</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</tbody>
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11. RESPONSIVENESS

Respondents agree their submittal is valid until a contract(s) has been executed.
All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of this RFP may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial.

The final selection, if any, will be that submittal which, after review of submissions and potential interviews, in the sole judgement of the City, best meets the requirements set forth in this RFP.

12. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.

Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFP, which materially deviate from the requirements of this RFP or which are not in conformity with law, may be rejected as being non-responsive.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Respondent’s abilities to meet the requirement of this RFP. Emphasis will be on completeness of content. The written submittals should be prepared in the sequential order as outlined below.

The City reserves the right to request clarification of any aspect of a submittal, or request additional information that might be required to properly evaluate the submittal. Failure to respond to such a request may result in rejection of the Respondent’s submittal. Respondents are required to provide responses to any request clarification within two (2) business days.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City’s retention of this right shall no way diminish a Respondent’s responsibility to submit a submittal that is current, clear, complete and accurate.

12.1 Contractor Profile – 5 points
Respondent’s ability to provide the project, services or deliverables described in this RFP. Respondents shall provide identifying details of their perspective local nonprofit or community-based organization.

a. Include the address, phone number, email address, website, Employer Identification Number (EIN) and status (individual, partnership, or corporation; private or public; profit or non-profit);

b. Subcontractors, if any, should submit the same information;

c. Demonstrate organization meets requirement of “local” criteria, as defined in Section 3. under Minimum Qualifications.

d. Any additional information that will enable the City to evaluate the financial stability, support capabilities and history of success of the organization may also be included in this section.

12.2 Project Manager Experience – 5 points
The submittal must identify the specific individual(s) proposed as project manager, and provide their resume(s), qualifications, background, and references. If the proposal includes more than one project manager, a primary point of contact or “project lead” must be identified.
Two years of experience in project management and management of at least one similar project in the last three years is required. Strong leadership and organizational skills with an aptitude for and positive track record of executing projects tasks within scope, schedule, and budget is necessary. Excellent communication and interpersonal skills, with experience in providing clear, insightful information to project team members is needed.

12.3 Project Team Qualifications – 5 points
Provide the names (if possible), positions, and structure of the proposed team. Include resumes of all current personnel that will be staffed on the project, being sure to stress any expertise emphasized in this specification. Indicate whether the proposed staff is a subcontractor or an employee of the Respondent. Resumes for each key personnel team member shall be limited to a maximum length of two pages.

12.4 Examples of Projects – 10 points
Respondents shall demonstrate experience in performing work similar in type, size and complexity to the work identified in this specification by describing successfully executing a minimum of one and a maximum of three contract(s) in the last three years, with a public or private agency of similar size to the City of Tacoma that has been active for a minimum of five-years, similar in scope and complexity to this project's scope of work, including verifiable references. Provide the following information for the project(s):

   a. Company name for which the work was performed;
   b. Contact person’s name, title, telephone number and e-mail address;
   c. Contract start and end dates;
   d. Description of the work performed;
   e. Quantitative and qualitative outcomes of work performed (e.g., number of volunteers and volunteer hours, number of trees planted, number of stewards recruited; number of homeowners reached/impacted, themes gathered in conversations/interviews while conducting outreach); and,
   f. Any other relevant information.

12.5 Commitment of Capacity to Perform Work – 5 points
Provide a commitment by the Respondent ensuring capacity to perform the work (including any specialized services) within the time limitations, considering the Respondent’s current and planned workload.

12.6 Approach and Methodology – 55 points
The Respondent shall provide a clear, concise, well organized narrative responding to the City’s project requirements. Methods, concepts and approaches to be used for developing the Program and completing all aspects of the proposal outlined in the Scope of Work (Section 4.2) must be included. The Respondent should address any previous experience in addition to plans for this specification for the following topics within the narrative:

   a. Community-Centered Approach (20 points): Describe the proposed approach to authentic relationship building with underrepresented communities, including the community outreach process to reach, involve, and engage
diverse audiences in discussing urban forestry concerns and developing equitable engagement goals and strategies.

b. Scope of Work Approach (35 points): Describe the proposed approach to this Program, as described in **Section 4.2** under ‘Scope of Work’.

12.7 Cost Summary (Appendix A)– 5 points

Provide a cost summary which includes:

- Your method of billing;
- Estimated time (in hours) for each task proposed, including hourly rates of each person associated with the project;
- Any equipment expenses needed to perform the work; and,
- Estimated amount of each material expense, noted below, which will be provided by the City.

The intent for the funding of this contract is to pay for the administration of the Community Tree Program. The following material expenses will be provided by the City at no cost to the contractor: trees, arbor ties, tree stakes, TAGRO, mulch, watering bags/buckets, signage, printed collateral, and advertising costs associated with this program. Other material expenses not listed may be negotiated, upon award.

For any tasks proposed that require a meeting venue, it is preferred the Project Manager select a public facility that can be utilized at no cost, such as: schools, libraries, or government facilities like the Center for Urban Waters.

12.8 Sustainability – 5 points

Provide information on your commitment to the environment. Include your sustainability statement and current practices.

12.9 Equity in Contracting – 5 points

Is Respondent, or the any entity Respondent is partnering with, certified with Washington State for any of the below categories (select all that apply)? Selecting any item below will award all points for this category.

- [ ] Combination Business Enterprise (CBE)
- [ ] Disadvantaged Business Enterprise (DBE)
- [ ] Minority Business Enterprise (MBE)
- [ ] Minority/Women Business Enterprise (MWBE)
- [ ] Small Business Enterprise (SBE)
- [ ] Socially and Economically Disadvantaged Business Enterprise (SEDBE)
- [ ] Women Business Enterprise (WBE)
12.10 Credit Card Acceptance – 0 points
Provide a statement regarding your ability to meet the City’s credit card requirements (state below) as well as identifying your reporting capabilities (Level I, II, or III). This information is not a consideration in the evaluation process.

12.11 Exceptions – 0 points
If Respondent takes exception to any of the City of Tacoma’s Standard Terms and Conditions stated herein or to any other part of this specifications, including the stated Insurance Requirements, they must identify the section and page that is the subject of the exception, specify the nature of the exception and, if applicable, provide proposed replacement language or proposed replacement form of Contract. Acceptance of any proposed changes are at the sole discretion of the City.

13. CITY’S RESERVED RIGHTS
Respondents are advised that the City reserves the right to cancel any award at any time prior to mutual execution of a Contract if cancellation is deemed to be in the City’s best interest. City is not liable to Respondent for any costs or damages for the cancellation of an award. The Respondent assumes the sole risk and responsibility for all expenses connected with the preparation of this submittal.

In addition to any reserved rights contained in the City of Tacoma Standard Terms and Conditions, City specifically reserves the following rights:

- To waive any or all informalities or irregularities in any submittal which, in City’s sole judgement, are deemed minor or immaterial
- To award one or more contracts
- To not award a contract
- To issue subsequent solicitation

14. INTERVIEWS / ORAL PRESENTATIONS
An invitation to interview may be extended to Respondents based on SAC review of the written submittals. The SAC reserves the right to adjust scoring based on additional information and/or clarifications provided during interviews. The SAC may determine additional scoring criteria for the interviews following evaluation of written submittals.

The City reserves all rights to begin contract negotiations without conducting interviews.

Respondents must be available to interview within three business days’ notice.

If interviews are conducted, the SAC will schedule the interviews using the email address for communications provided on the signature page. Additional interview information will be provided at the time of invitation. At this time, it is anticipated that the main objective of the interview will be for the SAC to meet the project manager and key personnel that will have direct involvement with the project and hear about their relevant experience and expertise. The City does not intend to meet with Respondent representatives unless they are to be directly involved with the project.
Following interviews, submittals will be reevaluated using the Content to be Submitted section.

15. CONTRACT OBLIGATION

The selected Respondent(s) will be expected to execute a Contract with the City. At a minimum, any contract will incorporate the contents of this specification, including all stated services or deliverables and other requirements and the City of Tacoma Standard Terms and Conditions, together with the contents of Respondent’s submittal. The submittal contents of the successful Respondent will become contractual obligations.

16. FORM OF CONTRACT

In event the City’s Services Contract or other City Contract template is attached to this RFP as a sample form of Contract, the City expects to utilize the Terms and Conditions contained in the sample form of Contract. Post award negotiation may occur at the discretion of the City. Respondents should clearly state exceptions to City’s Standard Terms and Conditions as well as to the Terms and Conditions contained in any attached sample form of Contract and to any other portions of this RFP, including the stated Insurance Requirements. Respondents may also propose to utilize their own form of Contract and in such instances, Respondent must provide its form of Contract as part of its submittal. City, at its sole option, will decide whether to engage in negotiations on any or all proposed exceptions. City reserves sole discretion to determine the final form of Contract that will be used.

17. INSURANCE REQUIREMENTS

Successful proposer will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation. See Appendix C.

18. PAID LEAVE

Effective February 1, 2016, the City of Tacoma requires all employers to provide Paid Leave and Minimum Wage, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit http://www.cityoftacoma.org/employmentstandards.

19. PARTNERSHIPS

The City will allow Respondents to partner in order to respond to this RFP. Respondents may team under a Prime Respondent’s submittal in order to provide responses to all sections in a single submission; however, each Respondent’s participation must be clearly delineated by section. The Prime Respondent will be considered the responding vendor and the responsible party at contract award. Any contract negotiations will be conducted only with the Prime Respondent. All contract payments will be made only to the Prime Respondent. Any agreements between the Prime Respondent and other companies will not be a part of the agreement between the City and the Prime Respondent. The City reserves the right to select more than one Prime Respondent.
20. COMMITMENT OF FIRM KEY PERSONNEL

The Respondent agrees that key personnel identified in its submittal or during contract negotiations as committed to this project will, in fact, be the key personnel to perform during the life of this contract. Should key personnel become unavailable for any reason, the selected Respondent shall provide suitable replacement personnel, subject to the approval of the City. Substantial organizational or personnel changes within the agency are expected to be communicated immediately. Failure to do so could result in cancellation of the Contract.

21. AWARD

After the Respondent(s) is selected by the SAC and prior to award, all other Respondents will be notified via the Purchasing Division using the email address for communications provided on the signature page.

Once a Respondent(s) has been selected for award by the SAC, contract negotiations will begin. If the a contract with the selected Respondent(s) is not successfully negotiated in that the City’s final offer is not accepted, the City may, in its sole discretion discontinue contract negotiations and commence negotiations with another Respondent. When a contract is successfully negotiated, the Contract will, if required, be submitted for final approval by the Public Utility Board and/or City Council.

22. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City’s Sustainable Procurement Policy, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures
- Waste manage reduction plans
- Potential impact on human health and the environment

23. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging Respondents certified through the Washington State Office of Minority and Women’s Business Enterprise to participate in City contracting.
opportunities. See the TMC 1.07 Equity in Contracting Policy at the City’s [Equity in Contracting Program website](http://www.tacomapurchasing.org).

24. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](http://www.tacomapurchasing.org)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFP shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

For complete detail on Respondent’s responsibility to identify and mark confidential information, and the applicability of the Public Disclosure Act, see the [Standard Terms and Conditions](http://www.tacomapurchasing.org).

25. ADDENDUMS

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted along with this specification on [http://www.tacomapurchasing.org](http://www.tacomapurchasing.org). Failure to acknowledge addendum(s) on the required Signature Page may result in a submittal being deemed non-resp
APPENDIX A –SUBMITTAL FORMS

Signature Page

Cost Summary Form

Content to be Submitted in Section 12 (12.1-12.11)
SIGNATURE PAGE

CITY OF TACOMA
Environmental Services/Office of Environmental Policy & Sustainability

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the Request for Proposal Page near the beginning of the specification. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

REQUEST FOR PROPOSAL SPECIFICATION NO. ES22-0398F
Tacoma Urban Forestry Community Tree Program

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Bidder/Proposer’s Registered Name

Address

City, State, Zip

Authorized Signatory E-Mail Address


E-Mail Address for Communications

Signature of Person Authorized to Enter into Contracts for Bidder/Proposer

Date

Printed Name and Title

(Area Code) Telephone Number / Fax Number

State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

State Contractor’s License Number
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.
Your cost summary should include:

- A method of billing and all UFMP Required Actions in the Scope of Work.
- Estimated time (in hours) for each task proposed, including hourly rates of each person associated with the project;
- Any equipment expenses needed to perform the work; and,
- Estimated amount of each material expense, noted in Section 12.7, which will be provided by the City. If no material expenses are needed, please write N/A.
- Do not fill out fields in grey. All other fields must be completed for consideration.

<table>
<thead>
<tr>
<th>A. Task</th>
<th>B. Total Hours</th>
<th>C. Hourly Rate</th>
<th>D. Multiply Column B x Column C</th>
<th>E. Estimated material expenses needed to complete task.</th>
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<tbody>
<tr>
<td>UFMP Required Action</td>
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<td>Task 1</td>
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<td>Etc.</td>
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<td>UFMP Optional Actions, if proposing</td>
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<td>Task 1</td>
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<td>Etc.</td>
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<td>Materials, Tools, and Equipment</td>
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<td>Materials (this value should exclude material expenses listed in Section 12.7, which will be provided by the City.)</td>
<td>Enter lump sum in Column D</td>
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<tr>
<td>Tools/Equipment</td>
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<td>Enter lump sum in Column D</td>
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<td><strong>Base Bid</strong></td>
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<td>(all values added in Column D, before applicable tax)</td>
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<td><strong>City of Tacoma Material Expense Total</strong></td>
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<td>Add all items in Column E. This should be a list. Example: 800 X gallon trees, 15 cubic yards mulch, 15 cubic yards TAGRO, 1000 flyers, etc.</td>
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APPENDIX B – SAMPLE DOCUMENTS

Sample Contract

City of Tacoma Insurance Requirements
SERVICES CONTRACT

THIS CONTRACT, made and entered into effective as of the ____ day of _________, 20__ (EFFECTIVE DATE) by and between the CITY OF TACOMA, a municipal corporation of the State of Washington (hereinafter referred to as the “CITY”), and [INSERT legal name of Supplier exactly as it appears in Ariba], (hereinafter referred to as “CONTRACTOR”);

In consideration of the mutual promises and obligations hereinafter set forth, the Parties hereto agree as follows:

1. **Scope of Services/Work**
   The CONTRACTOR agrees to diligently and completely perform the services and/or deliverables consisting of [INSERT A BRIEF DESCRIPTION OF THE WORK TO BE PERFORMED] as is described in Exhibit XXXXX [A, B, ETC., if needed] attached hereto and incorporated herein.

2. **Order of Precedence**
   To the extent there is any discrepancy or conflict between and/or amongst the terms of this Contract and Exhibit(s) __________, the controlling terms for this Contract will be interpreted in the following order of precedence, with the first listed being the most controlling, and the last listed being the least controlling: Contract, Exhibit ____, Exhibit ______. [INSERT EXHIBIT REFERENCES IN ORDER OF WHICH IS MOST CONTROLLING]

3. **Changes to Scope of Work**
   The CITY shall have the right to make changes within the general scope of services and/or deliverables upon execution in writing of a change order or amendment hereto. If the changes will result in additional work effort by CONTRACTOR, the CITY will agree to reasonably compensate the CONTRACTOR for such additional effort up to the maximum amount specified herein or as otherwise provided by City Code.

4. **On Call Contracts**
   If the services and deliverables performed under this Contract are on an on call or as assigned basis, service and deliverables may be assigned by Task Authorization or Statements of Work, are subject to Section 9, and cannot augment any other work that the CONTRACTOR is doing for the CITY on another Contract. Actual compensation will depend upon the actual purchases made by the City during the life of this Contract and will be paid at the rates set in Exhibit A

5. **Term**
All services shall be satisfactorily completed on or before [INSERT CONTRACT TERMINATION DATE] and this Contract shall expire on said date unless mutually extended by a written and executed Amendment to this Contract.

6. Renewals

At CITY’s sole option, the Term of this Contract may be renewed for additional [INSERT THE RENEWAL PERIOD - 1 YEAR, ETC] periods, not to exceed [INSERT THE MAXIMUM NUMBER OF RENEWAL PERIODS]. CITY will provide written notice of its intent to exercise any renewal options at least 30 days prior to the then existing Term and a written Amendment to this Contract will be mutually executed.

7. Delay

Neither party shall be considered to be in default in the performance of this Contract to the extent such performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party and, in such event, the time for performance shall be extended for a period equal to any time lost as a result thereof. In the event CONTRACTOR is unable to proceed due to a delay solely attributable to CITY, CONTRACTOR shall advise CITY of such delay in writing as soon as is practicable.

8. Compensation

The CITY shall compensate the CONTRACTOR for the services and deliverables performed under this Contract [in accordance with OR on the basis of] [INSERT DESCRIPTION OF COMPENSATION ARRANGEMENTS – REFERENCE EXHIBIT, TIME AND MATERIALS, LUMP SUM ETC.]

9. Not to Exceed Amount

The total price to be paid by CITY for CONTRACTOR’S full and complete performance of the Scope of Work hereunder shall not exceed $ [INSERT TOTAL AMOUNT OF CONTRACT] plus applicable taxes without a written and executed Amendment to this Contract. Said price shall be the total compensation for CONTRACTOR’S performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, subcontractor’s fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by CONTRACTOR. In the event the CONTRACTOR incurs cost in excess of the sum authorized for service under this Contract, the CONTRACTOR shall pay such excess from its own funds, and the CITY shall not be required to pay any part of such excess, and the CONTRACTOR shall have no claim against the CITY on account thereof.

10. Payment

CONTRACTOR shall submit XXXXXXXXX {monthly, weekly, annual, Contract milestone, etc.} invoices for services completed and/or deliverables furnished during the invoice period. Upon CITY’S request, CONTRACTOR shall submit necessary and appropriate documentation, as determined by the CITY, for all invoiced services and deliverables.
Payment shall be made through the CITY’S ordinary payment process, and shall be considered timely if made within 30 days of receipt of a properly completed invoice. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced. The CITY may withhold payment to the CONTRACTOR for any services or deliverables not performed as required hereunder until such time as the CONTRACTOR modifies such services or deliverables to the satisfaction of the CITY.

11. Payment Method

The City’s preferred method of payment is by ePayables (Payment Plus), followed by credit card (aka procurement card), then Electronic Funds Transfer (EFT) by Automated Clearing House (ACH), then check or other cash equivalent. CONTRACTOR may be required to have the capability of accepting the City’s ePayables or credit card methods of payment. The City of Tacoma will not accept price changes or pay additional fees when ePayables (Payment Plus) or credit card is used. The City, in its sole discretion, will determine the method of payment for this Contract.

12. Independent Contractor Status

The services and deliverables shall be furnished by the CONTRACTOR as an independent Contractor, and nothing herein contained shall be construed to create an employer and employee relationship. The CONTRACTOR shall provide at its sole expense all materials, office space, and other necessities to perform its duties under this Contract, unless stated otherwise in this Contract. No payroll or employment taxes of any kind shall be withheld or paid by the CITY with respect to payments to CONTRACTOR. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal income tax, state personal income tax, state disability insurance tax and state unemployment insurance tax. By reason of CONTRACTOR’s status as an independent Contractor hereunder, no workers’ compensation insurance has been or will be obtained by the CITY on account of CONTRACTOR. CONTRACTOR may be required to provide the CITY proof of payment of those said taxes and benefits. If the CITY is assessed or deemed liable in any manner for those charges or taxes, the CONTRACTOR agrees to hold the CITY harmless from those costs, including attorney’s fees.

13. Services Warranty

The CONTRACTOR warrants that all services performed pursuant to this Contract shall be generally suitable for the use to which CITY intends to use said services and deliverables as expressed in the Scope of Work. In the performance of services under this Contract, the CONTRACTOR and its employees further agree to exercise the degree of skill and care required by customarily accepted good practices and procedures followed by professionals or service providers rendering the same or similar type of service. All obligations and services of the CONTRACTOR hereunder shall be performed diligently and completely according to such professional standards.

Unless a higher standard or longer periods of warranty coverage for product deliverables provided under this Contract is provided herein, CONTRACTOR agrees to correct any defect or failure of deliverables supplied under this Contract which occurs
within one year from _______ [FILL IN APPROPRIATE TIME FRAME, E.G. GO LIVE, FIRST USE, ETC]. During said warranty period, all of the costs (including shipping, dismantling and reinstallation) of repairs or corrections is the responsibility of the CONTRACTOR. If CONTRACTOR is not the manufacturer of the item of equipment, CONTRACTOR agrees to be responsible for this warranty and shall not be relieved by a lesser manufacturer’s guarantee. This Contract warranty period shall be suspended from the time a significant defect is first documented by the CITY until repair or replacement by CONTRACTOR and acceptance by the CITY. In the event less than ninety (90) days remain on the warranty period (after recalculating), the warranty period shall be extended to allow for at least ninety (90) days from the date of repair or replacement and acceptance by the CITY.

14. Reliance on CITY Provided Data or Information

If the CONTRACTOR intends to rely on information or data supplied by the CITY, other CITY contractors or other generally reputable sources without independent verification, such intent shall be brought to the attention of the CITY.

15. Contract Administration

[INSERT NAME TITLE AND DEPARTMENT OF CONTRACT ADMINISTRATOR] for the CITY shall have primary responsibility for contract administration and approval of services to be performed by the CONTRACTOR, and shall coordinate all communications between the CONTRACTOR and the CITY.

16. Specific Personnel

If before, during, or after the execution of this Contract, CONTRACTOR represents to the CITY that certain personnel would or will be responsible for performing services and deliverables under this Contract, then the CONTRACTOR is obligated to ensure that said personnel perform said Contract services to the maximum extent permitted by law. This Contract provision shall only be waived by written authorization by the CITY, and on a case-by-case basis.

17. Right to Audit

During the Term of this Contract, and for six (6) years thereafter, the CITY shall have the right to inspect and audit during normal business hours all pertinent books and records of the CONTRACTOR and/or any sub-contractor or agent of CONTRACTOR that performed services or furnished deliverables in connection with or related to the Scope of Work hereunder as reasonably needed by CITY to assess performance, compliance and quality assurance under this Contract or in satisfaction of City's public disclosure obligations, as applicable.

CONTRACTOR shall, upon three (3) business days of receipt of written request for such inspection and audit from CITY, provide the CITY with, or permit CITY to make, a copy of any work-related books, accounts, records and documents, in whole or in part, as specified in such request. Said inspection and audit shall occur in Pierce County, Washington or such other reasonable location as the CITY selects. The CITY shall bear the cost of any inspection audit requested hereunder, provided, that if an inspection
audit in accordance with the foregoing provisions discloses overpricing or overcharges (of any nature) by the CONTRACTOR to the CITY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the CITY's audit shall be reimbursed to CITY by CONTRACTOR. Any adjustments or payments that must be made as a result of any audit and inspection hereunder shall be made no later than 90 days from presentation of CITY's findings to CONTRACTOR.

CONTRACTOR shall ensure that the foregoing inspection, audit and copying rights of the CITY are a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform the Scope of Work under this Contract.

18. Records Retention

The CONTRACTOR shall establish and maintain records in accordance with requirements prescribed by the CITY, with respect to all matters related to the performance of this Contract. Except as otherwise authorized by the CITY, the CONTRACTOR shall retain such records for a period of ______[INSERT THE TIME THE RECORDS SHOULD BE KEPT. MOST COMMON IS 6 YEARS] years after receipt of the final payment under this Contract or termination of this Contract.

If CONTRACTOR retains any City records or data hosted in a Cloud Service. CITY shall have the ability to access its records hosted in a Cloud Service at any time during the Term of this Contract. CITY may export and retrieve its records during the Term of the Contract and, no later than 30 days from the termination of this Contract, CONTRACTOR shall export CITY records to City's custody and control.

19. Notices

Except for routine operational communications, which may be delivered personally or transmitted by electronic mail all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

<table>
<thead>
<tr>
<th>CITY:</th>
<th>CONTRACTOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
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<td>Telephone No.:</td>
<td>Telephone No.:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

20. Termination

Except as otherwise provided herein, the CITY may terminate this Contract at any time, with or without cause, by giving ten (10) business days written notice to CONTRACTOR.
In the event of termination, all finished and unfinished work prepared by the CONTRACTOR pursuant to this Contract shall be provided to the CITY. In the event CITY terminates this Contract due to the CITY’s own reasons and without cause due to the CONTRACTOR’s actions or omissions, the CITY shall pay the CONTRACTOR the amount due for actual work and services necessarily performed under this Contract up to the effective date of termination, not to exceed the total compensation set forth herein. Termination of this Contract by CITY shall not constitute a waiver of any claims or remaining rights the CITY may have against CONTRACTOR relative to performance hereunder.

21. Suspension

The CITY may suspend this Contract, at its sole discretion, upon seven (7) business days’ written notice to the CONTRACTOR. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the CONTRACTOR’S reasonable expenses and shall be subject to verification. The CONTRACTOR shall resume performance of services under this Contract without delay when the suspension period ends. Suspension of this Contract by CITY shall not constitute a waiver of any claims or remaining rights the CITY may have against CONTRACTOR relative to performance hereunder.

22. Taxes

Unless stated otherwise in Exhibit A, CONTRACTOR is responsible for the payment of all charges and taxes applicable to the services performed under this Contract, and CONTRACTOR agrees to comply with all applicable laws regarding the reporting of income, maintenance of records, and all other requirements and obligations imposed pursuant to applicable law. If the CITY is assessed, made liable, or responsible in any manner for such charges or taxes, the CONTRACTOR holds CITY harmless from such costs, including attorney’s fees.

If CONTRACTOR fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including by Tacoma City ordinance, and including by a court of law, CITY will deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the CONTRACTOR’s total compensation.

23. Licenses and Permits

The CONTRACTOR, at its expense, shall obtain and keep in force any and all necessary licenses and permits. The CONTRACTOR shall obtain a business license as required by Tacoma Municipal Code Subtitle 6B.20 and shall pay business and occupation taxes as required by Tacoma Municipal Code Subtitle 6A.30. If applicable, CONTRACTOR must have a Washington state business license.

24. Indemnification

CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers, from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses and costs arising out of the subject
matter of this Contract; provided that this provision shall not apply to the extent that damage or injury results from the sole negligence of the CITY, or its officers, agents, or employees. This indemnification shall extend to and include attorneys’ fees and the cost of establishing the right of indemnification hereunder in favor of the CITY. This indemnification shall survive the termination of this Contract.

It is expressly agreed that with respect to design professional services performed by CONTRACTOR herein, CONTRACTOR’s duty of indemnification, including the duty and cost to defend, against liability for damages arising out of such services or out of bodily injury to persons or damage to property shall, as provided in RCW 4.24.115 apply only to the extent of CONTRACTOR’s negligence.

CONTRACTOR hereby warrants and represents CONTRACTOR is owner of any products, solutions or deliverables provided and licensed under this Contract or otherwise has the right to grant to CITY the licensed rights under this Contract, without violating the rights of any third party worldwide. CONTRACTOR shall, at its expense, defend, indemnify and hold harmless CITY and its employees, officers, directors, contractors, agents and volunteers from any claim or action against CITY which is based on a claim against CITY for infringement of a patent, copyright, trademark, or other propriety right or appropriation of a trade secret.

25. Title 51 Waiver

CONTRACTOR specifically assumes potential liability for actions brought by the CONTRACTOR’S own employees against the CITY and, solely for the purpose of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the state industrial insurance law, Title 51 RCW. THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS THE SUBJECT OF MUTUAL NEGOTIATION.

26. Insurance

During the course and performance of the services herein specified, CONTRACTOR will maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements as is applicable to the services and deliverables provided under this Contract. The City of Tacoma Insurance Requirements documents are fully incorporated herein by reference.

Failure by City to identify a deficiency in the insurance documentation provided by Contractor or failure of City to demand verification of coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

27. Nondiscrimination

The CONTRACTOR agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding non-discrimination and equal employment opportunities. The CONTRACTOR shall not discriminate in any employment action because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, the
presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. In the event of non-compliance by the CONTRACTOR with any of the non-discrimination provisions of this Contract, the CITY shall be deemed to have cause to terminate this Contract, in whole or in part.

28. Conflict of Interest

No officer, employee, or agent of the CITY, nor any member of the immediate family of any such officer, employee, or agent as defined by City ordinance, shall have any personal financial interest, direct or indirect, in this Contract, either in fact or in appearance. The CONTRACTOR shall comply with all federal, state, and City conflict of interest laws, statutes, and regulations. The CONTRACTOR represents that the CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Contract pertains which would conflict in any manner or degree with the performance of the CONTRACTOR’S services and obligations hereunder. The CONTRACTOR further covenants that, in performance of this Contract, no person having any such interest shall be employed. The CONTRACTOR also agrees that its violation of the CITY’S Code of Ethics contained in Chapter 1.46 of the Tacoma Municipal Code shall constitute a breach of this Contract subjecting the Contract to termination.

29. City ownership of Work/Rights in Data and Publications

To the extent CONTRACTOR creates any Work subject to the protections of the Copyright Act (Title 17 U.S.C) in its performance of this Contract, CONTRACTOR agrees to the following: The Work has been specially ordered and commissioned by CITY. CONTRACTOR agrees that the Work is a "work made for hire" for copyright purposes, with all copyrights in the Work owned by CITY. To the extent that the Work does not qualify as a work made for hire under applicable law, and to the extent that the Work includes material subject to copyright, CONTRACTOR hereby assigns to CITY, its successors and assigns, all right, title and interest in and to the Work, including but not limited to, all patent, trade secret, and other proprietary rights and all rights, title and interest in and to any inventions and designs embodied in the Work or developed during the course of CONTRACTOR’S creation of the Work. CONTRACTOR shall execute and deliver such instruments and take such other action as may be required and requested by CITY to carry out the assignment made pursuant to this section. Any documents, magnetically or optically encoded media, or other materials created by CONTRACTOR pursuant to this Contract shall be owned by CITY and subject to the terms of this subsection. To the maximum extent permitted by law, CONTRACTOR waives all moral rights in the Work. The rights granted hereby to CITY shall survive the expiration or termination of this Contract. CONTRACTOR shall be solely responsible for obtaining releases for the performance, display, recreation, or use of copyrighted materials.

30. Public Disclosure

This Contract and documents provided to the CITY by CONTRACTOR hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act). Thus, the CITY may be required, upon request, to disclose this Contract and documents related to it unless an exemption under the Public Records Act or other laws applies. In the event CITY receives a request for
such disclosure, determines in its legal judgment that no applicable exemption to
disclosure applies, and CONTRACTOR has complied with the requirements herein to
mark all content considered to be confidential or proprietary, CITY agrees to provide
CONTRACTOR ten (10) days written notice of impending release. Should legal action
thereafter be initiated by CONTRACTOR to enjoin or otherwise prevent such release, all
expense of any such litigation shall be borne by CONTRACTOR, including any
damages, attorneys fees or costs awarded by reason of having opposed disclosure.
CITY shall not be liable for any release where notice was provided and CONTRACTOR
took no action to oppose the release of information. Notice of any proposed release of
information pursuant to Chapter 42.56 RCW, shall be provided to CONTRACTOR
according to the “Notices” provision herein.

31. Confidential or Proprietary Records Must be Marked

If CONTRACTOR provides the CITY with records that CONTRACTOR considers
confidential or proprietary, CONTRACTOR must mark all applicable pages of said
record(s) as “Confidential” or “Proprietary.” If CONTRACTOR fails to so mark record(s),
then (1) the CITY, upon request, may release said record(s) without the need to satisfy
the notice requirements above; and (2) the CONTRACTOR expressly waives its right to
allege any kind of civil action or claim against the CITY pertaining to the release of said
record(s).

32. Duty of Confidentiality

CONTRACTOR acknowledges that unauthorized disclosure of information or
documentation concerning the Scope of Work hereunder may cause substantial
economic loss or harm to the CITY.

Except for disclosure of information and documents to CONTRACTOR's employees,
agents, or subcontractors who have a substantial need to know such information in
connection with CONTRACTOR's performance of obligations under this Contract, the
CONTRACTOR shall not without prior written authorization by the CITY allow the
release, dissemination, distribution, sharing, or other publication or disclosure of
information or documentation obtained, discovered, shared or produced pursuant to this
Contract.

CONTRACTOR shall inform its employees, agents, and subcontractors of the
confidentiality obligations under this Contract and instruct them so as to ensure such
obligations are met. If so requested by the CITY, the CONTRACTOR further agrees to
require all such individuals and entities performing services pursuant to this Contract to
execute a Confidentiality and Non-Disclosure Agreement in a form acceptable to CITY.

This Section shall survive for six (6) years after the termination or expiration of this
Contract.

CITY is required to provide notice of the Red Flags Rules published by the Federal
entities that receive confidential or otherwise protected personal information of CITY's
customers. Terms in quotations in this Section refer to defined terms contained in the
"Rules." CONTRACTOR is, as to "Covered Accounts" of CITY for which CONTRACTOR
forms activities under the Contract, a "Service Provider." "Service Provider" will perform in accordance with its reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft and will promptly report to CITY any specific "Red Flag" incidents detected as to "Covered Accounts" of CITY and upon request by CITY will respond to or reasonably assist CITY in responding reported "Red Flags." This Section shall survive for six (6) years after the termination or expiration of this Contract.

33. Approval for Release of Information Related to Contract

If requested by CITY, CONTRACTOR shall not release any information or documentation concerning the work under this Contract or any part thereof for marketing, advertising, or other commercial activities or publication including, but not limited to, news releases or professional articles without CITY’s prior written approval. CONTRACTOR may submit at any time for review and approval a generic abstract describing the component parts of the completed Scope of Services (“Project Abstract”). After receiving written approval of the Project Abstract from the CITY, the CONTRACTOR may make minor insignificant changes to the Project Abstract and use all or parts of the Project Abstract in proposals.

This Section shall survive for six (6) years after the termination or expiration of this Contract.

34. Dispute Resolution

In the event of a dispute pertaining to this Contract, the parties agree to attempt to negotiate in good faith an acceptable resolution. If a resolution cannot be negotiated, then the parties agree to submit the dispute to voluntary non-binding mediation before pursuing other remedies. This provision does not limit the CITY’S right to terminate authorized by this Contract.

35. Miscellaneous Provisions

Governing Law and Venue

Washington law shall govern the interpretation of this Contract. Pierce County shall be the venue of any mediation, arbitration, or litigation arising out of this Contract.

Assignment

The CONTRACTOR shall not assign, subcontract, delegate, or transfer any obligation, interest or claim to or under this Contract or for any of the compensation due hereunder without the prior written consent of the CITY.

No Third Party Beneficiaries

This Contract shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.
Waiver
A waiver or failure by either party to enforce any provision of this Contract shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Contract.

Severability and Survival
If any term, condition or provision of this Contract is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Contract, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Contract, shall survive termination of this Contract.

Entire Agreement
This Contract and the attached Exhibits, as modified herein, contain the entire agreement between the parties as to the services to be rendered hereunder. All previous and contemporaneous agreements, representations or promises and conditions relating to the subject matter of this Contract are superseded hereby. The Parties hereto mutually acknowledge, understand and agree that the terms and conditions set forth herein shall control and prevail over any conflicting terms and conditions stated in any attachments hereto.

Modification
No modification or amendment of this Agreement shall be effective unless set forth in a written and executed Amendment to this Contract.

Direct Solicitation and Negotiation
For service contracts valued $25,000 or less the City signature authorizes waiver of competitive solicitation by “Direct Solicitation and Negotiation” of professional and personal services in accordance with Tacoma Municipal Code 1.06.256 and the Purchasing Policy Manual.
IN WITNESS WHEREOF, the Parties hereto have accepted and executed this Contract, as of the Effective Date stated above, which shall be Effective Date for bonding purposes as applicable. The undersigned Contractor representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Contract for and on behalf of Contractor.

CITY OF TACOMA:                                  CONTRACTOR:
By:                                               By:

(City of Tacoma use only - blank lines are intentional)

Director of Finance: ________________________________

City Attorney (approved as to form): ________________________________

Approved By: __________________________________________

Approved By: __________________________________________

Approved By: __________________________________________

Approved By: __________________________________________

Approved By: __________________________________________

Approved By: __________________________________________

Approved By: __________________________________________
The Contractor (Contractor) shall maintain at least the minimum insurance set forth below. By requiring such minimum insurance, the City of Tacoma shall not be deemed or construed to have assessed the risk that may be applicable to Contractor under this Contract. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

1. **GENERAL REQUIREMENTS**

The following General Requirements apply to Contractor and to Subcontractor(s) of every tier performing services and/or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

1.1. City of Tacoma reserves the right to approve or reject the insurance provided based upon the insurer, terms and coverage, the Certificate of Insurance, and/or endorsements.

1.2. Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by City of Tacoma.

1.3. Contractor shall keep this insurance in force during the entire term of the Contract and for Thirty (30) calendar days after completion of all work required by the Contract, unless otherwise provided herein.

1.4. Insurance policies required under this Contract that name “City of Tacoma” as Additional Insured shall:
   1.4.1. Be considered primary and non-contributory for all claims.
   1.4.2. Contain a “Separation of Insured provision and a “Waiver of Subrogation” clause in favor of City of Tacoma.

1.5. Section 1.4 above does not apply to contracts for purchasing supplies only.

1.6. Verification of coverage shall include:
   1.6.1. An ACORD certificate or equivalent.
   1.6.2. Copies of all endorsements naming the City of Tacoma as additional insured and showing the policy number.
   1.6.3. A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.

1.7. Liability insurance policies, with the exception of Professional Liability and Workers’ Compensation, shall name the City of Tacoma and its officers, elected officials, employees, agents, and authorized volunteers as additional insured.
   1.7.1. No specific person or department should be identified as the additional insured.
   1.7.2. All references on certificates of insurance and endorsements shall be listed as “City of Tacoma”.
   1.7.3. The City of Tacoma shall be additional insured for both ongoing and completed operations using Insurance Services Office (ISO) form CG 20 10 04 13 and CG 20
1.8. Contractor shall provide a Certificate of Insurance for each policy of insurance meeting the requirements set forth herein when Contractor provides the signed Contract for the work to City of Tacoma. Contractor shall provide copies of any applicable Additional Insured, Waiver of Subrogation, and Primary and Non-contributory endorsements. Contract or Permit number and the City Department must be shown on the Certificate of Insurance.

1.9. Insurance limits shown below may be written with an excess policy that follows the form of an underlying primary liability policy or an excess policy providing the required limit.

1.10. Liability insurance policies shall be written on an “occurrence” form, except for Professional Liability/Errors and Omissions, Pollution Liability, and Cyber/Privacy and Security

1.11. If coverage is approved and purchased on a “Claims-Made” basis, Contractor warrants continuation of coverage, either through policy renewals or by the purchase of an extended reporting period endorsement as set forth below.

1.12. The insurance must be written by companies licensed or authorized in the State of Washington pursuant to RCW 48 with an (A-) VII or higher in the A.M. Best's Key Rating Guide www.ambest.com.

1.13. Contractor shall provide City of Tacoma notice of any cancellation or non-renewal of this required insurance within Thirty (30) calendar days.

1.14. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract, otherwise it shall constitute a material breach of the Contract, upon which City of Tacoma may, after giving Five (5) business day notice to Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith; with any sums so expended to be repaid to City of Tacoma by Contractor upon demand, or at the sole discretion of City of Tacoma, offset against funds due Contractor from City of Tacoma.

1.15. Contractor shall be responsible for the payment of all premiums, deductibles and self-insured retentions, and shall indemnify and hold the City of Tacoma harmless to the extent such a deductible or self-insured retained limit may apply to the City of Tacoma as an additional insured. Any deductible or self-insured retained limits in excess of Twenty Five Thousand Dollars ($25,000) must be disclosed and approved by City of Tacoma Risk Manager and shown on the Certificate of Insurance.

1.16. City of Tacoma reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has changed.
1.17. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made by City of Tacoma to Contractor.

1.18. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of Contractor or Subcontractor(s).

1.19. Failure by City of Tacoma to identify a deficiency in the insurance documentation provided by Contractor or failure of City of Tacoma to demand verification of coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

1.20. If Contractor is a State of Washington or local government and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached hereto and be incorporated by reference and shall constitute compliance with this Section.

2. CONTRACTOR

As used herein, "Contractor" shall be the Supplier(s) entering a Contract with City of Tacoma, whether designated as a Supplier, Contractor, Vendor, Proposer, Bidder, Respondent, Seller, Merchant, Service Provider, or otherwise.

3. SUBCONTRACTORS

It is Contractor’s responsibility to ensure that each subcontractor obtain and maintain adequate liability insurance coverage. Contractor shall provide evidence of such insurance upon City of Tacoma’s request.

4. REQUIRED INSURANCE AND LIMITS

The insurance policies shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve Contractor from liability in excess of such limits.

4.1 Commercial General Liability Insurance

Contractor shall maintain Commercial General Liability Insurance policy with limits not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) annual aggregate. The Commercial General Liability Insurance policy shall be written on an Insurance Services Office form CG 00 01 04 13 or its equivalent. Products and Completed Operations shall be maintained for a period of three years following Substantial Completion of the Work related to performing construction services.

This policy shall include product liability especially when a Contract solely is for purchasing supplies. The Commercial General Liability policy shall be endorsed to include:

4.2.1 A per project aggregate policy limit, using ISO form CG 25 03 05 09 or an equivalent endorsement. Sexual Misconduct or Abuse & Molestation Liability Insurance

Contractor shall maintain Sexual Misconduct policy with limits not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate. If Abuse and Molestation coverage is provided on a “claims-made” basis, coverage must be maintained for not less than three years following the end of the Contract. This may be done by policy renewals or an Extended Reporting Period Endorsement.

4.2.1
4.3 **Commercial (Business) Automobile Liability Insurance**
Contractor shall maintain Commercial Automobile Liability policy with limits not less than One Million Dollars ($1,000,000) each accident for bodily injury and property damage and bodily injury and property damage coverage for owned (if any), non-owned, hired, or leased vehicles. Commercial Automobile Liability Insurance shall be written using ISO form CA 00 01 or equivalent. Contractor must also maintain an MCS 90 endorsement or equivalent and a CA 99 48 endorsement or equivalent if “Pollutants” are to be transported.

4.4 **Workers’ Compensation**
Contractor shall comply with Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington, as well as any other similar coverage required for this work by applicable federal laws of other states. The Contractor must comply with their domicile State Industrial Insurance laws if it is outside the State of Washington.

4.5 **Employers’ Liability Insurance**
Contractor shall maintain Employers’ Liability coverage with limits not less than One Million Dollars ($1,000,000) each employee, One Million Dollars ($1,000,000) each accident, and One Million Dollars ($1,000,000) policy limit.

4.6 **Other Insurance**
Other insurance may be deemed appropriate to cover risks and exposures related to the scope of work or changes to the scope of work required by City of Tacoma. The costs of such necessary and appropriate Insurance coverage shall be borne by Contractor.