

AMENDED

CITY OF ARCADIA

City Council Regular Meeting Agenda



Tuesday, December 20, 2022, 7:00 p.m.

Location: City Council Chambers, 240 W. Huntington Drive, Arcadia

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》，需要调整或提供便利设施才能参加会议的残障人士（包括辅助器材或服务）可与市书记官办公室联系（电话：(626) 574-5455）。请在会前 48 小时通知市书记官办公室，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：(626) 574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

How to Submit Public Comment:

Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time and words allotted.

1. **In-Person:** Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting, or simply come to the podium when the Mayor asks for those who wish to speak. Speakers shall be limited to five (5) minutes per person. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.

Electronic submission of Public Comment is also available via the City's website or by email as noted below. Public Comment submitted electronically will not be read into the record at the posted meeting time but are forwarded to the City Council prior to the meeting for consideration.

1. **Website:** Please submit your comments using our online public comment form at ArcadiaCA.gov/comment. Your comments must be received at least 30 minutes prior to the posted meeting time.
2. **Email:** Please submit your comments via email to CityClerk@ArcadiaCA.gov. Your comments must be received at least 30 minutes prior to the posted meeting time.

如何提交公众评论意见：

公众成员可以使用以下任何一种方法提交公众评论意见。请在时间和字数的限制范围内提交公众评论意见。

1. **亲自出席：**填写一张发言人卡片，注明议程项目编号，然后在会议开始前提交给市书记官，或者在市长询问公众发言时，直接到讲台上发言。每位发言人的发言时间不得超过五（5）分钟。市长可自行决定缩短发言限制时间，以便允许所有发言人向市议会表达自己的意见。

亦可按照以下方法在本市网站上或通过电子邮件以电子方式提交公众评论意见。以电子方式提交的公众评论意见不会在公布的会议期间读入记录，但会在会议开始前转交给市议会，供市议会考虑。

1. **网站：**请使用以下网站中刊载的在线公众评论意见表提交您的评论意见：ArcadiaCA.gov/comment。必须在公布的会议时间前至少提前 30 分钟提交评论意见。
2. **电子邮件：**请将您的评论意见通过电子邮件发送至：CityClerk@ArcadiaCA.gov。必须在公布的会议时间前至少提前 30 分钟提交评论意见。

1. CALL TO ORDER

2. INVOCATION

Reverend Jolene Cadenbach, Arcadia Congregational Church

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL OF CITY COUNCIL MEMBERS

Paul Cheng, Mayor
April A. Verlato, Mayor Pro Tem
Michael Cao, Council Member
Sharon Kwan, Council Member
Eileen Wang, Council Member

5. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

6. MOTION TO READ ALL ORDINANCES AND RESOLUTIONS BY TITLE ONLY AND WAIVE THE READING IN FULL

7. APPOINTMENTS

- a. Appointment to the Senior Citizens' Commission (At-Large Position).
CEQA: Not a Project
Recommended Action: Make Appointment to fill Unexpired Term

8. PUBLIC COMMENTS (5-minute time limit each speaker)

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Each speaker is limited to five (5) minutes per person, unless waived by the City Council. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

9. REPORTS FROM MAYOR, CITY COUNCIL AND CITY CLERK (including reports from the City Council related to meetings attended at City expense [AB 1234]).

10. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Regular Meeting Minutes of December 6, 2022.
CEQA: Not a Project
Recommended Action: Approve
- b. Mayor's appointments of City Council Members to City Boards, Commissions, and outside Governmental Agencies.
CEQA: Not a Project
Recommended Action: Receive and File
- c. Resolution No. 7474 amending the Fiscal Year 2022-23 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Miscellaneous Sewer Main Repair Project in the amount of \$18,100, offset by a reduction in the Sewer Reserve Fund; and approving a Contract with Bonadiman Water Inc. for the Miscellaneous Sewer Main Repair Project in the amount of \$118,100.
CEQA: Exempt
Recommended Action: Adopt and Approve
- d. Resolution No. 7475 amending the Fiscal Year 2022-23 Water Fund Operating Budget and authorizing a budget appropriation for Carbon Exchange Services for the Live Oak Well GAC Treatment System in the amount of \$148,983, offset by a reduction in the Water Reserve Fund; and approving a Purchase Order with Calgon Carbon Corporation for Carbon Exchange Services for the Live Oak GAC Treatment System in the amount of \$213,983.
CEQA: Exempt
Recommended Action: Adopt and Approve
- e. Resolution No. 7476 approving wage adjustments for unrepresented, non-benefited part-time employees in accordance with California's minimum wage increase effective January 1, 2023.
CEQA: Not a Project
Recommended Action: Adopt
- f. Purchase Order with National Auto Fleet Group for the purchase of one 2023 Ford F-450 truck with the Pres Tech Valve Operating System in the amount of \$255,500.85.
CEQA: Not a Project
Recommended Action: Approve
- g. Purchase Order with Flock Safety for the annual renewal of the Automated License Plate Reader ("ALPR") Camera Subscription for Fiscal Year 2022-23 in an amount not to exceed \$50,000.
CEQA: Not a Project
Recommended Action: Approve

- h. Reject all bids received for the Chamber of Commerce, Council Chamber, and Community Center Roof Restoration Project and direct staff to re-program in the Fiscal Year 2023-24 Capital Improvement Program Budget.

CEQA: Not a Project

Recommended Action: Approve

- i. Management staffing changes, appointments, and salary adjustments within the Development Services Department.

CEQA: Not a Project

Recommended Action: Approve

11. ADJOURNMENT

The City Council will adjourn this meeting to January 17, 2023, 6:00 p.m. in the City Council Conference Room.

Welcome to the Arcadia City Council Meeting!

The City Council encourages public participation, and invites you to share your views on City business.

MEETINGS: Regular Meetings of the City Council are held on the first and third Tuesday of each month at 7:00 p.m. in City Council Chambers. A full City Council agenda packet with all backup information is available at City Hall, the Arcadia Library, and on the City's website at www.ArcadiaCA.gov<http://www.arcadiaca.gov/>. Copies of individual Agenda Reports are available via email upon request (CityClerk@ArcadiaCa.gov). Documents distributed to a majority of the City Council after the posting of this agenda will be available for review at the Office of the City Clerk, 240 W. Huntington Drive, Arcadia, California. Live broadcasts and replays of the City Council Meetings are on cable television. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

PUBLIC PARTICIPATION: Your participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the City Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane, or disruptive remarks. Where possible, please submit a **Speaker Card** to the City Clerk prior to your comments, or simply come to the podium when the Mayor asks for those who wish to speak, and state your name and address (optional) for the record. Please provide the City Clerk with a copy of any written materials used in your address to the City Council as well as 10 copies of any printed materials you would like distributed to the City Council. The use of City equipment for presentations is not permitted.

MATTERS NOT ON THE AGENDA should be presented during the time designated as "PUBLIC COMMENTS." In general, each speaker will be given five (5) minutes to address the City Council; however, the Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers time to address the City Council. **By State law, the City Council may not discuss or vote on items not on the agenda. The matter will automatically be referred to staff for appropriate action or response or will be placed on the agenda of a future meeting.**

MATTERS ON THE AGENDA should be addressed when the City Council considers that item. Please indicate the Agenda Item Number(s) on the **Speaker Card**. Your name will be called at the appropriate time and you may proceed with your presentation within the five (5) minute time frame. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council.

PUBLIC HEARINGS AND APPEALS are items scheduled for which public input is either required or desired. Separate and apart from the applicant (who may speak longer in the discretion of the City Council), speakers shall be limited to five (5) minutes per person. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council. The applicant may additionally submit rebuttal comments.

AGENDA ITEMS: The Agenda contains the regular order of business of the City Council. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the City Council can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine by the City Council and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the City Council, Staff, or the public so requests. In this event, the item will be removed from the Consent Calendar and considered and acted on separately.

DECORUM: While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including but not limited to, conduct that prevents other members of the audience from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting are expected to adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age. The Chief of Police, or such member or members of the Police Department, shall serve as the Sergeant-at-Arms of the City Council meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. Any person who violates the order and decorum of the meeting may be placed under arrest and such person may be prosecuted under the provisions of Penal Code Section 403 or applicable Arcadia Municipal Code section.

欢迎参加阿凯迪亚市议会会议!

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

会议：市议会定期会议于每个月第一个和第三个星期二下午七时在市议会会议厅举行。在市政厅、阿凯迪亚图书馆和市政府网站 (www.ArcadiaCa.gov) 可以找到包含所有相关信息的完整市议会议程。单独的议程报告可应请求通过电子邮件索取 (CityClerk@ArcadiaCa.gov)。至于在发布该议程后向市议会多数成员分发的文件，公众可在阿凯迪亚市书记官办公室查阅，地址：240 W. Huntington Drive, Arcadia, California。市议会会议实况将通过有线电视进行现场直播和回放。如在以往的通知中所提示，如果您参加这次公开会议，您的图像和/或声音可能被录下并播出。

公众参与：市议会欢迎并邀请您参加市议会的所有会议。在每次定期会议上都为那些希望在会上发言的市民留出时间。市政府要求在市议会发言的人杜绝个人攻击、诽谤、亵渎或破坏性言论。如有可能，请在发表意见之前向市书记官提交一张**发言卡**，亦可在市长宣布自由发言时直接上台发言，并说出您的姓名和地址（如果您愿意），以便制作会议记录。请向市书记官提供一份您在发言中使用的任何书面材料，以及 10 份您希望分发给市议会的任何印刷材料。不允许把市政府设备用于准备发言内容。

议程之外的事项应当在指定的“公众评议”时间提出。在一般情况下，每位发言者将有五（5）分钟时间向市议会陈述意见，但市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。**根据州法，市议会不得讨论或表决未列入议程的事项。此类事项将自动转给工作人员采取适当行动或作出回应，或将其列入未来会议的议程。**

列入议程的事项应当在市议会审议该事项时讨论。请在**发言卡**上标明事项的议程编号。在适当的时间会叫到您的名字，您可以在五（5）分钟时限内发言。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。

公开听证和上诉是为需要或希望征求公众意见的事项安排的日程。除申请人外（市议会可酌情决定延长申请人的发言时间），每位发言人的发言不得超过五（5）分钟。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。申请人还可以另外提交反驳意见。

议程事项：议程包含市议会的例行议题。一般而言，由市政府工作人员在会议前对议程中的事项进行审查和调查，以便市议会在作出决定之前能够充分了解情况。

同意日历：在同意日历上列出的事项被市议会视为例行公事，并将通过一项动议采取行动。除非市议员、工作人员或公众提出请求，否则不会对这些事项进行单独讨论。如果有人提出请求，该事项将从同意日历中删除，单独进行审议和采取行动。

行为规范：尽管市民可对市政府的政策和市议会或其成员的行动或拟议行动自由地提出批评，但不得出现干扰会议正常秩序的行为，包括但不限于在别人的发言时间内阻止别人发言，或妨碍公众听到发言内容或看到议程进展状况。市民亦不得威胁进行身体伤害或以可能被合理理解为作出身体伤害紧迫威胁的方式行事。所有出席会议的人都必须遵守市政府的反骚扰政策，禁止基于个人种族、宗教信仰、肤色、原国籍、祖籍、身体残障、疾病、婚姻状况、性别、性取向或年龄骚扰他人。警察局长或警察局其他成员将担任维持市议会会议秩序的保安官。保安官将执行会议主持人的一切命令和指示，以维持会议秩序和行为规范。对任何违反会议秩序和行为规范的人可执行拘捕，并可能根据《刑法典》第 403 条或《阿凯迪亚市政法典》相关条款提出起诉。



STAFF REPORT

Office of the City Clerk

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Linda Rodriguez, Assistant City Clerk

SUBJECT: APPOINTMENT TO THE SENIOR CITIZENS' COMMISSION (AT-LARGE POSITION)
CEQA: Not a Project
Recommendation: Make Appointment to Fill Unexpired Term

SUMMARY

At the City Council Meeting on June 15, 2021, the City Council appointed Dr. Michael Cao to serve on the Senior Citizens' Commission (At-Large Position) for a two-year term, which expires June 30, 2023. On December 6, 2022, the City Clerk's Office received the attached resignation letter from Dr. Cao, effective December 2, 2022, due to his successful District 5 City Council election. This agenda item will enable the City Council to take action to fill the vacancy on the Senior Citizens' Commission (At-Large Position) from among the two applications on-file.

DISCUSSION

At the December 6, 2022, City Council Meeting, the City Council certified the results of the November 8, 2022, General Municipal Election. Based on the certified results, Dr. Michael Cao was elected to serve as the District 5 City Council Member, with his four-year term beginning on December 6, 2022. According to Section 802 (Board and Commission Appointments) of the Arcadia City Charter, members of City boards and commissions "shall not hold any other City office or employment" during their terms of service. Based on the City Charter and his election to the City Council, Dr. Cao needed to resign his position on the Senior Citizen's Commission.

Due to the resignation of Dr. Cao, it is recommended that the City Council make an appointment to the Senior Citizens' Commission (At-Large Position) from the attached resumes currently on file with the City Clerk's Office. Individuals who had resumes on file for the City boards and commission were contacted and those on the attached list expressed an interest to serve on the Senior Citizens' Commission.

In order to facilitate the City Council's appointment to the Senior Citizen's Commission, the following documents are attached:

- Resignation Letter of Dr. Michael Cao
- Citizen Service Resumes (in alphabetical order) for Robert Bolster and Daniel Malki. Applicants have been verified as residents and registered voters of Arcadia.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

FISCAL IMPACT

There is no fiscal impact resulting from the City Council appointing a new member of the Senior Citizen's Commission.

RECOMMENDATION

It is recommended that the City Council make an appointment to the Senior Citizens' Commission (At-Large Position) to fill an unexpired term which expires June 30, 2023.

Attachments: Resignation Letter – Michael Cao
Citizen Service Resumes

Linda Rodriguez

From: Bani Antonacci
Sent: Monday, December 5, 2022 9:30 AM
To: City Clerk General Mailbox
Subject: FW: Senior Citizens Commission Letter of Resignation

-----Original Message-----

From: [REDACTED]
Sent: Thursday, December 1, 2022 2:15 PM
To: Bani Antonacci <bantonacci@arcadiaca.gov>
Cc: Gina Hernandez <ghernandez@arcadiaca.gov>
Subject: Re: Senior Citizens Commission Letter of Resignation

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Everyone,

I hope everyone is doing well and had a wonderful Thanksgiving holiday.

I wanted to inform you and the commission that I have been elected to Arcadia city council and that I am resigning from my position effective December 2, 2022.

Thank you so much for the opportunity to volunteer in this position. I've greatly enjoyed and appreciated being part of an incredible team. I wish the commission continued success!

Best regards,
Michael

Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

CITY OF ARCADIA
MAY 19 2022
CITY MANAGER

- Arcadia Beautiful Commission*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

NAME ROBERT BOLSTER DATE OF BIRTH 10/12/1940
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT ONE TWO THREE FOUR FIVE NOT SOME

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED

EMPLOYER _____ ARE YOU AN ARCADIA REGISTERED VOTER? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT? 41 YR ARE YOU A LEADERSHIP ACADEMY GRADUATE? YES NO

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)
UNDER GRAD U.S NAVAL ACADEMY CLASS OF 1962
POST GRAD UCLA MBA CLASS OF 1968

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)
ELDER OF SAN MARINO COMMUNITY CHURCH
PRES. OF LEL MOUNTER - ARCADIA CIVITAN CLUB
FORMERLY PRES OF SO. CAL PLASTER ASSOCIATION

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE
CO-OWNED 2 CONSTRUCTION SUB-CONTRACTING CO.S

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?
TO SEEK QUALIFIED APPLICANTS BY EDUCATION & EXPERIENCE FOR CITY JOBS, OBJECTIVE CRITERIA FOR PROMOTION, FAIRLY SEEK MINORITY EMPLOYEES WORK IN CONCERN WITH NEIGHBORING CITIES

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES NO

***ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES NO


DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SIGNATURE

5/14/2022

DATE

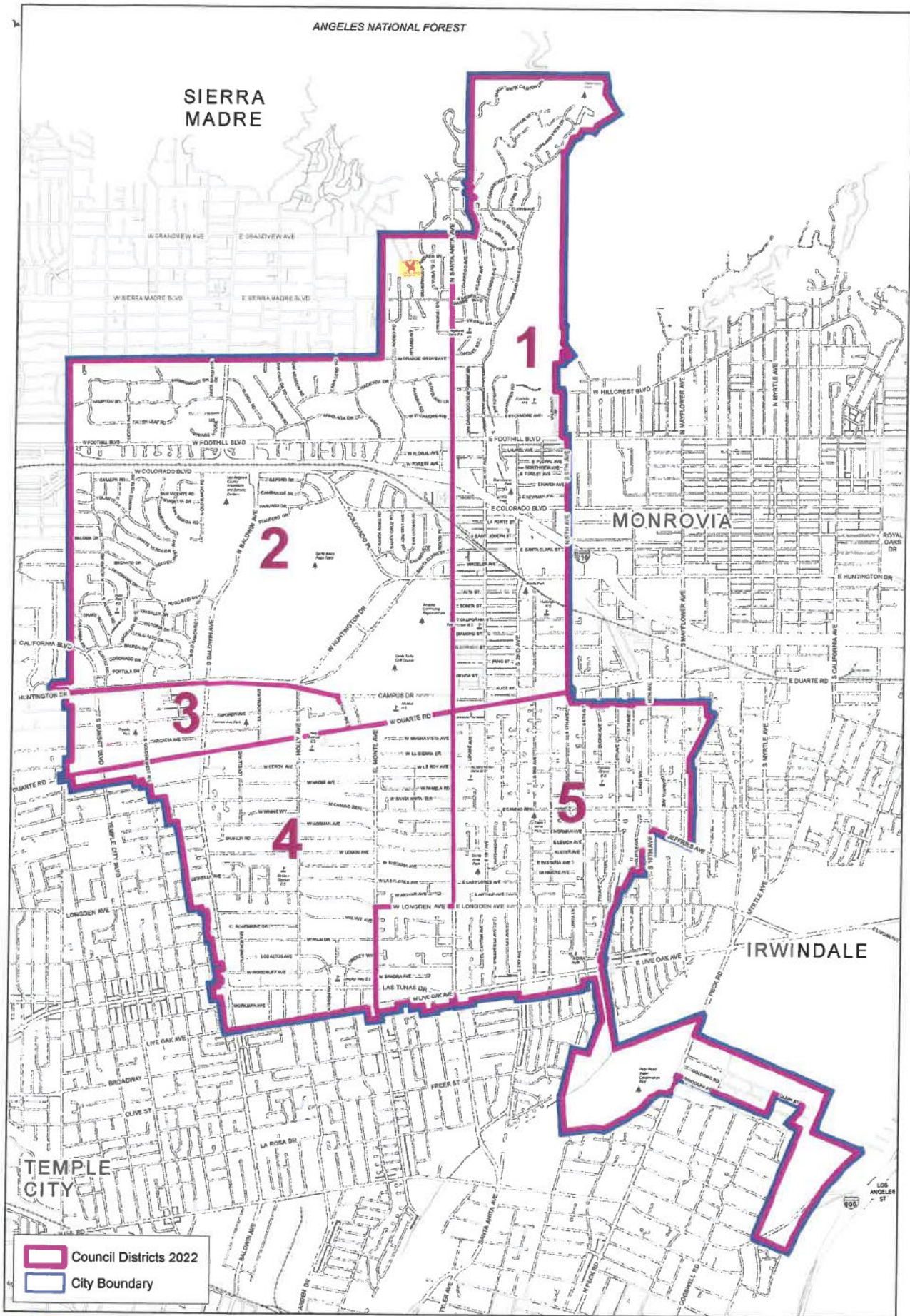
NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE
240 W. HUNTINGTON DRIVE
ARCADIA, CA 91007

OR

Email us at CityClerk@ArcadiaCA.gov Questions?

Please contact us at (626) 574-5455



Council District
City of Arcadia, California



Citizen Service Resume JAN 7 2022

CITY OF ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

NAME Daniel Malki DATE OF BIRTH 08/14/1995

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT ONE TWO THREE FOUR FIVE

HOME PHONE [REDACTED] BUSINESS PHONE Lawyer (updated 12-14-22)

EMAIL ADDRESS [REDACTED] OCCUPATION Legal Aid/Student

EMPLOYER Democratic National Committee (updated 12-14-22)
American Bar Association ARE YOU AN ARCADIA REGISTERED VOTER? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT? 12 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? YES NO

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates) (Please see attached document for more information)

Harvard Law School, Cambridge, MA Expected May 2022
 Master of Laws Candidate
 Honors: Dean's Academic Excellence Award Scholar
 Activities: Graduate and International Program Social Chair
 Thomas Jefferson School of Law, San Diego, CA Spring 2021
 Juris Doctor
 University of California, Santa Barbara, Santa Barbara, CA Spring 2018
 Bachelor of Arts in Economics and Political Science
 Activities: Sports Management Fellow; Founder & President, Real Estate Club (Fall 2016 - Spring 2018); Intramural Soccer Referee (Fall 2016 - Spring 2017)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

As a Congressional Intern with the United States House of Representatives, I worked on behalf of the Arcadia community and the 27th District as a whole. Under Representative Judy Chu, I researched legislation relating to policy issues and summarized findings in memos for Senate and Congress. Additionally, I composed speeches for use in public presentations statewide and drafted correspondence to constituents by providing a resolution to their efforts with federal agencies. Moreover, I drafted correspondence to constituents by providing a resolution to their efforts with federal agencies.

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE (Please see attached document for more information)

Currently, I work as an Ambassador for Los Angeles County and San Diego County with the Armenian National Committee of America ("ANCA") where I strive to continue to facilitate change by expanding economic aid while advancing constructive foreign aid policies. Such strategies are key objectives that are dear to my heart as an ethnic minority. Likewise, I communicate with over 435 House offices to advocate for Armenia, Artsakh, and humanitarian relief. I learn how to strategize advocacy methods to pass pieces of legislation on matters relating to Armenia and the Armenian-American community. Additionally, I play a key role in expanding the U.S.-Armenia and U.S.-Artsakh partnerships. Through my work with the ANCA, I serve on the Board for the Armenian Bar Association ("ABA"). Under the ABA, I address legal concerns on behalf of the Armenian community through International Tribunals, the Committee on the Elimination of Racial Discrimination (CERD) within the United Nations, and the Global Magnitsky Human Rights Accountability Act.

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Arcadia needs elected Board and Commission members in City Hall with experience in making additional positive change happen. Our community has many strengths that others can only dream about: a first-class schooling system, captivating homes to live in, a safe neighborhood to raise children, and forward-thinking measures being passed such as the recent approval of Measure A, granting Arcadia's residents to invest in their own city, among many others. These strengths have not only positively transformed the city's landscape, but have also created great changes in Arcadia's real estate sector. But like other cities, Arcadia has challenges that we must face head-on together. This is no time for on-the-job training among our local elected officials. Our city faces many tough challenges, but with strong leadership and an engaged public, we can move forward together. I believe I hold the predicates to be a Board and Commission Member and achieve them, expecting that you may grant me the honor to become Arcadia's active voice before the community.

(Please see attached document for more information)

Arcadia City Boards and Commission Application

PLEASE LIST YOUR EDUCATION (Include professional or vocational licenses of certificates)

Harvard Law School, Cambridge, MA *Expected May 2022*
Master of Laws Candidate

Honors: Dean's Academic Excellence Award Scholar
Activities: Graduate and International Program Social Chair

Thomas Jefferson School of Law, San Diego, CA Spring 2021
Juris Doctor

Honors: Dean's Honor Roll Recipient (Fall 2019, Spring 2021); CALI Excellence for the Future Award: Evidence, Advanced Legal Analysis, & Bar Exam Fundamentals (Fall 2019 & Spring 2021); Best Respondent's Brief, Charleston School of Law National Moot Court Competition (Spring 2021); Student Organization President of the Year (Fall 2020 – Spring 2021)

Activities: Chair and Coach, Moot Court Honor Society (Fall 2020 – Spring 2021); President, Armenian Law Student Association (Fall 2019 – Spring 2021); Certified Law Student, Small Business Law Center's Trademark Clinic (Fall 2020)

University of California, Santa Barbara, Santa Barbara, CA Spring 2018
Bachelor of Arts in Economics and Political Science

Activities: Sports Management Fellow; Founder & President, Real Estate Club (Fall 2016 – Spring 2018); Intramural Soccer Referee (Fall 2016 – Spring 2017)

PLEASE DETAIL YOUR ARCADIA COMMUNITY INVOLVEMENT (List organization memberships, volunteer assignments, elected or appointed office, etc.)

As a Congressional Intern with the United States House of Representatives, I worked on behalf of the Arcadia community and the 27th District as a whole. Under Representative Judy Chu, I researched legislation relating to policy issues and summarized findings in memos for Senate and Congress. Additionally, I composed speeches for use in public presentations statewide and drafted correspondence to constituents by providing a resolution to their efforts with federal agencies. Moreover, I drafted correspondence to constituents by providing a resolution to their efforts with federal agencies.

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT YOU BELIEVE QUALIFIES YOU TO SERVE.

Witnessing my parents run through hurdles to operate a small business as immigrants in the United States have coaxed me in developing a keen interest in domestic and foreign affairs

and how geopolitics impacts trade and commerce. Moreover, equipped with specialized training in domestic and foreign affairs, I believe as a government leader, I will reshape building a cross-cultural and economic growth framework in the City of Arcadia.

My professional history and community involvement instill in me the experience, communication, and networking capability to be a distinct representative alongside my fellow colleagues in the Arcadia City Council. As detailed above, I previously worked with the United States House of Representatives in California's 27th Congressional District. I served as the primary intermediary between both Congressmen and elected officials and federal agencies within the 27th District. Furthermore, I researched and tracked business legislation relating to policy issues and summarized findings in memos.

In addition, as a Legislative Aide under Representative Scott Peters of California's 52nd Congressional District, I was chiefly responsible for drafting constituent form letters and memoranda, tracking legislation, conducting legislative research, and meeting constituent and interest groups. Lastly, I served as agency contact with members of the General Assembly, other state and local government bodies, the public, and other interested groups and organizations to resolve constituent problems and form effective relationships for Congressman Peters, and played an integral part in coordinating the agency's legislative process throughout the year.

Currently, I work as an Ambassador for Los Angeles County and San Diego County with the Armenian National Committee of America ("ANCA") where I strive to continue to facilitate change by expanding economic aid while advancing constructive foreign aid policies. Such strategies are key objectives that are dear to my heart as an ethnic minority. Likewise, I communicate with over 435 House offices to advocate for Armenia, Artsakh, and humanitarian relief. I learn how to strategize advocacy methods to pass pieces of legislation on matters relating to Armenia and the Armenian-American community. Additionally, I play a key role in expanding the U.S.-Armenia and U.S.-Artsakh partnerships. Through my work with the ANCA, I serve on the Board for the Armenian Bar Association ("ABA"). Under the ABA, I address legal concerns on behalf of the Armenian community through International Tribunals, the Committee on the Elimination of Racial Discrimination (CERD) within the United Nations, and the Global Magnitsky Human Rights Accountability Act.

WHY ARE YOU INTERESTED IN SERVING ON THE ARCADIA CITY COUNCIL?

The United States of America is the land of opportunities that offers relief to many people. While being a minority presents enough challenges, being a minority within the larger minority groups in the United States gives even more unique issues that one would ever have to fathom. Moreover, one is torn between being a minority American or identifying with their country of origin. My ancestral ethnicity is characterized by the victimization of my ethnic group, making it more challenging to accept my ethnic identity for many years.

I grew up in the City of Arcadia and currently reside in District 5, which comprises of about 62% Asians, with Chinese being the majority. Asians are a minority racial group in the United States. Correspondingly, being of Asian or Aramean descent presents unique challenges. Arameans are often perceived within the shadows of other ethnic groups or are considered inconsequential.

I was born to Aramean parents of Assyrian ancestry. Being of Aramean descent presents unique challenges. Other cultures often mask the Aramean ethnic group raising the question of whether the Ottoman genocide succeeded in obliterating the ethnic group. For instance, the Aramean culture looks similar to the Hebrew culture while often being mistaken with the Syrian culture. Furthermore, the contribution of Arameans often goes unnoticed. These scenarios imply that Arameans are often perceived within the shadows of other ethnic groups or are considered inconsequential.

Living in the shadows of other ethnic groups, as well as the prejudices and occasional discriminations, has significantly shaped the person I am today. For many years, I presumed an ethnic identity that befits the circumstances and was convenient for a given situation. Over the years, I have understood the essence of being happy and confident about my ethnicity. Subsequently, I gained interest in International Business and Economic Law to promote and prevent systematic racial inequality that encourages injustices using sociopolitical and geopolitical perspectives to maximize the economic benefits of trade and working relationships with other nations. My academic background will translate into working on behalf of the City of Arcadia and its vast population of Asian Americans as a Boards and Commission member to perpetually foster a healthy Arcadia both socially and economically.

I love Arcadia. This city has made me the man that I am. Having grown up in Arcadia, and having family members' owning multiple residents in the city, I witnessed, first-hand, Arcadia's success in attracting excellent projects and investment across all sectors.

Arcadia needs elected Boards and Commission members in City Hall with experience in making additional positive change happen. Our community has many strengths that others can only dream about: a first-class schooling system, captivating homes to live in, a safe neighborhood to raise children, and forward-thinking measures being passed such as the recent approval of Measure A, granting Arcadia's residents to invest in their own city, among many others. These strengths have not only positively transformed the city's landscape, but have also created great changes in Arcadia's real estate sector. But like other cities, Arcadia has challenges that we must face head-on together. This is no time for on-the-job training among our local elected officials. Our city faces many tough challenges, but with strong leadership and an engaged public, we can move forward together. I believe I hold the predicates to be a Boards and Commission Member and achieve them, expecting that you may grant me the honor to become Arcadia's active voice before the community.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES NO

***ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES NO

I HEREBY CERTIFY



AND CORRECT TO THE BEST OF MY KNOWLEDGE.

January 7, 2022

SIGNATURE

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE
240 W. HUNTINGTON DRIVE
ARCADIA, CA 91007

OR

Email us at CityClerk@ArcadiaCA.gov

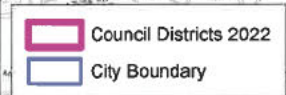
Questions? Please contact us at (626) 574-5455

SIERRA MADRE

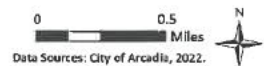
MONROVIA

IRWINDALE

TEMPLE CITY



Council District
City of Arcadia, California



**ARCADIA CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 6, 2022**

1. **CALL TO ORDER** – Mayor Beck called the Regular Meeting to order at 7:00 p.m.
2. **INVOCATION** – Reverend Darwin Ng, Arcadia Police Department Chaplain
3. **PLEDGE OF ALLEGIANCE** – Girl Scout Troop 6031
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Danielson, Tay, Verlato, Cheng, and Beck
ABSENT: None

5. **SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

City Manager Lazzaretto announced that the certified election results from the County for City Clerk Item 7.a. were distributed to the City Council along with a letter from Jeff Maloney, Mayor of Alhambra, seeking support for his nomination regarding City Manager Item 12.a.

6. **MOTION TO READ ALL ORDINANCES AND RESOLUTIONS BY TITLE ONLY AND WAIVE THE READING IN FULL**

A motion was made by Council Member Verlato and seconded by Mayor Pro Tem Cheng to read all ordinances and resolutions by title only and waive the reading in full.

7. **CITY CLERK**

- a. Resolution No. 7471 reciting the facts of the General Municipal Election in Arcadia on Tuesday, November 8, 2022, declaring the results and such other matters as provided by law.
CEQA: Not a Project
Recommended Action: Adopt

The staff report was presented by City Manager Lazzaretto. It was moved by Mayor Pro Tem Cheng, seconded by Council Member Tay, and carried on a roll call vote to approve City Clerk Item 7.a.

AYES: Cheng, Tay, Danielson, Verlato, and Beck
NOES: None
ABSENT: None

8. **PRESENTATIONS TO OUTGOING MAYOR AND CITY COUNCIL MEMBERS**

Presentations to outgoing Mayor Tom Beck, Council Member Sho Tay, and Council Member Michael Danielson

Presentation by Assemblymember Mike Fong

Presentation by Los Angeles County Supervisor Kathryn Barger

Presentation by Los Angeles County Assessor Jeffrey Prang

Presentation by City Council Member and former Mayor Yvonne Yiu on behalf of City of Monterey Park

Presentation by Vice President Terrence Williams, Secretary Board Member Joan Schmidt, and Council Member Linda Sells on behalf of Monrovia Arcadia Duarte (MAD) Town Council

Presentation by Senior Field Representative/Casework Manager Maile Plan on behalf of Congresswoman Judy Chu

Presentation by Board Member Cindy Wu on behalf of Mountain View School District Board of Education.

Presentation by Mayor Pro Tem Paul Cheng on behalf of Senator Susan Rubio.

Presentation by Arcadia Unified School District Board Members Fenton Eng, Leigh Chavez, and Raymond Cheung

Presentation by USC Arcadia Hospital Foundation President Michael Driebe

Presentation by Director of Community Service & Special Projects Pete Siberell on behalf of Santa Anita Park

Presentation by President Vicki Knight and Karen McNair on behalf of Arcadia Chamber of Commerce

Presentation by Co-Presidents David Lee and Sara Ho on behalf of the Arcadia Chinese Association

Presentation by President Martin Gandell on behalf of the Downtown Arcadia Improvement Association

Presentation by Vice President Greg Vanni, Chief Executive Officer Tashera Taylor, and Chief Development Officer Raina Martinez and Chief Administrative Officer Mike Antenesse, on behalf of Foothill Unity Center

Presentations to outgoing Mayor Tom Beck

Presentation by Mayor Pro Tem Paul Cheng on behalf of Senator Dianne Feinstein

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Monrovia

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of San Gabriel

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Sierra Madre

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Temple City

Presentation by Mayor Pro Tem Paul Cheng on behalf of City of Arcadia – Gavel plaque and City tile plaque

Remarks by outgoing Mayor Tom Beck

Presentations to outgoing Council Member Sho Tay

Presentation by Mayor Pro Tem Paul Cheng on behalf of Senator Dianne Feinstein

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Monrovia

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of San Gabriel

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Sierra Madre

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Temple City

Presentation by Mayor Pro Tem Paul Cheng on behalf of City of Arcadia –City tile plaque

Remarks by outgoing Council Member Sho Tay

Presentations to outgoing Council Member Michael Danielson

Presentation by Mayor Pro Tem Paul Cheng on behalf of Senator Dianne Feinstein

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Monrovia

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of San Gabriel

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Sierra Madre

Presentation by Mayor Pro Tem Paul Cheng on behalf of the City of Temple City

Presentation by Mayor Pro Tem Paul Cheng on behalf of City of Arcadia –City tile plaque

Remarks by outgoing Council Member Michael Danielson

9. ADMINISTRATION OF OATH OF OFFICE AND CITY COUNCIL REORGANIZATION

- a. Administration of the oath of office to newly elected members of the City Council.
- b. Remarks by newly elected members of the City Council.
- c. City Council reorganization
 1. Administration of the oath of office to Mayor Pro Tem Verlato
 2. Comments by Mayor Pro Tem Verlato
 3. Administration of the oath of office to Mayor Cheng
 4. Comments by Mayor Cheng
 5. Comments by Members of the City Council and City Clerk

Council Member Cao announced that he was a former commission member of the Senior Citizens' Commission; he stated that the Commission and Recreation Department provide many services in support of Arcadia seniors and noted that they are the foundation of the City.

Council Member Kwan thanked the community for giving her the opportunity to serve the City.

Council Member Wang thanked District 3 residents for their support and encouraged them to reach out and express any concerns they may have.

Mayor Pro Tem Verlato thanked her family for their support; she announced that Saturday is the Downtown Arcadia Holiday Fair; and encouraged everyone to attend the event.

City Clerk Glasco congratulated the new Council Members and wished them well.

Mayor Cheng announced that he attended the 69th Annual Festival of Bands, the Senior Citizens' Commission meeting; the Los Angeles County Asian American Employees Association's 50th Anniversary Seminar; the Holiday Toy Drive hosted by Congresswoman Judy Chu; the Franklin Foundation Fundraiser which support Chinese American children with autism; he noted that he represented the City at a Volunteer Breakfast Appreciation Event; and encouraged everyone to attend the Downtown Arcadia Holiday Fair on Saturday.

10. PUBLIC COMMENTS

Zeeman Wong, of The American Chinese Experts Association, appeared and congratulated the new City Council Members and thanked them for their contributions to the community.

Jeff Maloney, Mayor of Alhambra, appeared and thanked the outgoing City Council members; he congratulated the new Council Members; and requested support as an Alternate Board Member for the San Gabriel Basin Water Quality Authority, in relation to City Manager Item 12.a.

Nader Samaan, appeared and thanked Council Member Kwan for her commitment to serve Arcadia.

Dustin Nicolarsen, owner of The Derby restaurant in Arcadia, appeared and thanked the City and City Council for helping his business during the COVID-19 pandemic, as the City's assistance helped save his business.

11. CONSENT CALENDAR

- a. Regular Meeting Minutes of November 15, 2022, and Special Meeting Minutes of November 29, 2022.
CEQA: Not a Project
Recommended Action: Approve
- b. Donation of a Scent Discriminate Tracking Dog and \$2,500 from the Arcadia Police Foundation for the Arcadia Police Department's Police Service Dog (K-9) Program.
CEQA: Not a Project
Recommended Action: Accept
- c. Resolution No. 7472 accepting a dedication for street and sidewalk purposes and approving Final Parcel Map No. 82694 for a three-unit multi-family residential condominium subdivision at 828 W. Naomi Avenue.
CEQA: Exemption
Recommended Action: Approve
- d. Participant Agreement with the County of Los Angeles Region Imagery Acquisition Consortium 7 ("LARIAC7") for digital aerial imagery and dataset evaluation for the City's Geographic Information System in the amount of \$47,583.
CEQA: Not a Project
Recommended Action: Approve
- e. La Salle College Preparatory Proposal for improvements to Orange Grove Park Tennis Courts.
CEQA: Exemption
Recommended Action: Accept

It was moved by Council Member Cao, seconded by Mayor Pro Tem Verlato, and carried on a roll call vote to approve Consent Calendar Items 11.a through 11.e.

AYES: Cao, Verlato, Kwan, Wang, and Cheng
NOES: None
ABSENT: None

12. CITY MANAGER

- a. Resolution No. 7470 casting its votes for one of the five candidates to represent Arcadia and other cities with Prescriptive Pumping Rights as an alternate Board Member on the San Gabriel Basin Water Quality Authority.

CEQA: Not a Project

Recommended Action: select a Candidate and Adopt

City Manager Lazzaretto presented the staff report. It was moved by Mayor Cheng, seconded by Mayor Pro Tem Verlato, and carried on a roll call vote to select Mayor Maloney to represent Arcadia and other cities with Prescriptive Pumping Rights as the Alternate Board Member on the San Gabriel Basin Water Quality Authority.

AYES: Cheng, Verlato, Cao, and Wang

NOES: None

ABSENT: None

ABSTAIN: Kwan

13. ADJOURNMENT

The City Council adjourned at 9:47 p.m. to Tuesday, December 20, 2022, at 6:00 p.m. in the City Council Chambers.



Rachelle Arellano
Deputy City Clerk



STAFF REPORT

Office of the City Clerk

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Linda Rodriguez, Assistant City Clerk

SUBJECT: MAYOR'S APPOINTMENTS OF CITY COUNCIL MEMBERS TO CITY BOARDS, COMMISSIONS, AND OUTSIDE GOVERNMENTAL AGENCIES

CEQA: Not a Project
Recommendation: Receive and File

SUMMARY

Each year following the City Council Reorganization, the Mayor makes appointments to City boards and commissions and outside governmental agencies. The attached Council Member Liaison List (Exhibit "A") reflects the various City boards and commissions and outside agencies that City Council Members serve on. Mayor Cheng has appointed each City Council Member to serve as either the Delegate or the Alternate (when applicable) for seven City boards and commissions, and 12 outside governmental agencies, beginning on December 21, 2022.

Based on the voter-approved City Charter Amendments from the November 8, 2022, General Municipal Election, the position of Mayor and Mayor Pro Tem will rotate every 9.5 months. The City Council Liaison appointments to the various boards, commissions, and committees will also be evaluated and/or modified following the 9.5-month rotation period, also known as the City Council Reorganization. Based on the current appointment date, the next City Council Reorganization, and corresponding liaison appointments or re-appointments, is projected to occur in September 2023.

ENVIRONMENTAL ANALYSIS

This proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

FISCAL IMPACT

Any costs to attend outside governmental agency meetings have been budgeted in the City Council's Fiscal Year 2022-23 Annual Budget. There is no fiscal impact to the City's budget as a result of the City Council appointments.

RECOMMENDATION

It is recommended the City Council receive and file the Mayor's appointments of City Council Members to City boards and commissions and outside governmental agencies beginning December 21, 2022.

Attachment: Exhibit "A" – Council Member Liaison List 2022-23

Exhibit "A"

CITY OF ARCADIA
COUNCIL MEMBER LIAISON LIST
December 20, 2022

	Meeting Date/Time	Delegate	Alternate
Arcadia Beautiful Commission	Meetings are scheduled as needed	Sharon Kwan	n/a
Arcadia Museum Commission	1 st Wednesday of every other month at 5:00 pm	April Verlato	n/a
Human Resources Commission	2 nd Thursday at 5:30 pm	Paul Cheng	n/a
Library Board of Trustees	3 rd Thursday at 4:30 pm	Eileen Wang	n/a
Planning Commission	2 nd and 4 th Tuesday at 7:00 pm	Michael Cao	n/a
Recreation Commission	2 nd Wednesday at 6:00 pm	April Verlato	n/a
Senior Citizen's Commission	1 st Thursday at 4:00 pm	Sharon Kwan	n/a
Arcadia Council PTA	Meetings called as needed	Paul Cheng	Michael Cao
Chamber of Commerce	2 nd Tuesday at 8:00 am	Eileen Wang	Paul Cheng
Foothill Workforce Development Board	Meetings called as needed	Eileen Wang	n/a
Foothill Transit Authority	Last Friday of each month (Dark in November)	Michael Cao	Sharon Kwan
L.A. County Division of the League	1 st Thursday at 7:00 pm <i>(January, March, June, August & December)</i>	Michael Cao	Sharon Kwan
L.A. County Sanitation District ** (Districts 15 and 22)	4th Wednesday at 1:30 pm	Paul Cheng	Michael Cao
L.A. County City Selection Committee *	on call	Paul Cheng	April Verlato
Metro Gold Line Phase II JPA/Foothill Gold Line	2nd Thursday at 11:30 am (Dark in August)	Sharon Kwan	Eileen Wang
San Gabriel Valley Council of Governments	3rd Thursday at 4:00 pm	April Verlato	Paul Cheng
San Gabriel Valley Mosquito and Vector Control District ***	2nd Friday at 7:00 am	Sho Tay (exp 12/31/25)	n/a
Southern California Association of Governments	1st Thursday in May	Paul Cheng	Michael Cao
Clean Power Alliance	1st Thursday of each month at 1:00 pm	Michael Cao	Dominic Lazzaretto

*The Mayor and Mayor Pro Tem have traditionally been named the Delegate and Alternate for the L.A. County City Selection, but not required.

**The Delegate to the Sanitation District must be the Mayor, but either the Delegate or Alternate may attend the meetings.

***In January 2022, the City Council appointed Council Member Tay to a 4-year term – term ends January 2026.

Agencies highlighted require Annual Form 700 filings and AB 1234 Training Certificates



STAFF REPORT

Public Works Services Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Michael Loekman, P.E., Principal Civil Engineer

SUBJECT: RESOLUTION NO. 7474 AMENDING THE FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM BUDGET, AUTHORIZING A SUPPLEMENTAL BUDGET APPROPRIATION FOR THE MISCELLANEOUS SEWER MAIN REPAIR PROJECT IN THE AMOUNT OF \$18,100, OFFSET BY A REDUCTION IN THE SEWER RESERVE FUND; AND APPROVING A CONTRACT WITH BONADIMAN WATER INC. FOR THE MISCELLANEOUS SEWER MAIN REPAIR PROJECT IN THE AMOUNT OF \$118,100

CEQA: Exempt

Recommendation: Adopt and Approve

SUMMARY

The Fiscal Year 2022-23 Capital Improvement Program allocates funding for miscellaneous sewer main repairs. Through closed-circuit television (“CCTV”) inspection, the Public Works Services Department (“PWSD”) has identified sewer pipe segments that are in need of repair in various locations throughout the City. A qualified licensed contractor will excavate, remove, and replace damaged sections of the sewer pipe and perform repairs to manhole structures. To ensure that the City is receiving the most competitive prices and quality service for this work, a formal bid was conducted and Bonadiman Water Inc. submitted the lowest responsive bid.

It is recommended that the City Council adopt Resolution No. 7474 amending the Fiscal Year 2022-23 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Miscellaneous Sewer Main Repair Project in the amount of \$18,100 offset by a reduction in the Sewer Reserve Fund, and approving a contract with Bonadiman Water Inc. for the Miscellaneous Sewer Main Repair Project in the amount of \$118,100.

BACKGROUND

In 2006, the State Water Resources Control Board (“SWRCB”) adopted the Waste Discharge Requirement Program for all public-owned sanitary sewer collection systems in California with more than one mile of sewer pipeline. Under this program, the City is required to prepare and implement a Sewer System Management Plan (“SSMP”). The SSMP identifies routine and preventative operation and maintenance activities and preventative maintenance actions such as regular visual and CCTV inspections of manholes and sewer pipes. CCTV inspections provide evidence of the cleaning and maintenance that is performed as part of the SSMP as well as a record of the condition of the sewer mains and identification of deficiencies or sections requiring repair. The results of these inspections are reviewed and used to prioritize and prepare projects to repair damaged sewer pipe segments. Through routine inspection, the PWSD identified that the sewer mains on Foothill Blvd. and Colorado Blvd. are in need of repair. In addition, six manholes were found to be damaged and in need of repair. A copy of the Project Location Map is shown on Exhibit “A.”

DISCUSSION

A Notice Inviting Bids was published in the City’s adjudicated newspaper and bid packages were distributed to contractors that perform this type of work. On November 3, 2022, the City Clerk received three sealed bids with the following results:

Rank	Firm	Location	Bid
1.	Bonadiman Water Inc.	Riverside	\$118,100
2.	GRBCON Inc	Baldwin Park	\$125,995
3.	MNR Construction Inc.	Pomona	\$236,500

All bid documents were reviewed for content and the contractor’s background and recent projects were investigated for competency. Based on a review of the contractor’s references and evaluation of bids received, Bonadiman Water Inc. was determined to be the lowest responsive bidder capable of performing the work required. Bonadiman Water Inc. has completed similar projects for the Cities of Fullerton, Chino, Buena Park, Alhambra, Riverside, Azusa, and Glendora.

Funds in the amount of \$100,000 are budgeted in the Fiscal Year 2022-23 Capital Improvement Program Budget for the Miscellaneous Sewer Main Repair Project. The total cost for this project is \$118,100. Inflation has contributed to an increase in material costs and labor rates. Consequently, the amount budgeted is less than the actual cost of this project. A Budget appropriation in the amount of \$18,100 will supplement the existing Miscellaneous Sewer Main Repair Project Budget to cover the entire project cost.

ENVIRONMENTAL ANALYSIS

This project involves the replacement and minor alteration of an existing utility system with no expansion of the system and, therefore, qualifies as a Class 2 categorical exemption per 15302(c) of the California Environmental Quality Act.

FISCAL IMPACT

Funds in the amount of \$100,000 have been budgeted in the Fiscal Year 2022-23 Capital Improvement Program for the Miscellaneous Sewer Main Repair Project. The total cost for this Project is \$118,100. A budget appropriation in the amount of \$18,100, offset by a reduction in the Sewer Reserve Fund, will supplement the existing Miscellaneous Sewer Main Repair Project Budget to cover the entire project cost.

RECOMMENDATION

It is recommended that the City Council determine that this contract is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7474 amending the Fiscal Year 2022-23 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Miscellaneous Sewer Main Repair Project in the amount of \$18,100, offset by a reduction in the Sewer Reserve Fund, and approving a contract with Bonadiman Water Inc. for the Miscellaneous Sewer Main Repair Project in the amount of \$118,100.

Approved:



Dominic Lazzaretto
City Manager

Attachments: Exhibit "A" - Project Location Map
Proposed Contract
Resolution No. 7474

Exhibit "A" - Project Location Map

Miscellaneous Sewer Main Repair Project

Project No.: 33861223



CITY OF ARCADIA

1020 LOMA LISA LN.
MANHOLE REPAIR

FOOTHILL BLVD. AT BALDWIN AVE.
MAINLINE REPAIR

995 SINGINGWOOD DR.
MANHOLE REPAIR

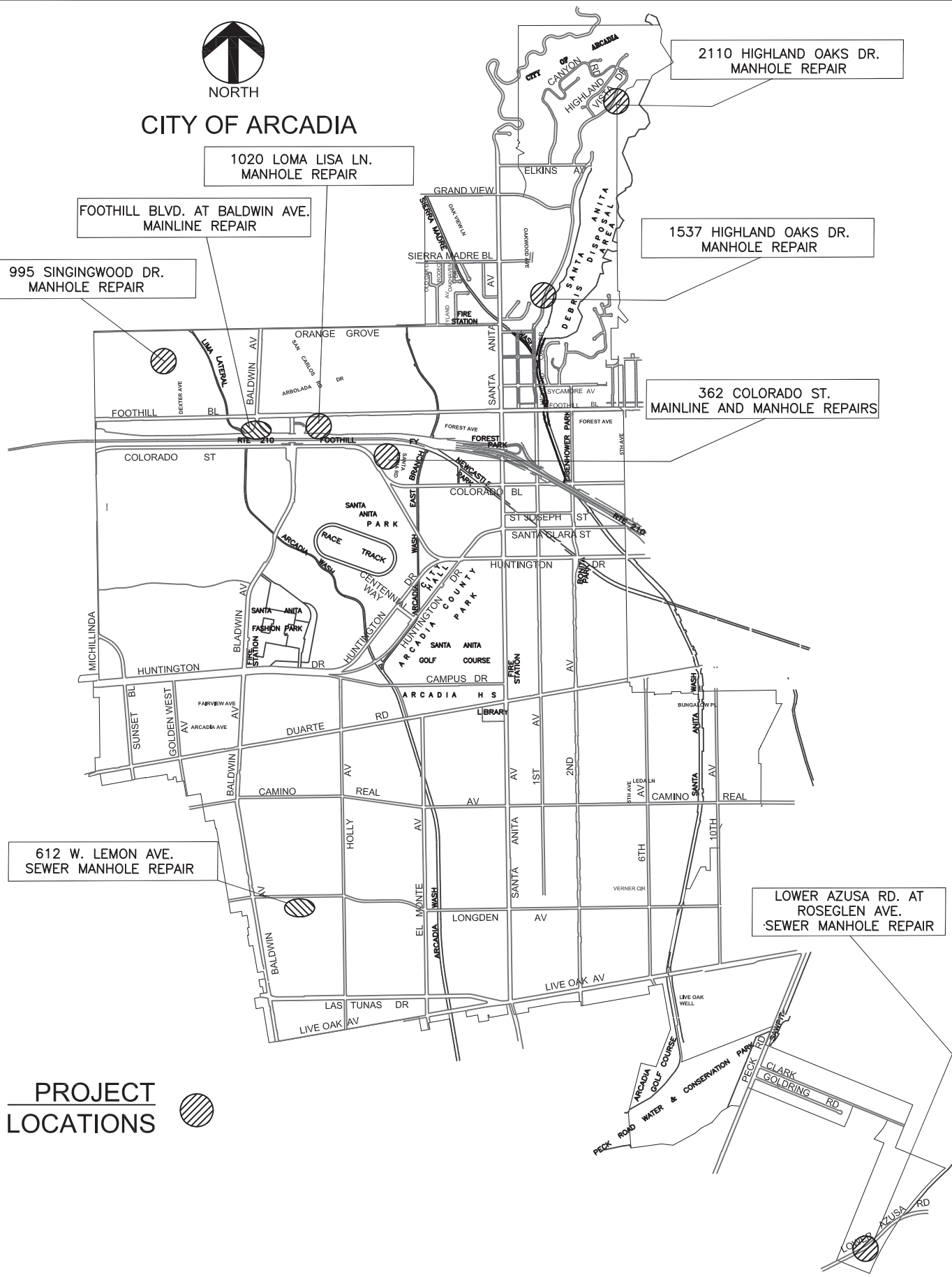
1537 HIGHLAND OAKS DR.
MANHOLE REPAIR

362 COLORADO ST.
MAINLINE AND MANHOLE REPAIRS

612 W. LEMON AVE.
SEWER MANHOLE REPAIR

LOWER AZUSA RD. AT
ROSEGLLEN AVE.
SEWER MANHOLE REPAIR

**PROJECT
LOCATIONS**



CITY OF ARCADIA

**MISCELLANEOUS SEWER MAIN REPAIR PROJECT
PROJECT NO: 33861223**

CONTRACT

**BETWEEN
CITY OF ARCADIA
AND
BONADIMAN WATER, INC.**

**CONTRACT FOR THE
CITY OF ARCADIA**

This CONTRACT, No. _____ is made and entered into this ____ day of _____, _____, by and between City of Arcadia, sometimes hereinafter called "City," and **Bonadiman Water, Inc.**, sometimes hereinafter called "Contractor."

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other as follows:

A. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated in the Contract, and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5, below, for the following Project:

**MISCELLANEOUS SEWER MAIN REPAIR PROJECT /
PROJECT NO: 33861223**

The Contractor and its surety shall be liable to the City for any damages arising as a result of the Contractor's failure to comply with this obligation.

B. TIME FOR COMPLETION. Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **45 Callander Days** from the commencement date stated in the Notice to Proceed. By its signature hereunder, the Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

C. CONTRACT PRICE. The City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **ONE HUNDRED EIGHTEEN THOUSAND, ONE HUNDRED DOLLARS AND NO CENTS (\$118,100.00)**. Payment shall be made as set forth in the General Conditions.

D. LIQUIDATED DAMAGES. In accordance with Government Code section 53069.85, it is agreed that the Contractor will pay the City the sum set forth in Special Conditions, Article 1.11 for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, the Contractor agrees the City may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.

E. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Bid Bond
- Designation of Subcontractors
- Information Required of Bidders
- Non-Collusion Declaration Form
- Iran Contracting Act Certification
- Public Works Contractor Registration Certification
- Performance Bond

Payment (Labor and Materials) Bond
General Conditions
Special Conditions
Technical Specifications
Addenda
Plans and Drawings
Standard Specifications for Public Works Construction "Greenbook", latest edition, Except
Sections 1-9
Applicable Local Agency Standards and Specifications, as last revised
Approved and fully executed change orders
Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

F. PROVISIONS REQUIRED BY LAW AND CONTRACTOR COMPLIANCE. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including, but not limited to, the provisions of the California Labor Code and California Public Contract Code which are applicable to this Work.

G. INDEMNIFICATION. Contractor shall provide indemnification and defense as set forth in the General Conditions.

H. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the City's Administrative Office or may be obtained online at dir.ca.gov and which must be posted at the job site.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year above written.

CITY OF ARCADIA

BONADIMAN WATER, INC.

By: _____
Dominic Lazzaretto
City Manager

By: _____
Signature

Print Name and Title

Attest:

By: _____
City Clerk

By: _____
Signature

Print Name and Title

Approved as to Form:

Stephen P. Deitsch
City Attorney

RESOLUTION NO. 7474

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM BUDGET AUTHORIZING A SUPPLEMENTAL BUDGET APPROPRIATION FOR THE MISCELLANEOUS SEWER MAIN REPAIR PROJECT IN THE AMOUNT OF \$18,100, OFFSET BY A REDUCTION IN THE SEWER RESERVE FUND

WHEREAS, the Fiscal Year 2022-23 Capital Improvement Program includes funding for the Miscellaneous Sewer Main Repair Project; and

WHEREAS, the State Water Resources Control Board (“SWRCB”) adopted the Waste Discharge Requirement Program for all public owned sanitary sewer collection systems in California which requires the preparation and implementation of a Sewer System Management Plan (“SSMP”); and

WHEREAS, the SSMP identifies routine and preventative operation and maintenance activities and preventative maintenance actions such as regular visual and CCTV inspections of manholes and sewer pipes; and

WHEREAS, the results of these inspections identified that the sewer main on Foothill Blvd. and Colorado Blvd. are in need of repair, and

WHEREAS, the CCTV inspections also found that six manholes are damaged and in need of repair; and

WHEREAS, the total amount of \$118,100 is necessary for the Miscellaneous Sewer Main Repair Project; and

WHEREAS, only \$100,000 was included in the FY 2022-23 Capital Improvement Program for this project; and

WHEREAS, an appropriation in the amount of \$18,100 is needed to complete the Miscellaneous Sewer Main Repair Project; and

WHEREAS, the City Manager has certified that there are sufficient reserves available in the Sewer Reserve Fund for appropriation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The sum of Eighteen Thousand One Hundred Dollars (\$18,100) is hereby appropriated in the FY22-23 Capital Improvement Program Budget, offset with an equal reduction in the Sewer Reserve Fund.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this 20th day of December, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney



STAFF REPORT

Public Works Services Department

DATE: December 20, 2022
TO: Honorable Mayor and City Council
FROM: Paul Cranmer, Public Works Services Director
By: John Corona, Utilities Superintendent

SUBJECT: RESOLUTION NO. 7475 AMENDING THE FISCAL YEAR 2022-23 WATER FUND OPERATING BUDGET AND AUTHORIZING A BUDGET APPROPRIATION FOR CARBON EXCHANGE SERVICES FOR THE LIVE OAK WELL GAC TREATMENT SYSTEM IN THE AMOUNT OF \$148,983, OFFSET BY A REDUCTION IN THE WATER RESERVE FUND; AND APPROVING A PURCHASE ORDER WITH CALGON CARBON CORPORATION FOR CARBON EXCHANGE SERVICES FOR THE LIVE OAK GAC TREATMENT SYSTEM IN THE AMOUNT OF \$213,983

CEQA: Exempt

Recommendation: Adopt and Approve

SUMMARY

The Public Works Services Department (“PWSD”) is responsible for the daily operation of City wells and the water that is distributed to the community. Water quality samples are taken regularly to ensure optimal water quality. In October 2018, water quality samples at Live Oak Well indicated that the well was impacted by Trichloroethylene (“TCE”), a volatile organic compound. Since TCE concentrations at Live Oak Well exceeded the allowable standards, a treatment system using Granular Activated Carbon (“GAC”) to remove TCE was constructed. Based on the State Water Resources Control Board (“SWRCB”) permit for operations, when the effectiveness of the GAC system wanes, new carbon filters must be installed.

It is recommended that the City Council adopt Resolution No. 7475 amending the Fiscal Year 2022-23 Water Fund Operating Budget and authorizing a budget appropriation for Carbon Exchange Services for the Live Oak GAC Treatment System in the amount of \$148,983, offset by a reduction in the Water Reserve Fund; and approve a Purchase Order with Calgon Carbon Corporation for Carbon Exchange Services for the Live Oak GAC Treatment System in the amount of \$213,983.

BACKGROUND

The PWSD operates the City's water distribution system, which provides water service to more than 56,000 residents through approximately 14,000 service connections. The City uses ground water wells as the primary source of water supply to meet the demands of water use in the City. Water quality samples are taken regularly to ensure optimal water quality.

In October 2018, water quality samples at Live Oak Well indicated that the well was impacted by TCE, a volatile organic compound. TCE is a federal and state regulated contaminant with a Maximum Contaminant Level ("MCL") of 5 parts per billion. Since TCE concentrations at Live Oak Well exceeded the allowable MCL, it was determined that a system to treat TCE would need to be constructed. On February 5, 2019, the City Council approved a Professional Services Agreement ("PSA") with Calgon Carbon Corporation for the construction of a GAC Adsorption System for Live Oak Well.

DISCUSSION

In July 2021, the City began operating the Live Oak GAC treatment system to remove TCE from the Live Oak Well aquifer. Based on contaminant levels documented in 2018, it was estimated that the GAC Adsorption System would need to be exchanged every 16 months. The City originally planned to exchange one vessel beginning in FY22-23 and budgeted \$65,000 in the Water Fund Operating Budget. However, four lead vessels have reached their carbon saturation level at the same time and all four need to be exchanged. It is crucial for the Live Oak Well to remain operational as it is a top producing well and the only source of water supply in Pressure Zone 4. Furthermore, based on the SWRCB permit for operations, once the GAC lead vessels experience contaminant breakthrough, a mandatory GAC exchange must be scheduled.

Calgon Carbon Corporation was awarded the original contract to supply the GAC for the treatment system. The GAC provided is specific to Arcadia's treatment needs and will be recycled for reuse only at our Live Oak Treatment facility. Due to these specific requirements and to avoid any possible cross contamination, Calgon Carbon Corporation meets the criteria to be considered a sole source provider.

ENVIRONMENTAL IMPACT

This project is considered a Class 1 exemption as defined in Section 15301(b) & (d) of the California Environmental Quality Act ("CEQA"), since the project consists of restoration or rehabilitation of deteriorated or damaged facilities to meet current standards of public health and safety. This project is categorically exempt per the California Environmental Quality Act as an existing facility, Section 15301 of the CEQA guidelines.

FISCAL IMPACT

Funds in the amount of \$65,000 were budgeted in Fiscal Year 2022-2023 Water Operating Budget. The total cost to exchange all four lead vessels is \$213,983. A budget appropriation from the Water Reserve Fund in the amount of \$148,983 is requested for the remainder of the Carbon Exchange Services for the Live Oak Well GAC Treatment System.

RECOMMENDATION

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7475 amending the Fiscal Year 2022-23 Water Fund Operating Budget and authorizing a budget appropriation for Carbon Exchange Services for the Live Oak Well GAC Treatment System in the amount of \$148,983, offset by a reduction in the Water Reserve Fund; and approve a Purchase Order with Calgon Carbon Corporation for Carbon Exchange Services for the Live Oak GAC Treatment System in the amount of \$213,983.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Proposed Carbon Exchange Quote
Resolution No. 7475

CALGON CARBON CORPORATION
ACTIVATED CARBON SCOPE OF SUPPLY FOR CITY OF WHITTIER

Contact: Tiffany Lee	Email: tlee@arcadiaca.gov
Project: Arcadia Filter Replacement	Date: 11/1/2022
Location: Arcadia, CA	

GAC Amount: 80,000 lbs (20,000 lbs per vessel)
GAC Turnkey Exchange Pricing: \$213,983

ITEMS INCLUDED:

- Product: Filtrasorb 400
- Quantity: 80,000 lbs
- Scope:
 - Delivery of fresh carbon to the well site will be in potable-dedicated trailers
 - Spent media will be taken back to our reactivation facility and saved as future CMR material to be used at this site, assuming that it passes testing, if not there will be additional disposal charges.
 - Installation of virgin carbon into Adsorption Vessel performed by Calgon Carbon
- All related labor and equipment (trucks, hoppers, hoses, etc), except utilities detailed below

Schedule:

<p>Schedule:</p> <ol style="list-style-type: none"> 1. Delivery: 6-10 weeks after receipt of approved purchase order and after carbon acceptance testing has been completed 2. Completion: Changeout will take approximately 2-3 days on site

ITEMS NOT INCLUDED IN THIS OFFER:

- Owner to provide clean water source for movement of GAC to and from filter via eduction
- Drain access for excess water from carbon transfer (water will be gray with carbon fines)
- Disinfection (if necessary) not included
- Any applicable taxes not included

SPECIAL TERMS AND CONDITIONS:

1. Unless otherwise noted, or until other Terms and Conditions are provided, this Offer is made only under Calgon Carbon Corporation's General Terms and Conditions for Purchase.
2. Carbon shall be free flowing from vessels. If carbon is solidified, 3rd party field service may be necessary for removal and disposal, and charged on a "cost plus" basis.
3. Pricing provided is exclusive of any Sales Tax.
4. Scope of Supply/Pricing does not include any Payment or Performance Bonds. Costs for any such Bond (if necessary or requested by the Purchaser) will be added to the quoted pricing.
5. Upon acknowledgement of any Purchase Order, the Buyer will be requested to complete a Credit Application and provide Tax Exemption Documentation.
6. The quoted price is valid for 30 days from the date of this Scope of Supply document.

For Information or to Place an Order, Contact:

Tim Brekke

Calgon Carbon Corporation

Regional Sales Manager

tim.brekke@kuraray.com

310-740-7782

RESOLUTION NO. 7475

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE FISCAL YEAR 2022-23 WATER FUND OPERATING BUDGET AND AUTHORIZING A BUDGET APPROPRIATION FOR CARBON EXCHANGE SERVICES FOR THE LIVE OAK WELL GAC TREATMENT SYSTEM IN THE AMOUNT OF \$148,983, OFFSET BY A REDUCTION IN THE WATER RESERVE FUND

WHEREAS, the City uses ground water wells as the primary source of water supply to meet the demands of water use in the City; and

WHEREAS, the Public Works Services Department ("PWSD") is responsible for the daily operation of City wells and the water that is distributed to the community; and

WHEREAS, water quality samples are taken regularly to ensure optimal water quality; and

WHEREAS, water quality samples at Live Oak Well in 2018 indicated that the Well was impacted by TCE, a volatile organic compound; and

WHEREAS, the TCE concentrations at the Live Oak Well exceeded the allowable MCL; and

WHEREAS, it was determined that a treatment system to treat TCE would be constructed; and

WHEREAS, a total of eight Granular Activated Carbon vessels were placed at Live Oak Well to remove TCE through an adsorption process; and

WHEREAS, once the surface of the carbon vessels become completely saturated, it is necessary to remove the carbon vessels from service; and

WHEREAS, it was estimated that the GAC Adsorption System would need to be exchanged every 16 months and the City planned to exchange one vessel beginning in FY22-23 and budgeted \$65,000 in the Water Fund Operating Budget; and

WHEREAS, four GAC Vessels have reached their carbon saturation level at the same time and all four need to be exchanged; and

WHEREAS, the total amount of \$213,983 is necessary for the for the exchange of all four vessels; and

WHEREAS, only \$65,000 was budgeted in Fiscal Year 2022-2023 Water Operating Budget; and

WHEREAS, an appropriation in the amount of \$148,983 is needed for the Carbon Exchange Services for the Live Oak Well GAC Treatment System; and

WHEREAS, the City Manager has certified that there are sufficient reserves available in the Water Reserve Fund for appropriation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The sum of One Hundred Forty-Eight Thousand Nine Hundred Eighty-Three Dollars (\$148,983) is hereby appropriated in the FY22-23 Water Fund Operating Budget, offset with an equal reduction in the Water Reserve Fund.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.


Passed, approved and adopted this 20th day of December, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney



STAFF REPORT

Administrative Services Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Hue Quach, Administrative Services Director
By: Anely Williams, Human Resources Administrator

SUBJECT: RESOLUTION NO. 7476 APPROVING WAGE ADJUSTMENTS FOR UNREPRESENTED, NON-BENEFITED PART-TIME EMPLOYEES IN ACCORDANCE WITH CALIFORNIA'S MINIMUM WAGE INCREASE EFFECTIVE JANUARY 1, 2023
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

Former Governor Jerry Brown signed Senate Bill 3 ("SB 3") on April 4, 2016, which increased California's minimum wage incrementally over six years. In addition, SB 3 included a provision for annual cost of living increases to California's minimum wage. In order to continue to comply with SB 3 and remain competitive in today's labor market, it is recommended that the City Council adopt Resolution No. 7476 approving wage adjustments for unrepresented, non-benefited part-time employees to meet the expected minimum wage increase from \$15.00 per hour to \$15.50 per hour effective January 1, 2023. The recommended adjustments are projected to increase the City's Operating Budget by approximately \$20,000 for the remainder of Fiscal Year 2022-23.

DISCUSSION

Former Governor Jerry Brown signed SB 3 on April 4, 2016, increasing California's minimum wage in increments of \$1.00 per hour annually to reach \$15.00 per hour on January 1, 2022. SB 3 also included a provision to provide potential annual adjustments to the minimum wage, as determined by the State's Department of Finance, for inflation based on the national Consumer Price Index for urban wage earners and clerical workers (CPI-W). The maximum amount this increase could be in any one year is 3.5%.

The State Department of Finance has announced that the minimum wage will increase from \$15.00 per hour to \$15.50 per hour (a 3.33% increase), effective January 1, 2023. Updating the part-time wage schedules to align with California's new minimum wage will continue to ensure the City's ability to attract, recruit, and retain entry level personnel.

The proposed unrepresented, part-time wage schedules are attached as Exhibit “A” and Exhibit “B” within Resolution No. 7476. Exhibit “A” illustrates part-time positions with Non-CalPERS Retirement, while Exhibit “B” represents the part-time positions enrolled in CalPERS due to mandatory guidelines on ‘hours worked’ or having been vested in CalPERS from prior employment. Exhibit “A” reflects the same wage adjustments made to Exhibit “B”; however, Exhibit “B” includes a 7% increase for miscellaneous employees and a 11% increase for sworn employees to offset the employee pension contributions.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), and it can be seen with certainty that it will have no impact on the environment. As such, this matter is exempt under CEQA.

FISCAL IMPACT

The recommended adjustments are projected to increase the City’s Operating Budget costs by approximately \$20,000 for the remainder of Fiscal Year 2022-23. At this time, no additional budget appropriation is requested as the projected increase can be absorbed in the Fiscal Year 2022-23 General Fund Operating Budget within the various departments affected by this increase.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 7476 approving wage adjustments for unrepresented, non-benefited part-time employees in accordance with California’s minimum wage increase effective January 1, 2023.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Resolution No. 7476

RESOLUTION NO. 7476

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, APPROVING WAGE ADJUSTMENTS FOR UNREPRESENTED, NON-BENEFITED PART-TIME EMPLOYEES IN ACCORDANCE WITH CALIFORNIA'S MINIMUM WAGE INCREASE EFFECTIVE JANUARY 1, 2023

WHEREAS, in April 2016, the Governor signed Senate Bill 3 (SB 3), incrementally increasing California's minimum wage over six years and subsequently assessing the need for annual cost of living increases to the minimum wage, as determined by the California Department of Finance; and

WHEREAS, the California Department of Finance has determined that a cost of living adjustment is needed to increase the minimum wage to \$15.50 per hour, effective January 1, 2023; and

WHEREAS, the bill previously raised California's minimum wage to \$10.50 per hour effective January 1, 2017, \$11.00 per hour effective January 1, 2018, \$12.00 per hour effective January 1, 2019, \$13.00 per hour effective January 1, 2020, \$14.00 per hour effective January 1, 2021, and \$15.00 per hour effective January 1, 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Effective January 1, 2023, adjustments in salary shall be made for all unrepresented part-time employees of the City, as specified in the attached salary schedules (Exhibit "A" and Exhibit "B").

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 20th Day of December 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

Stephen P. Deitsch

EXHIBIT "A"
City of Arcadia Part-Time Hourly Wage Schedule
Non-CalPERS Retirement
Effective January 1, 2023

Range Number	Title	Step A	Step B	Step C	Step D	Step E
PT12	Activity Leader I Library Aide Laborer Police Cadet	\$15.50	\$15.89	\$16.28	\$16.69	\$17.11
PT13	Administrative Intern	\$15.89	\$16.28	\$16.69	\$17.11	\$17.54
PT14	Activity Leader II	\$16.29	\$16.69	\$17.11	\$17.54	\$17.98
PT15		\$16.70	\$17.11	\$17.54	\$17.98	\$18.43
PT16	Fire Prevention Aide	\$17.12	\$17.54	\$17.98	\$18.43	\$18.89
PT17		\$17.55	\$17.98	\$18.43	\$18.89	\$19.36
PT18	Camp Manager Library Clerk	\$17.99	\$18.43	\$18.89	\$19.36	\$19.84
PT19		\$18.44	\$18.89	\$19.36	\$19.84	\$20.34
PT20	Tram Driver	\$18.90	\$19.36	\$19.84	\$20.34	\$20.85
PT21		\$19.37	\$19.84	\$20.34	\$20.85	\$21.37
PT22		\$19.85	\$20.34	\$20.85	\$21.37	\$21.90
Communications & Marketing Specialist I		\$26.63	\$27.30	\$27.98	\$28.69	\$29.40
Communications & Marketing Specialist II		\$30.88	\$31.66	\$32.45	\$33.26	\$34.09

Volunteer Services Coordinator: \$21.43 per hr
Reserve Police Officer (Level II): \$23.64 per hr
Reserve Police Officer (Level I): Step A of Police Officer salary \$40.00 per hr (as of 7/1/22)
Police Investigation Technician: Step I of Police Officer salary \$48.74 per hr (as of 7/1/22)

Volunteers paid a stipend include:
Reserve Police Officer (Level III) \$300.00 annually

EXHIBIT "B"
City of Arcadia Part-Time Hourly Wage Schedule
CalPERS Retirement
Effective January 1, 2023

Range Number	Title	Step A	Step B	Step C	Step D	Step E
PTP12	Activity Leader I Library Aide Laborer Police Cadet	\$16.59	\$17.00	\$17.42	\$17.86	\$18.31
PTP13	Administrative Intern	\$17.00	\$17.42	\$17.86	\$18.31	\$18.77
PTP14	Activity Leader II	\$17.43	\$17.86	\$18.31	\$18.77	\$19.24
PTP15		\$17.87	\$18.31	\$18.77	\$19.24	\$19.72
PTP16	Fire Prevention Aide	\$18.32	\$18.77	\$19.24	\$19.72	\$20.21
PTP17		\$18.78	\$19.24	\$19.72	\$20.21	\$20.72
PTP18	Camp Manager Library Clerk	\$19.25	\$19.72	\$20.21	\$20.72	\$21.23
PTP19		\$19.73	\$20.21	\$20.72	\$21.23	\$21.76
PTP20	Tram Driver	\$20.22	\$20.72	\$21.23	\$21.76	\$22.31
PTP21		\$20.73	\$21.23	\$21.76	\$22.31	\$22.87
PTP22		\$21.24	\$21.76	\$22.31	\$22.87	\$23.43
Communications & Marketing Specialist I		\$28.49	\$29.22	\$29.94	\$30.70	\$31.45
Communications & Marketing Specialist II		\$33.04	\$33.87	\$34.72	\$35.59	\$36.48

Volunteer Services Coordinator:	\$22.93 per hr
Reserve Police Officer (Level II):	\$26.24 per hr
Reserve Police Officer (Level I): Step A of Police Officer salary, plus 11%	\$44.40 per hr (as of 7/1/22)
Law Enforcement Recruit: Step A of Police Officer salary, plus 7%	\$42.80 per hr (as of 7/1/22)
Law Enforcement Recruit/ Pre-Service: Step A of Police Officer salary, plus 7%	\$42.80 per hr (as of 7/1/22)



STAFF REPORT

Public Works Services Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: John Corona, Utilities Superintendent

SUBJECT: PURCHASE ORDER WITH NATIONAL AUTO FLEET GROUP FOR THE PURCHASE OF ONE 2023 FORD F-450 TRUCK WITH THE PRES TECH VALVE OPERATING SYSTEM IN THE AMOUNT OF \$255,500.85

CEQA: Not a Project

Recommendation: Approve

SUMMARY

The Fiscal Year 2022-23 Equipment Acquisition Budget provides for the purchase of a new Valve Operating Truck for the Public Works Services Department ("PWSD"). After exploring possible purchasing options, it was determined that using Sourcewell, a national cooperative purchasing program, enables the City to streamline the process of procuring this vehicle and receive the best price possible.

It is recommended that the City Council approve a Purchase Order with National Auto Fleet Group for the purchase of one 2023 Ford F-450 Truck with the Pres Tech valve operating system in the amount of \$255,500.85.

BACKGROUND

The Public Works Services Department is responsible for maintaining over 168 miles of water main pipe, which includes 4,642 water main line valves used to isolate sections of water pipe in the event of a main line break or other emergency. To ensure these water main line valves work and operate correctly, the City maintains a Valve Operating Program. This program consists of systematically operating each main line valve every 3 years as recommended by the valve manufacturer. The current valve operating truck, which uses antiquated technology and manual operations, has reached the end of its useful service life and is in need of replacement.

The Fiscal Year 2022-23 Equipment Acquisition Budget provides for the purchase of a new valve operating truck. Purchasing a new valve operating truck that includes automated technology will allow PWSD staff to perform the Valve Operating Program more efficiently and reduce the risk of employee injury.

DISCUSSION

After exploring possible purchasing options, it was determined that using Sourcewell, a national cooperative purchasing program, enables the City to streamline the process of procuring this vehicle and receive the best price possible. The California Government Code authorizes public agencies to participate in cooperative purchasing agreements such as those established by Sourcewell, while remaining within the City's adopted rules and procedures for purchasing. By utilizing a cooperative purchasing program, the City can streamline the procurement process and purchase vehicles and equipment at a lower cost than traditional competitive bidding.

Sourcewell awarded a contract to National Auto Fleet Group for industry-leading valve operating equipment. National Auto Fleet Group is an authorized dealer that can supply a 2023 Ford F-450 valve operating truck that includes the Pres Tech PV100-PT1000-HW valve operating system. By utilizing the Sourcewell contract, the City realizes a savings of \$1,197.72 for the purchase of the vehicle itself, and a savings of \$24,860 for the pre-installed Pres Tech value operating system, as compared to the Manufacturer's Suggested Retail Price ("MSRP"). The bidding process and the Sourcewell contracts have been reviewed by the PWSD and it was determined that they meet the City's procurement requirements. A copy of National Auto Fleet Groups contract is attached.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.


FISCAL IMPACT

The cost of the 2023 Ford F-450 Truck with the Pres Tech valve operating system is \$255,500.85. Funds in the amount of \$275,000 have been budgeted in the Fiscal Year 2022-23 Equipment Replacement Fund for the purchase of this vehicle.

RECOMMENDATION

It is recommended that the City Council approve a Purchase Order with National Auto Fleet Group for the purchase of one 2023 Ford F-450 Truck with the Pres Tech valve operating system in the amount of \$255,500.85.

Approved:



Dominic Lazzaretto
City Manager

Attachments: National Auto Fleet Group Proposal
Sourcewell Contract



National Auto Fleet Group

A Division of Chevrolet of Watsonville
 490 Auto Center Drive, Watsonville, CA 95076
 (855) 289-6572 • (831) 480-8497 Fax
 Fleet@NationalAutoFleetGroup.com

11/8/2022

Quote ID: **22121**Order Cut Off Date: **12/16/2022**

Mr City of Arcadia
 city of arcadia

PO Box 60021

Arcadia, California, 91066

Dear City of Arcadia,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 145" WB 60" CA, Pres Tech PV100-PT1000-HW Body) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$51,275.00	\$50,077.28	2.336 %	\$1,197.72
Pres Tech PV100-PT1000-HW Body	\$206,520.00	\$181,660.00		
Tax (10.2500 %)		\$23,753.07		
Tire fee		\$10.50		
Total		\$255,500.85		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572



7251 Garden Grove Blvd., Ste. A
 Garden Grove, CA 92841
 714-835-3440

Contract Agreement

Estimate#	: EST-001150	Freight/Shipping	: Arcadia CA
Estimate Date	: 10-27-2022	Lead Time	: 36-40 weeks for installation starts upon delivery of truck chassis to Phoenix, AZ
Expiry Date	: 11-18-2022	Payment Terms:	: Net 20

Bill To	Ship To
National Auto Fleet Group 490 Auto Center Dr. Watsonville, CA 95076	National Auto Fleet Group City of Arcadia

Item No	Item & Description	Qty
1	PV100-PT1000-HW-Body 2022 Hydraulic Powered Valve & Vacuum System • PV100- 100 gallon tank • PT1000 • Pressure Washer • Equipment Powder Coated – Safety Yellow • Standard Body Powder Coated - Black • AI • (2) underbody storage compartments • (2) key storage compartments • Valve turner, vac, pressure washer all hydraulic powered off PTO • Traffic Directional System	1
2	Slide Track for PT1000	1
3	Swivel Head Adaptor - Hangs from Valve Exerciser head for uneven surface to valve operation - For adapting 1-1/2" valve keys (standard for PT1000 & PT26)	1
4	3'-5' Telescoping Key Telescoping Valve Key, 3' to 5' Aluminum	1
5	6' Valve Key 6' Aluminum Valve Key Extension Package	1
6	Strobe Light Kit (2) Mounted on the body rear (2) Mounted on the body passengers side (2) Mounted on the body drivers side	1
7	Beacon Kit (2) beacons mounted to headache rack	1
8	Vehicle Handling	1
9	Delivery & Training	1
10	Contract Discount	1

MSRP \$208,520	Sub Total	181,660.00
	Total	\$181,660.00

Lead Time: 36-40 weeks for installation starts upon delivery of truck chassis to Phoenix, AZ

Terms & Conditions
 All body builds & accessories are non-refundable and non-negotiable. Freight charges are non-refundable. No warranty will apply if the product has been subject to misuse, neglect, accident, modification, or altered in any way. Any used equipment is not returnable and non-refundable.

Vehicle Configuration Options

ENGINE	
Code	Description
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44G	Transmission: TorqShift 10-Speed Automatic, (STD)
TIRES	
Code	Description
TGJ	Tires: 225/70Rx19.5G BSW A/P, (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests
AXLE RATIO	
Code	Description
X48	4.88 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
18B	Platform Running Boards
872	Rear View Camera & Prep Kit, -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions
OPTION PACKAGE	
Code	Description
650A	Order Code 650A

2023 Fleet/Non-Retail Ford Super Duty F-450 DRW XL 2WD Reg Cab 145" WB 60" CA

WINDOW STICKER

2023 Ford Super Duty F-450 DRW XL 2WD Reg Cab 145" WB 60" CA

CODE	MODEL	MSRP
F4G	2023 Ford Super Duty F-450 DRW XL 2WD Reg Cab 145" WB 60" CA	\$48,745.00
OPTIONS		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44G	Transmission: TorqShift 10-Speed Automatic, (STD)	\$0.00
TGJ	Tires: 225/70Rx19.5G BSW A/P, (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests	\$0.00
X48	4.88 Axle Ratio, (STD)	\$0.00
18B	Platform Running Boards	\$320.00
872	Rear View Camera & Prep Kit, -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions	\$415.00
650A	Order Code 650A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$49,480.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,795.00
TOTAL PRICE	\$51,275.00

Est City: N/A MPG
 Est Highway: N/A MPG
 Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes



Standard Equipment

MECHANICAL

Engine: 7.3L 2V DEVCT NA PFI V8 Gas (STD)
Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)
4.88 Axle Ratio (STD)

EXTERIOR

Tires: 225/70Rx19.5G BSW A/P (STD)

WHEELS

Wheels: 19.5" x 6" Argent Painted Steel -inc: Hub covers/center ornaments not included
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ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 190 Amp Alternator
Towing Equipment -inc: Brake Controller and Trailer Sway Control
Trailer Wiring Harness
9850# Maximum Payload
GVWR: 16,500 lb Payload Package
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
40 Gal. Fuel Tank
Single Stainless Steel Exhaust
Dual Rear Wheels
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Upfitter Switches
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks

Black Fender Flares
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Front Splash Guards
Black Grille
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cab Clearance Lights
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 Communications & Entertainment System -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
FordPass Connect 5G Mobile Hotspot Internet Access
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Systems Monitor
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Ford Co-Pilot360 - Pre-Collision Assist with Automatic Emergency Braking (AEB)
Lane Departure Warning
Collision Mitigation-Front
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters

**Solicitation Number: RFP #091521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and 72 Hour LLC dba: National Auto Fleet Group, 490 Auto Center Drive, Watsonville, CA 95076 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires November 8, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcwell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. Use; Quality Control.

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcwell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcwell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcwell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcwell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcwell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcwell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcwell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcwell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcwell

72 Hour LLC dba: National Auto
Fleet Group

DocuSigned by:
Jeremy Schwartz
By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 11/4/2021 | 1:28 PM CDT

DocuSigned by:
Jesse Cooper
By: FACBB5730C1E467...
Jesse Cooper
Title: Fleet Manager
Date: 11/4/2021 | 10:46 AM CDT

Approved:

DocuSigned by:
Chad Coquette
By: 7E42B8F817A64CC...
Chad Coquette
Title: Executive Director/CEO
Date: 11/4/2021 | 1:34 PM CDT

RFP 091521 - Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Vendor Details

Company Name: 72 HOUR LLC
Does your company conduct business under any other name? If yes, please state: National Auto Fleet Group
Address: 490 Auto Center Drive
Watsonville, CA 95076
Contact: Jesse Cooper
Email: Jcooper@nationalautofleetgroup.com
Phone: 951-440-0585
Fax: 831-840-8497
HST#: 263297677

Submission Details

Created On: Tuesday August 24, 2021 16:34:10
Submitted On: Tuesday September 14, 2021 14:10:21
Submitted By: Jesse Cooper
Email: Jcooper@nationalautofleetgroup.com
Transaction #: d2e890de-e761-4f47-9b23-bef3d512bd76
Submitter's IP Address: 76.81.241.2

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcwell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	72 Hour LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	WCAF, LLC WCDJR, LLC Alan Jay Automotive Inc
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	NAFG has numerous subsidiaries and DBA's including but not limited to: National Auto Fleet Group, Chevrolet of Watsonville, Watsonville Ford Watsonville CDJR Watsonville Fleet Group Alan Jay Chrysler Jeep Inc Alan Jay Chevrolet, Cadillac Alan Jay Buick, GMC Alan Jay Auto Outlet Clewiston Motor Company, Inc Alan Jay Chrysler Dodge Ram Jeep Alan Jay Lincoln Alan Jay Ford Alan Jay Nissan Alan Jay Toyota
4	Proposer Physical Address:	490 Auto Center Drive Watsonville, CA 95076
5	Proposer website address (or addresses):	www.NationalAutoFleetGroup.com
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Clarke Cooper Fleet Manger 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 ClarkeCooper@watsonvillefleetgroup.com

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>National Auto Fleet Group started as a new division of 72 Hour LLC, in the summer of 2010 in the heart of Southern California. We began our network with a single automobile dealership and have now grown our network to encompass numerous dealerships located in and outside of California.</p> <p>We stand by providing opportunities for advancement by hiring and promoting from within our organization. Many of the Fleet Managers who started with us in 2010 are still with us today.</p> <p>Through the years, we have evolved and adapted to the new technology driven trends that are revolutionizing the automotive industry today. However, our brand's fundamental core values have remained unchanged – We are committed to do right for the members. If we take care of them, they will in return take care of us.</p> <p>National Auto Fleet Group's operational blueprint and business philosophy has always been the "4 RIGHT's" for every member: We deliver the RIGHT vehicle, at the RIGHT time, to the RIGHT place at the RIGHT price.</p> <p>The integrity of our business stems on our deep family roots in the automotive industry. We are and always will be family owned and operated with our future generations already in their infant stages today. We are committed to pioneering our industry for decades to come.</p>
10	What are your company's expectations in the event of an award?	<p>If awarded, this would be our 5th Sourcewell Contract and we would execute as such. We will continue to serve your members and provide them with excellent customer service while continuing to advance customer satisfaction. Along with implementing new business growth strategies that will ultimately launch us into new heights once again.</p> <p>Furthermore, we will launch our Partner Program detailed in the attached "marketing Plan Compressed" Zip file. This next generation application will give members the power to select upfitters they would like NAFG to partner with in providing satisfactory quotes and service. We see tremendous value in building out these mutually beneficial partnerships, so we can provide 100% satisfactory turnkey solutions to the members.</p>
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>To demonstrate NAFG's financial strength and stability, we have uploaded Bank Commitment letters under the Financial Strength Section of the online application. We have a direct line of credit of \$52,000,00.00 that we are currently utilizing with our current and past Sourcewell Contracts. However, this number is not capped as we have the freedom to extend the cap to accommodate the revolving needs of the members.</p> <p>Referenced below is a short register of some of our market success from awarded government contracts that encompass over \$140,000,000.00 worth of products and goods under our current Sourcewell Contract.</p> <p>A. City of San Diego, CA \$ 72,000,000 contract under our Sourcewell Contract 120716-NAF.</p> <p>B. City of San Diego, CA \$ 55,400,000 contract under our Sourcewell Contract 081716-NAF.</p> <p>C. Government Fleet Article Highlighting our transaction with the City of San Diego, CA procuring over 100 Police vehicles through NAFG Sourcewell Contract 120716-NAF.</p> <p>D. City of Los Angeles World Airports, CA Contract for \$ 24,003,500 under Sourcewell Contract 120716-NAF for the procurement of 400 vehicles.</p> <p>E. City of Los Angeles Harbor, CA Contract Extension to \$ 4,500,000 contract under Sourcewell Contract 120716-NAF.</p> <p>F. City of Los Angeles Harbor, CA Contract for \$1,500,000 under our Sourcewell Contract 120716-NAF.</p> <p>G. City of Los Angeles Harbor, CA Renewal for another \$ 1,500,000 under Sourcewell Contract Class 6, 7 and 8 Contract 081716-NAF.</p> <p>H. City of Costa Mesa, CA Contract \$1,023,220 under our Sourcewell Contract 120716-NAF.</p> <p>I. Blanket Contracts with the State of Maryland, MD off our current Class 6, 7 and 8 Chassis Contract 081716-NAF.</p> <p>J. Blanket Contracts with the State of Maryland, MD off our Current Sourcewell Contract 120716-NAF.</p> <p>We have also attached our Commitment Letter's for unparalleled support from leading nationally recognized upfit suppliers such as The Knapheide Manufacturing Company. Along with regional suppliers such as Brand FX and Phenix Truck Body located in Southern California serve as regional support locations, whom we often work alongside to fulfill all member needs with past, present, and future orders with NAFG.</p> <p>Included are also Upfitter Recommendation letters to illustrate how National Auto Fleet Group has taken a proactive interest in building mutually beneficial relationship with our upfitters. Mutuality and reciprocity relationships between body companies and our dealer's are two of the key components that help members receive what they need in a smooth and efficient fashion.</p> <p>In addition, the adoption of our Class 6, 7, and 8 Contract from Anne Arundel County in the state of Maryland is as an example of how National Auto Fleet Group attracts and retains new clients by demonstrating to them there's a better and more efficient way of finding turnkey solutions.</p> <p>Lastly, we have attached supporting documents that help emphasize and exemplify our growth since our first awarded Sourcewell Contract in 2012. We sincerely hope it helps portray our commitment to building lifelong rapport and trust with our partner upfitters and members.</p>
12	What is your US market share for the solutions that you are proposing?	. Of our respective brands and OEM's we represent, the US market share is estimated to be 60 – 75%.
13	What is your Canadian market share for the solutions that you are proposing?	It is difficult to estimate the market share for the brands and OEM's we represent, however we estimate that it should be the same 60 -75 % of the US share.
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.

15	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>National Auto Fleet Group is a dealer network best categorized as "A" - Distributer/Dealer/Reseller and Dealer Partner for (15) OEM Manufacturers including Ford Motor Company, Chevrolet, RAM, GMC, Buick, Chrysler, Dodge, Jeep, Toyota, Nissan, KIA, BMW, Honda, Cadillac and Volkswagen, All orders are placed with the franchised dealer and ultimately titled directly to the member. All appropriate certification certificates and authorized DMV/Factory licenses may be found in the "Related Certification" section uploaded to this RFP. It should be noted we do not sell used equipment to members.</p>
16	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Required licenses include a Dealer's License, a Franchise issued by the Manufacture, a Department of Motor Vehicles License, as well as a Reseller's permit license. All which NAFG and Dealer Partner's hold. Please review our attachment documents in section "Related Certification" for licenses that we either solely own or are jointly owned by our partner dealers that pertain to this RFP. A list of all our licenses are below, some of which may not pertain to class 1-3 but to class 4-8.</p> <p>CA Certificate of Good Standing 200824810190 State of Florida License Certificates: VF/1000974/4 VF/1000950/1 VF/1046516/1 VF/1024619/2 VF/1024619/1 VF/1018615/1 VF/1021891/1 VF/1000974/3 VF/1105916/1 VF/1020705/1 VF/1000969/1 CA State Seller's Permit 101-135239 CA State Seller's Permit 245364864-00001 Department of Motor Vehicle, Vehicle Dealer/ License Number 97772 Department of Motor Vehicle, Vehicle Dealer License Number 97771 Department of Motor Vehicle, Vehicle Dealer License Number 43609 Bureau of Automotive repair Registration # ARD00296319 123120 CA State Seller's Permit 232781952-00001 City of Watsonville Business License Number 1792 City of Watsonville Business License Number 4358 Fictitious Business Names from Santa Cruz County for National Auto Fleet Group FBN: 2017-0000138 California General Resale Certificate Dun & Bradstreet Number: 023680653 Government of The District of Columbia Certificate Government of the District of Columbia Tax Registration # 7815888160711 City of Los Angeles Tax Registration Government of The District of Columbia CLEAN HANDS CERTIFICATION San Diego Freightliner Seller's Permit Commonwealth of Virginia State Corporation Commission Certificate State of Maryland Good Standing Certificate Kansas Department of Revenue for Kansas City Peterbilt New Jersey Department of Treasury Registration Certificate New Jersey Business Registration Notice of Compliance of the Canton City Codified Ordinance Employee Information Report for the State of New Jersey State of Maryland New Sales and Use tax License CA State Seller's Permit 98-037902 00006 South Carolina Department of Motor Vehicles License Number 36133 State of South Carolina Retail License Commonwealth of Kentucky Vehicle Dealer License 1583 20 100 State of West Virginia Dealer License Commonwealth of Kentucky Vehicle Dealer License 1581 20 036 State of Tennessee Vehicle Dealer License</p>
17	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>Not Applicable, none.</p>

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
18	Describe any relevant industry awards or recognition that your company has received in the past five years	National Auto Fleet Group's received its most prestigious award for Top Placement within Ford Motor Company as the leading dealership in Government Sales. In addition, our Chevrolet brand was highly ranked and honored 4/5 consecutive years by General Motors.
19	What percentage of your sales are to the governmental sector in the past three years	Within our fleet division, 90% of our contracts within the past three years have been with government accounts.
20	What percentage of your sales are to the education sector in the past three years	Within the past 3 years 90% of our sales have been to government accounts, 20% of which are within the education sector.
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We hold the State of California contract with volumes from 200 to 500 units a year over the past three years. In addition, our Sourcwell Contract's 091219, 081716 and 120716 that we have maintained over the past three years has sold combined north of 400 million of Combined Quarterly Sales.
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	National Auto Fleet Group's focus lies on the Sourcwell Contract. NAFG holds no other GSA contract, Standing Offers, or Supply Arrangements other than the State of California contract. Our annual sales volume is estimated to be north of \$200 million.

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *
Port of Los Angeles, CA	Mr. Dave Comer	310-72-3794
County of Venture, CA	Mr. Jorge Brilla	805-672-2044
City of Austin, TX	Mr. Matt Sager	512-978-2637
County of San Joaquin, CA	Mr. David Myers	209-468-9745
City of Palo Alto, CA	Ms. Danitra Bahlman	650-496-5920

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
City of Austin	Government	Texas - TX	Purchaser	10-15 Vehicles at once, Vans and SUVs	Over 1M
Los Angeles Department of Water and Power	Government	California - CA	Purchaser	Over 120 Vehicles, Vans and SUVs	Over 3M
Port of Los Angeles	Government	California - CA	Purchaser	Over 80 Trucks, Vans and SUVs	Over 2M
Anne Arundel County	Government	Maryland - MD	Purchaser	Over 40 Trucks, Vans and SUVs	Over 1M
City of San Diego	Government	California - CA	Purchaser	Over 500 Trucks, Vans, SUV'	Over 15M

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
25	Sales force.	<p>Our sales force consists of direct and an indirect sales force. Our direct sales force consists of direct employees and partner dealers, which exceeds an employee count of 300 personnel both full time and part time. Many of our sales force are spread across the US and we leverage our relationships with our larger class dealerships to service the members lower class vehicle needs as well. A cross sales force. These individuals help support our dealerships and NAFG Fleet Division directly. On the other hand, our indirect sales force made up of upfitters and partner suppliers consists of over 100 personnel with our partner network and sales force growing annually.</p> <p>With both direct and indirect sales force staff working together, NAFG has been able to successfully grow, maintain and service the demand of the members. As the number of your members grow, we will continuously welcome more staff to not only meet customer demand, but also to exceed customer expectations.</p>

26	Dealer network or other distribution methods.	<p>Our franchise network in Canada and the U.S. is fortunately second to none. Our 15 proposed OEMS previously mentioned, all of which have established a presence nationwide with factory stores strategically placed where all members can receive service and complete warranty repairs with their respective products.</p> <p>Simple put the North American and Canadian automobile supply chain network is one of the best in the world. Of the 15 brands we represent, the OEMs have put in place a dealer network across all 50 states that will allow us to best serve all members.</p>	*
27	Service force.	<p>The 15 manufactures we represent have thousands of service locations that would be easily accessible to all your members. Service centers and warranty repair facilities for all 15 OEMs are ample and ready to help service our members and their needs. However, Alaska and Hawaii may be exceptions as they may have farther distances between franchises where members can utilize the repair services.</p>	*
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>The member may order their vehicles by navigating to our website, www.NationalAutoFleetGroup.com and going through the step-by-step process to generate an online quote or by calling one of our representatives at 855-289-6572 or by sending NAFG an email at Fleet@NationalAutoFleetGroup.com. Orders are then processed directly to the manufacturer who will work to supply the vehicle to the ship-to location for upfitting or end user desired delivery location.</p>	*
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>To best demonstrate our Customer Service program, kindly reference the ZIP file "Member Walk Through" that is attached in the Additional Documents folder. Please begin with and review in order that is explained below:</p> <p>How Members Can Get Quotes Online: A member can obtain most quotes by visiting our website www.NationalAutoFleetGroup.com where a simple one step form is needed for registration. This is to protect the price information from nonmembers. Once a member registers they will receive an automated welcome email with a demo video on how to use our site. Members will gain access to there very own dashboard which will house all there quotes in one safe secure login. Member's can select which brand they are looking for and model year. Our site shows all the categories the brand offers such as: Cars, Vans, SUV's Trucks and Chassis Cabs. Members will then be able to drill down for the right selection by picking from the filter menu of what cab there looking for (Regular, Extended or Crew) to 2 wheel or 4 wheel drive down to the bed length there looking for. All factory options are then presented for the member to select from, this will show all current factory orderable options, taking the guess work out for the member. Once a member selects a desire build, they will see there Sourcewell Price report showing the MSRP, there contract price, the saving in real dollars and as a percentage. In the PDF example you can see a saving of \$ 9,175.96 of 22.345% to the member showing a significant savings. Members then can chose to add extra's to there order like extra keys' service manuals, sales tax and even request an upfit to be added to there quote. Lastly they will be given a complete turn key quote package to print which will include there customized Quote ID, Description and Specifications of what they build.</p> <p>How Members and Upfitters can Partner with NAFG: Our dedicated website www.NAFGPartner.com was built to accommodate the member who would like a certain upfitter to upfit there vehicles. It was also built for upfitters to have a place to go where they can find information on how to partner with NAFG to better serve there local members.</p> <p>Example of A Member with Upfit Quote: This is an example of how we use our Cab Chassis and combine them with an upfit to provide a turnkey solution for the member in a simple to follow format.</p> <p>ETA System for Members Walk Through: This is where members can easily come to our website, the same website they built there chassis on and track there order like they would a UPS package. We have a very simple display on our homepage "Track your order" where members can enter one of the following: Purchase Order Number, Quote ID, Upfit Quote ID or vin to easily see there in the process there particular order is in.</p> <p>Courtesy Confirmation Explained: After NAFG receives an order from a Member, we always like to send them a Courtesy Confirmation. This is were the member will double check some particulars on there order like, Color, Quantity, Upfit and Specification's are all correct before order placement. We also like to ask for title information at this point so we can help process the paperwork at delivery promptly.</p> <p>Factory Order Cut Off Notices: Here is were we like to highlight were members can access any upcoming factory order cut off dates. We walk them through the process step by step to ensure everyone knows the upcoming order cut off date, we even print this information (if known at the time) right on the cover page of there quotes.</p> <p>Validation Walk Through Example: To demonstrate a price validation, we show what a member would see when they build a truck on our site. At check out the member would see the Total Configured MSRP of \$ 35,730.00, A Sourcewell Price of \$ 27,331.68, Total Saving of \$ 8,398.32 or 23.505% for a 2020 F-250 followed by the pricing page which shows the Minimum Discount of at least 18.50%. As you see we provided an additional 5% discount on top of the 18.50% contract discount. This would be the case in most instances.</p>	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>Our willingness and ability to service members nationwide is unparalleled. We have dedicated staff 5 days a week, from 7am to 7pm standing by ready to assist any member help find the best solution for there needs even if helping assist them to the best Sourcewell Contract that could be a solution. We have a dedicated live chat feature on our online quote generating website in case any member has any trouble at all in building there quotes. NAFG has established a chain of suppliers who are at the ready to serve if called upon by any member. We are here to help.</p>	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>We are willing and eager to soon extend our business model and network into Canada. We believe partnering with local Canadian based dealer groups is key to success in the Canadian market. NAFG's competitive pricing as well as a simple US Dollar to Canadian conversation will help NAFG expand into the Canadian market for participating Sourcewell members.</p>	*
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>National Auto Fleet Group will handle servicing 100% of all geographic areas located in the United States. Although it is unclear what unseen obstacles we may face in Canada, NAFG is committed to building the same model to service Canada and providing the same level of customer satisfaction, service, and care as in the United States.</p>	*

33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	NAFG will continue to service all Sourcewell Members through our 24 hour a day, 7 days a week online portal with the exclusion of Non-Profits. Unfortunately, Non-Profits are often not eligible for the same discount's government entities are qualified for. However, Non-Profits are subject to a different pricing program and will be evaluated on a case to case basis.
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	The only possible logistical constraints we may face is the shipping constraints for shipments arriving in Alaska, Hawaii and US Territories. For example, we often provide members in Alaska or Hawaii with vehicles that often have upfits. To circumvent this potential issue, members allow us to add these extra shipping and port costs to their quotes.

Table 7: Marketing Plan

Line Item	Question	Response *
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>National Auto Fleet Group encompasses a variety of marketing strategies to promote our products and services to streamline the vehicle purchasing process for government entities. Below are a few strategies used to serve as the gateway between our business and public agencies.</p> <p>Website and Inbound Marketing: The creation of a professional customer-focused website is one of our main features to market our products and services. The NAFG website encourages our members to interact and browse through products offered along with pricing and information about National Auto Fleet Group. Inbound marketing is created when potential members are directed to the company website. With this method, we are able to not only connect with members but to put the purchasing ability into the hands of each member. Our inbound marketing strategy attracts members by creating valuable content and experiences tailored to the needs of each individual. Examples include email campaign flyers on our products, informative and how-to videos, social media and engaging members with top-notch customer service to build brand awareness.</p> <p>Email Marketing: One of the main strategies used to engage current and potential members is Email Marketing. Our emails include different types of flyers that consist of information of the Sourcewell contract, promoting manufacturer brands, holiday themed flyers, discounts offered to first time buyers, important cutoff date reminders and upcoming products and events. The use of marketing campaigns plays a major role in enhancing the growth of our client database. Emails are a big part of our daily lives due to government agency employees utilizing emails as their main source of communication. We use campaigner.com as the emailing platform to reach our target members. Videos and descriptive images are used on all flyers and are compatible with a desktop or mobile device. Messages are short and to the point with links leading to the Sourcewell and NAFG homepage. The Campaigner email system allows the ability to track email activity based on open rate, unsubscribes and link clicks which is beneficial to understanding email effectiveness.</p> <p>Once potential members are directed to our website, they are welcomed with a wide range of options to explore an array of our products and services. They are able to register to become a member, view pricing, explore available in-stock vehicles, view how-to-videos, build a vehicle online to request an immediate quote or use our live chat assistant or call/email for live support.</p> <p>Face to Face Marketing Strategies: This strategy has proven to be successful in generating leads and creating lasting relationships by developing genuine connections with prospective members. National Auto Fleet Group attends several trades shows per year to engage members and put a face to the company. This in person meeting aids to build the brand by nurturing relationships between members and other vendors associated through the process. Trade shows attended include GFX, IAPPO, NIGP, ACT, CAPPO, and CASBO throughout the United States.</p> <p>NAFG has many opportunities to make in person presentations to propose products, services offered and to answer any questions potential members may have. These PowerPoint Presentations include topics on NAFG/Sourcewell process, how to facilitate the vehicle purchasing without bidding, informational videos, and the brands and services we provide. These meetings have been held at local cities, counties, school districts, water districts and ports.</p> <p>Relationship Marketing is a vital strategy used in building and maintaining long-term relationships practiced by National Auto Fleet Group on a daily basis.</p> <p>NAFG strives to create a positive and supportive connection with members by providing personalized and responsive customer service practices. The sales team has worked tirelessly to focus on providing outstanding customer support to create a powerful rapport with existing and new members. By going above and beyond, they have enhanced existing relationships and executed customer loyalty with repeat businesses. They strive to deviate from the "Car Salesperson" mentality which is 100% sales driven to a more product and customer service approach by instilling a sense of confidence in our clients. The goal is to regularly assist clients and address any needs and concerns even after the purchase has occurred. The strive to focus on solution selling vs. product selling develops into a mutually beneficial agreement for members and the business.</p> <p>Below are a few examples on successful relationship marketing from our Fleet Department: We had a member call in to request financing/lease options for a truck needed through our National Auto Fleet Group/Sourcewell vehicle contract. I contacted another Sourcewell vendor, Matt Geiselhart from NCL Gov Capital and he was happy to assist with a financing quote. The member also requested to trade in a current vehicle in their fleet and was directed to Govdeals for assistance in removing the outdated unit through an auction. The member was able to utilize three Sourcewell contracts to complete his transaction which simplified the entire process. The member was very satisfied with the amount of care and ease through his experience and became a repeat customer. By utilizing a cross-selling strategy, National Auto Fleet Group became his one stop shop to fulfill all fleet vehicle purchasing needs.</p> <p>"I had a member call in desperate to obtain a new truck because an employee had gotten into a serious accident and had the truck totaled. Due to covid restrictions, most manufacturers are currently experiencing microchip shortages which relays to production delays at the factory. We were able to direct buyer to our in-stock inventory on the NAFG website and member was ecstatic to locate truck to meet their needs. Instead of having to wait 30 weeks to receive the new vehicle, member was able to obtain the new truck within 3 weeks."</p>

"I once had a member contact us two years after purchasing a vehicle from us. They had a malfunction with the liftgate on the box truck which caused a logistical nightmare. I was able to contact one of our body vendors that upfitted the lift gate installation and a service technician was able to go onsite to resolve the liftgate issue at no additional cost. The member was very impressed with the quality of our customer service even after purchase. "

"I had a member request a ¾ ton truck pricing but was unsure about their budget at the time. I took the time to go through each option with the client to provide a Sourcewell pricing quote through multiple manufacturers from Ram, Chevrolet and Ford. This empowered the member to have multiple pricing options for review to align with their budget as well as eliminating the need to shop anywhere else. "

"We work with many body companies to assist customers with the body upfitting process. One of our members called in a request to expedite a particular vehicle that was held up at one of their local body upfitters. I contacted the body company representative and put in a request to expedite the upfitting per request of the member. The body company was able to comply with the request and delivery was made sooner than expected."

Word-of-Mouth Marketing: The positive quality of service has led to more sales based on previous customers' impressions on their experience. NAFG's goal is to provide exemplary customer service throughout the entire purchasing process to encourage repeat business and advocate services to other members. NAFG has been fortunate to experience multiple instances of leads generated based solely on word-of-mouth marketing through our existing customers.

Cross-promotion: National Auto Fleet Group is currently collaborating with another Sourcewell Vendor, NCL Government Capital to promote each other's products and services. NCL Government Capital specializes in providing competitive equipment financing programs for municipalities and public education entities across the United States. As a team, NCL and NAFG produced a variety of marketing materials such as videos, flyers and info graphs to promote purchasing and leasing opportunities.

Hoglund Bus Company is another cross-promotion vendor NAFG had the opportunity to create a partnership with. Flyers were created to advertise Chassis from NAFG along with a variety of bus bodies from Hoglund Bus Company.

With cross-promotion, companies exchange knowledge and provide endorsements on websites, social media, and email campaigns. This strategy creates an influx of new leads, brand awareness, increased sales and recurrence of customers. National Auto Fleet Group will continue to create new partnerships and facilitate more cross-promotion opportunities in the near future to provide turnkey solutions for a variety of vehicle purchasing needs.

Coming in 2022, National Auto Fleet Group will be launching a NAFG Partner Website to further increase business growth. The website www.nafgpartner.com is expected to launch next year in 2022. The site encourages body upfitting companies throughout the United States to partner up with NAFG to become a preferred member. The benefits of becoming a preferred member include endorsements on website and social media avenues along with word-of-mouth referral for clients with upfitting needs. Our dedicated public relations representative will conduct phone and in person meetings to discuss the advantages of partnering up with NAFG, therefore generating more cross-promotion opportunities.

Members from government agencies are encouraged to go on the site to search for local body upfitting companies they are interested in working with. As a prerequisite in becoming a preferred vendor, they are required to advertise NAFG and the Sourcewell contract on their business website and refer their clients to purchase their cab/chassis needs through NAFG. This establishes a partnership that will generate increased sales all around. We are still currently building the website and interacting with body companies across the United States that would be interested in partnering up with NAFG.

<p>36</p>	<p>Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.</p>	<p>Social media plays a crucial element in the way people communicate and connect with each other. LinkedIn is the go-to platform used by NAFG as it offers a variety of ways to expand our network by locating and connecting with relevant professionals in the industry. National Auto Fleet Group has utilized LinkedIn to engage current and potential members through personalized messages and posts. Personalized messages include thanking them for registering on site as well as directing them to our link to the website, LinkedIn, YouTube, Facebook and Instagram company pages. The goal is to unite with people already on our database as well as people that would benefit from our products and services. Current flyers or messages about our company are also posted on the LinkedIn site to generate and attract more business. Time is also spent on reading posts from connections and observe any needs that National Auto Fleet Group may assist with.</p> <p>National Auto Fleet Group has begun utilizing video marketing strategies to further promote and market products by engaging on social media channels and email flyers. Programs such as Vimeo, Video Scribe, Cartoon Animator, Adobe Animate, Illustrate, Captive, Photoshop and Movavi Video Editor Plus are employed to edit and create videos to assist in endorsing our company. The following videos were recently created by our marketing department along with outside video production companies:</p> <p>Explainer Video: The first video created was a 90 second explainer video about National Auto Fleet Group that used animated characters to visualize our products and services along with information on the Sourcewell awarded contract. The video has been incorporated into all our weekly email flyers and social media platforms as an informative video on our products and how to purchase vehicles off Sourcewell Government Contract.</p> <p>How To Videos: National Auto Fleet Group has also created step-by-step How-To videos on the process to purchase both Light Duty and Heavy-Duty vehicles off the contract.</p> <p>In Stock Vehicles: This video showcases our in-stock vehicles available and the process of requesting a quote.</p> <p>ETA Tracking System: This video was created to not only introduce but to encourage clients to self-track their vehicle status.</p> <p>Holiday Themed Videos: These amusing videos were created to celebrate the holidays and add humor and lightness to our company and products sold.</p> <p>Cross Promotion Video: This video markets our relationship with NCL Government Capital and Sourcewell to endorse EV vehicles.</p> <p>Videos for social media: Mini videos were created to advertise new vehicles available, pricing and cutoff date reminders.</p> <p>NAFG has recently introduced a newly built live chat feature on our website for customer convenience as well as improving customer service. Visitors have access to chat with a live sales representative 24 hours a day, 7 days a week. With this feature potential customers are provided with another avenue for assistance in addition to emailing and phone calls. The benefits of a live chat option include quicker response time to assist buyers in reaching a purchasing decision and answer their questions.</p> <p>Improving customer service will also lead to increased sales, customer loyalty and engagement. Many studies have shown a strong correlation between live chat and increase in conversion rates. Potential clients appreciate having their questions answered in real-time when trying to build a vehicle quote online and allowing the user to multi-task different projects.</p>
<p>37</p>	<p>In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?</p>	<p>Sourcewell's mission states: "Our commitment to service and exceeding client expectations." This statement integrates with our relationship marketing strategy with our commitment to go above and beyond for all our members. Sourcewell is a trusted brand that government entities can rely on to access a wide variety of products and services for their everyday needs. With over 40 years of partnerships and relationship building, they are the glue that connects government, education, and nonprofit agencies to companies of all sizes to offer turnkey solutions to their needs.</p> <p>Sourcewell is also a reliable resource for vendors by not only connecting with potential prospects but by providing valuable marketing materials readily available for download on their website. Resources and tools provided include flyers, vendor training videos along with compliance information.</p> <p>The Sourcewell brand integrates a thorough documentation review of all vendors prior to awarding their cooperative contracts to ensure products and services are from reputable vendors. The brand provides a sense of legitimacy of our company name and members recognize that products and services are from reliable sources that will meet their needs.</p> <p>Sourcewell's aim is to simplify the purchasing and procurement process of government entities by eliminating the costly bidding procedure. The process of researching the right vendor is not only stressful and time-consuming but can be expensive as well. Sourcewell has completed the bidding for government entities which simplifies the overall purchasing process by providing access to competitively bid contracts procured by a government agency.</p> <p>Sourcewell has provided NAFG with overwhelming opportunities to work with government agencies across the United States. The Sourcewell name represents a high standard of integrity and ethics which is a dynamic National Auto Fleet Group is proud to be part of. Sourcewell members have access to a contract that is more flexible than the standard bidding process. Sourcewell is an organization that aids government entities to stay competitive without the frustrations and issues involved with the traditional bidding process. This contract can be customized to meet the unique needs of each client. The sales team has incorporated not only this standard of integrity in their sales practice ensuring clients' purchasing needs will always be met. The cost savings and stress-free nature of the cooperative contracts favors that of the traditional bidding process. It enables vendors to work with qualifying government entities in a more efficient manner. We vow to maintain these levels of standards across the board throughout all departments within the company.</p>

38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Our website provides a hands-on empowering approach to ordering vehicles online. Clients can search through many vehicles makes and models with the ability to customize a vehicle tailored to their specific needs of their agency. A personalized quote with pricing can be available in as little as 5 minutes depending on the complexity of the vehicle. If upfitting is needed, the buyer can list the details of the up-fit while building their vehicle on our website to receive a complete quote or a sales representative can be reached through phone, email or our new live chat feature built on our website.</p> <p>We have recently created and uploaded a "How-To Videos" section on the homepage of our website which highlights a step-by-step process on how to build an online quote. This informative video demonstrates how to navigate the website in how to generate a vehicle quote with or without upfitting options. It begins by explaining how to register on our website as a member and then details on how to select vehicle model and type and the factory options needed.</p> <p>Once a customized quote is built, clients have the option to finalize the sales transaction by submitting a purchase order to our sales team via email. This gives complete autonomy to the client to purchase vehicles without the need to speak to a sales rep. If assistance is needed, they can contact sales through email, live chat or phone.</p> <p>If assistance is required to build a quote, our sales rep is also available to walk a client through the e-procurement process step by step. This ensures someone is available to answer any questions if needed and empowering the client to make any future purchases on their own. Clients may also call or email the needs of the company and receive a customized vehicle quote.</p>
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Table 8: Value-Added Attributes

Line Item	Question	Response *
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	National Auto Fleet Group extends any and all product, equipment, maintenance and operating programs provided by the Manufacturer directly to Sourcewell participating entities during the quoting process. The manufacturer will provide quotes to the member based on the vehicles class and size, and geographic location. NAFG will always pass these quotes onto members and treat them like an upfit to the vehicle.
40	Describe any technological advances that your proposed products or services offer.	Technological accomplishments by Manufactures like Ford Motor Company and General Motors serve members by keeping many models available for members to choose from. Additionally, NAFG allows members the ability to choose to electrify their vehicle by opting into the Motive Power Systems we can still help supply this kind of an upfit. For more information, we have attached the product and pricing information within the "Upfits Available" and "All 15 Manufactures" ZIP files under the supporting documents portion of the application.
41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	. National Auto Fleet Group helped create the Climate Mayor Purchasing Collaborative by partnering with over 400 Mayors nationwide. This initiative was created for the benefit of members who wanted to create and sustain an all-electric fleet. We offer 100% purely electric vehicles your members to choose from. Some popular models include the Chevrolet Bolt, Ford Fusion, Ford Mustang Mach-E, as well as Ford's all electric F-150. We are confident that as more OEM's continue to manufacture new electric vehicles, we will provide them for members to select from. More information about this initiative can be found at www.Driveevfleet.org
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	NAFG has the California Air Resource Board (CARB) Certificate as well as the Ford Qualified Vehicle Modifier Certificate on file with some of our partner suppliers and upfitters hold these certifications and these certifications help illustrate how each vehicle conserves energy and remains energy efficient.
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	NAFG holds a current partnership with many suppliers some of which are veteran owned such as Pacific Truck Body located in CA. Our Ford, Chevrolet and Ram,Jeep,Dodge,Chrysler stores are jointly owned and operated by Minorities.
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	. National Auto Fleet Group was not only built on dedication and hard work, but also through quantifiable metrics that directly measure the results of our efforts to ensure real goals are being measured and met. Through measuring results, NAFG takes responsibility in ensuring we deliver only the best customer care to your members. NAFG offers members 24 hour website access to customer support to personally walk members through any questions they may have. No matter what the issue may be, we always think outside the box to help members find a solution.

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
45	Do your warranties cover all products, parts, and labor?	Each of the 15 manufactures we represent cover their own products, parts, and labor. All warranty information may be found in our attachments under the ZIP File "All 15 Manufactures".
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Prior to purchase, members should be aware of each manufacturer's restrictions. Such as improper use of the vehicle may result in disqualification of coverage under the OEM's warranty. An example of this may be an F-350 being used for a police related pursuit, which may void certain warranties. Although, we always welcome and encourage members to contact us for their particular warranty coverage.
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	In some cases, manufacturers will tow a member's vehicle to the nearest warranty repair facility in case of a breakdown and cover expenses, but prior approval is required.
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	This may vary from manufacturer to manufacturer. Thus, we encourage members to call in prior to purchase and inquire about their specific region and how their warranty repairs will be covered with their manufacturer.
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All warranties are typically passed on to the original equipment manufacturer and any upfit warranty will be passed on to the upfitter to perform.
50	What are your proposed exchange and return programs and policies?	If a member changes their mind, NAFG will quickly make every effort to change or cancel the order with the factory. However, once the manufacturer begins producing the vehicle, there are no changes, exchanges, or refunds available. The order is then deemed non-cancellable. This includes any upfit equipment an upfitter has ordered for the unit.
51	Describe any service contract options for the items included in your proposal.	NAFG offers any and all manufacturer service contracts for all members. There are several parameters in which a service contract may be customizable. These customized service contracts will be treated as add factory options and following the same discount schedule provided in the pricing file.

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
52	Describe any performance standards or guarantees that apply to your services	The only guarantee we can ever provide is the guarantee that we will treat and help every member that contacts with respect, integrity and professionalism.
53	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	NAFG and staff uphold high standards with how we provide service to the members, not only holding each other accountable but by embracing member feedback of how we can improve. Then we act upon it and implement improvements.

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
54	Describe your payment terms and accepted payment methods?	Standard payment terms are Net 20, with a 10 – day grace period.
55	Describe any leasing or financing options available for use by educational or governmental entities.	. In order to provide leasing or financing options, NAFG has partnered with National Cooperative Leasing to offer leasing terms for Sourcewell members for all NAFG quotes under the Sourcewell contract. For further review, we have attached a PDF called "NCL Sample Lease" in the "Member Walk Through" Zip file.
56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	National Auto Fleet Group's transaction process (Purchase Order) is closely tracked, well documented, and neatly organized to monitor each transaction performed through our Sourcewell Contract. This way, NAFG may produce swift and accurate quarterly reporting.
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, NAFG accepts up to \$2,500 per vehicle. However, any dollar amount higher than \$2,500 will require a P-card/ Credit Card transactional fee that would be passed onto the member

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	National Auto Fleet Group is offering Line-Item Discounts Off Manufacture Suggested Retail Price for 15 manufacturers that is detailed in the Price File. NAFG will also offer any Upfits to be added to any and all vehicles' that members wish to add. Details are located on the Price Summary Page in the Price File.
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	NAFG has an provided offerings from 15 Brands/OEMS and there respective percentage off vary and are detailed in the "Price File" zip Each Manufacture Range is detailed in the tabs below, here is an overview Chevrolet from -.077 to 24.45 % Ford Motor Company from -5.19 to 23.31 % GMC from 6.14 to 22.45 % Ram from 4.99 to 14.23 % Dodge from 3.09 to 9.96 % Jeep from 1.38 to 4.17 % Chrysler from 1.65 to 4.55 % Toyota from .03 to 8.98 % Honda from 1.34 to 4.9 % Nissan from -.085 to 14.61 % Buick from 2.36 to6.08 Kia from .69 to 8.39 % BMW from 3.8 to 4.77 % Cadillac from 4.22 to 6.77 % Volkswagen from 2.17 to 2.46 %
60	Describe any quantity or volume discounts or rebate programs that you offer.	If clients are considering an order of 150 or more units, we encourage members to contact us for any additional discounted quotes.
61	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	"Open Market" products or "Sourced Goods" will be considered and treated as regular upfits. However, they may be quoted up to a 10% mark up, if applicable.
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All considerations have already been taken into account in its entirety. The Price Summary Page and Price Table contained in the price file includes all considered costs. Although if a member requested a specialized quote for a unique situation that requires special training, direction, or installation, the additional costs would be added as a part of the upfit and then included inside the member's quote.
63	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	All manufactures charge a standard "Factory Destination Charge". However, that is separate from the freight/destination cost that members may incur to ship a vehicle to and from an installer, if applicable. These subsequent locational movements may bare additional freight costs that will be outlined within the members quote for their review prior to purchase.
64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, shipping, and delivery terms among these regions sometimes carry additional logistical charges for added ferry, port and driver costs from both to and from the mainland. These added costs will be disclosed on the quote for members to review and approve prior to purchase.
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	National Auto Fleet Group already has a well-established Automobile Franchise Distribution Network that allows for swift and relatively seamless delivery to members and their end users.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	NAFG Strives to offer the best overall value to the member with each and every quote.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Sourcewell participating members are able to obtain proper pricing directly from our website, where they are able to use our user-friendly design to build and price their vehicles. The NAFG is updated daily to reflect updated manufacturer MSRP information. Our system will provide members with an accurate quote 99.99% of the time. In addition, NAFG has a stream line and organized process that calculates administrative fees and allows NAFG to give a turnaround time of 15 – 30 days for quarterly reports.
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	One of the internal metrics NAFG uses to track and measure success with the Sourcewell Contract is maintained through our website. Our website keeps a detailed log of quotes that members are generating. We oversee and keep track of how many quotes are being generated and which quotes are met with a purchase order. Every month we evaluate our sales indicators and closely monitor the volume and frequency of sales. One example is by evaluating which members are purchasing from our platform – new members or frequent members to ensure we are growing our member base. We use these metrics to measure our projected growth rate and work to exceed our expectations.
69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	NAFG will submit \$ 300 per vehicle purchased through NAFG and \$ 200 per vehicle purchased through our partner dealer Alan Jay Automotive. For the purpose of an admin fee there are no other partner dealer groups considered.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	NAFG has provided a "Model Roll Out" Charts in the "Price File" zip, but of the 15 manufacturers we represent, they have over 100 makes and models for members to choose from that range from Class 1-3 and supporting Class 4 Cab and Chassis trucks. NAFG's platforms can add any upfit of their choosing, ranging from toolboxes to Line Mechanic Bodies. Any and all upfits can be added to any one of our vehicles through one of our upfit partner suppliers or by an upfit supplier of the members choosing. NAFG and the supplier will work together to supply members with turnkey quotes.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	National Auto Fleet Group lists the makes and models of all 15 manufacturers we represent under the ZIP File "All 15 Manufacturers". These 15 OEMs make up over 100 combined makes, models, and engine combinations for members to select from along with several subtitle "Upfits" detailed for members in the price file.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
72	Automobiles	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
73	Sport Utility Vehicles	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
74	Vans	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
75	Trucks	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
76	Vehicles described in Lines 72-75 above for Public Safety applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
77	Conventional internal combustion models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
78	Natural gas or propane autogas, hybrid, or alternative fuel models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
79	Electric powered models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 80. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Pricing](#) - NAFG Price File for Bid 091521.zip - Monday September 13, 2021 19:29:27
 - [Financial Strength and Stability](#) - Market Success and Financial Stability.zip - Monday September 13, 2021 19:30:12
 - [Marketing Plan/Samples](#) - Marketing Plan Compressed.zip - Tuesday September 14, 2021 11:38:30
 - [WMBE/MBE/SBE or Related Certificates](#) - Insurance and Related Documents.zip - Tuesday September 14, 2021 11:40:18
 - [Warranty Information](#) - Warranties RFP 091521.zip - Tuesday September 14, 2021 11:40:36
 - [Standard Transaction Document Samples](#) - Standard Transaction.zip - Monday September 13, 2021 19:54:48
 - [Upload Additional Document](#) - ALL 15 Makes and Upfits.zip - Tuesday September 14, 2021 11:35:54

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jesse Cooper, Fleet Manager, 72 Hour LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_6_Autos_SUVs_Vans_Trucks_RFP_091521 Wed September 8 2021 06:27 PM	<input checked="" type="checkbox"/>	1
Addendum_5_Autos_SUVs_Vans_Trucks_RFP_091521 Tue September 7 2021 07:28 PM	<input checked="" type="checkbox"/>	2
Addendum_4_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 26 2021 05:55 PM	<input checked="" type="checkbox"/>	1
Addendum_3_Autos_SUVs_Vans_Trucks_RFP_091521 Mon August 23 2021 09:47 AM	<input checked="" type="checkbox"/>	1
Addendum_2_Autos_SUVs_Vans_Trucks_RFP_091521 Sun August 8 2021 09:02 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 5 2021 03:58 PM	<input checked="" type="checkbox"/>	1



STAFF REPORT

Police Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Roy Nakamura, Chief of Police
By: Amber Abeyta, Management Analyst

SUBJECT: PURCHASE ORDER WITH FLOCK SAFETY FOR THE ANNUAL RENEWAL OF THE AUTOMATED LICENSE PLATE READER (“ALPR”) CAMERA SUBSCRIPTION FOR FISCAL YEAR 2022-23 IN AN AMOUNT NOT TO EXCEED \$50,000
CEQA: Not a Project
Recommendation: Approve

SUMMARY

The Arcadia Police Department currently utilizes a subscription-based platform for 20 automated license plate reader (“ALPR”) cameras. The subscription is purchased from Flock Safety and is renewed on an annual basis. The preferred subscription-based platform streamlines the maintenance, upgrades, and equipment, making the cameras more effective over time. Based on the Department’s satisfaction with the subscription-based platform, it is recommended that the City Council authorize the purchase order with Flock Safety for the annual renewal of the automated license plate reader camera subscription for Fiscal Year 2022-23, in an amount not to exceed \$50,000.

BACKGROUND

Since 2008, the Police Department has utilized an ALPR system to combat criminal activity, enhance productivity, and improve officer safety. The ALPR system automatically captures license plates from passing vehicles and vehicles parked on a street or in a parking lot. Once the license plate is processed, the officer operating the ALPR (or the Department’s Dispatch Center) is immediately notified whenever a license plate is read that is associated with the following criteria: stolen vehicle, identification of vehicles connected to wanted felons, Amber Alerts, or any other search criteria determined by the Department.

In Arcadia, ALPR camera systems are located in fixed and mobile locations throughout the City. The ALPR system retains captured license plates and photographs of vehicles

for a period of 30 days, which allows investigators time to review this data and possibly locate vehicles associated with criminal activity in the City. Once potential vehicles are connected to a crime, investigators input license plate information that triggers an alert to all officers with a digital photo of the vehicle, and pinpoint mapping of its current or previous location.

The ALPR system can capture exponentially more vehicles than any single officer could on their own. To date, the ALPR system has resulted in countless recoveries of stolen vehicles and provides timely alerts of criminally-wanted vehicles entering the City, leading to arrests.

DISCUSSION

In May 2021, the Department explored options to replace the ALPR system due to camera inoperability, poor image quality, and other age-based malfunctions. With the prior ALPR system, the cameras that did function were limited in their detection abilities and came with costly annual operational fees and extensive in-house support. In addition, the Department wanted to replace the entire system with the latest ALPR technology, which would capture more vehicle information and expand coverage across more intersection locations.

It was determined that the most cost-effective and efficient solution for these services was to transition from purchase/ownership option to a subscription-based platform from Flock Safety. By purchasing the subscription-based platform, the cameras are covered by an extended warranty program and service plan. In addition, the consultant is responsible for monitoring the cameras to ensure they are always performing at optimal standards. More importantly, Flock's all-inclusive price per camera includes the hardware, software, SIM card and data plan, warranty maintenance, monitoring, and software upgrades. The total cost for the subscription is \$50,000 annually and provides a significant cost savings compared to the total cost of ownership for the ALPR camera system.

Some additional highlights of the Flock Safety ALPR camera system include:

- Solar powered; therefore, the City no longer has to run powerlines through its signal poles for energy.
- Detects vehicles with no plates, temporary plates, dirty/covered plates, and obtains accurate state detection.
- Reads the newer black Legacy plates issued by the State, which lack illuminating features.
- Covers two lanes (former cameras covered one lane), which increases coverage at the City's intersections.
- Hosted on a cloud-based Criminal Justice Information System ("CJIS") system, which eliminates the need for costly in-house servers.

The transition to the subscription-based platform was implemented in FY 2021-22. This is the first year that the subscription is being renewed. Based on the excellent experience to date with the Flock Safety service model and the pricing remaining unchanged, it is recommended that the subscription be renewed.

ENVIRONMENTAL IMPACT

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

FISCAL IMPACT

Sufficient funds have been budgeted in the Fiscal Year 2022-23 General Fund Operating budget to fund the \$50,000 annual subscription cost.

RECOMMENDATION

It is recommended that the City Council approve the Purchase Order with Flock Safety for the annual renewal of the automated license plate reader (“ALPR”) camera subscription for Fiscal Year 2022-23 in an amount not to exceed \$50,000.

Approved:


Dominic Lazzaretto
City Manager



STAFF REPORT

Public Works Services Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Dave McVey, Acting General Services Superintendent

SUBJECT: REJECT ALL BIDS RECEIVED FOR THE CHAMBER OF COMMERCE, COUNCIL CHAMBER, AND COMMUNITY CENTER ROOF RESTORATION PROJECT AND DIRECT STAFF TO RE-PROGRAM IN THE FISCAL YEAR 2023-24 CAPITAL IMPROVEMENT PROGRAM BUDGET
CEQA: Not a Project
Recommendation: Approve

SUMMARY

The Fiscal Year 2019-20 and Fiscal Year 2022-23 Capital Improvement Plan provides for roof restoration and replacements at the Chamber of Commerce, Council Chambers, and Community Center. To ensure that the City is receiving the most competitive pricing for restoration and preventative maintenance services, a formal bid process was conducted. All bids received exceeded the estimated budget. It is recommended that the City Council reject all bids received for the Chamber of Commerce, Council Chamber, and Community Center Roof Restoration Project and direct staff to re-program in the Fiscal Year 2023-24 Capital Improvement Program.

BACKGROUND

The Fiscal Year 2019-20 Capital Improvement Plan provides for the re-roofing of the Chamber of Commerce building. The current roof system at the Chamber of Commerce is 53 years old and has never been replaced.

The Fiscal Year 2022-23 Capital Improvement Plan provides for the re-roofing of the flat roof areas of the Community Center that supports HVAC equipment and provides for roof restoration of the Council Chambers building. The Community Center flat roofing area that supports the HVAC equipment was previously restored, but never replaced, and is now failing. The existing top layer roof cap sheet is deteriorating and has begun to bubble and develop “mole runs”, which results in cracking, seam separation, and leaks. Additionally, the base flashings and cap sheets are starting to pull away from the parapet walls creating open gaps for water to infiltrate the building.

The Council Chambers will need full roof restoration. Performing restorative and preventative maintenance work on the Council Chambers roof will enable the roof membrane to stay intact without the expense of completely replacing the roof and underlying insulation. The restoration project will include repairs to all imperfections in the roof system such as blisters, mole runs, splits, and tears with a three-course application of mesh and mastic. The roof will then be top coated with a LEED certified Garland brand “White Star” polyuria Coating and 3/8-inch gravel.

DISCUSSION

A Notice Inviting Bids was published in the City’s adjudicated newspaper, and bid packages were provided to local vendors who provide roof restoration and preventative maintenance services. On November 8, 2022, the City Clerk received five bids with the following results:

Bidder	Location	Base Bid Amount
Western States Roofing Inc.	Northridge, CA	\$ 412,625
Chapman Coast Roof CO., Inc.	Fullerton, CA	\$ 801,681
Best Contracting Services, Inc.	Gardena, CA	\$ 919,700
FC And Sons Roofing Inc.	Bell Gardens, CA	\$ 924,972
Letner Roofing CO.	Orange, CA	\$ 969,600

On the day of the bid opening, the Public Works Services Department (“PWSD”) received a letter from Western States Roofing, Inc. requesting their bid to be withdrawn due to a pricing error. All other bids were reviewed and were considerably higher than budgeted. Material and labor costs have significantly escalated since the projects were originally budgeted. The cost of construction materials alone has greatly increased due to limited manufacturing and warehouse shortages. Labor costs have also increased overall, due to the shortage of qualified personnel for the trades needed to complete this work. Also, when these projects were originally budgeted, asbestos testing was not included in the scope. After the asbestos testing was performed, it was determined that two roofs will require asbestos remediation before the contractors can safely start the project. The additional cost of testing and removal was not factored into the original budget. PWSD staff will review the project scope and specifications and make the necessary changes. The project will be re-programmed in the Fiscal Year 2023-24 Capital Improvement Program budget.

ENVIRONMENTAL ANALYSIS

This project is categorically exempt per the California Environmental Quality Act (“CEQA”) as an existing facility, Section 15301 of the CEQA guidelines.

FISCAL IMPACT

Funds in the amount of \$650,000 for both labor and materials have been budgeted in the Fiscal Year 2019-20 and 2022-23 Capital Improvement Budgets for this project. Bids received were considerably higher than budgeted. Staff will review the project scope and specifications and re-program this project in the FY 2023-24 Capital Improvement Program, adjusting the project scope and/or funding as needed. To get the best price possible, the City plans on purchasing roof materials under a separate contract. The roof replacement and restoration project will be performed by a licensed roofing contractor using the roofing materials purchased and supplied by the City. This construction method will assist in reducing the total project cost by eliminating a material price markup from contractors.

RECOMMENDATION

It is recommended that the City Council reject all bids received for the Chamber of Commerce, Council Chamber, and Community Center Roof Restoration Project and direct staff to re-program in the Fiscal Year 2023-24 Capital Improvement Program.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Development Services Department

DATE: December 20, 2022

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director

SUBJECT: MANAGEMENT STAFFING CHANGES, APPOINTMENTS, AND SALARY ADJUSTMENTS WITHIN THE DEVELOPMENT SERVICES DEPARTMENT

CEQA: Not a Project

Recommendation: Approve

SUMMARY

The Deputy Development Services Director/City Engineer announced his retirement earlier this calendar year. In evaluating the management structure within the Department, it has been determined that several modifications should be made that will strengthen the Department's core management team and provide more efficient and effective oversight of the Department. This includes the appointment of a City Engineer, reclassification of the Planning & Community Development Administrator to the Deputy Director position, and reclassifying the Building Official position. These modifications will result in a net savings of \$105,696 in personnel costs to the City and will provide internal opportunities for growth and development. Therefore, it is recommended that the City Council approve the management staffing changes, appointments, and salary adjustments within the Development Services Department, to be effective in January 2023.

BACKGROUND

The Development Services Department has operated with a Deputy position for the past 14 years. The position has been held as a dual position that combined the Deputy Director of Development Services with the City Engineer position. This position was structured this way by the City Manager in 2008 due the unique skill set of the City Engineer and a desire to provide the Department with additional management oversight. Since 2008, this format has served the Department, and the City, very well. The incumbent is retiring from the City at the end of 2022 after 21 years of service to the City. Upon announcement of his retirement, a comprehensive review of the Department was conducted to determine the best way to fill the void left by his departure.

Each of the impacted positions was reviewed, and salary surveys were conducted to gain a comprehensive understanding of the costs and impacts of various management structures. It was determined that the best way forward was to decouple the City Engineer position from the Deputy Director position and divide the duties of this position into three positions. This plan provides opportunities for growth and development for three existing managers, avoids hiring a new employee at a high level, provides a more intuitive and direct management structure for the Department, and represents a savings in personnel costs.

With regard to the costs, the salary ranges for the three mentioned management positions will be changed to reflect new duties and responsibilities. Based on CalPERS rules, the City Council must review and approve all changes to salary, which is why this item is being presented. The costs of the modifications are provided below, and the overall costs are described in the Fiscal Impact section of this Staff Report.

DISCUSSION

The following staffing changes are being proposed and recommended for the Department. The salary ranges proposed are shown in red in the attached Management Salary Range Table (Attachment A).

1. Eliminate the Deputy Development Services Director/City Engineer position.

The current dual position will be eliminated. The two positions will be decoupled and work tasks and responsibilities will be reassigned among three existing management positions. This represents a cost savings in that a new Management position is not necessary, and it allows the current management team to grow professionally. This would create three top level managers in DSD as direct reports to the Director, which should balance the workload effectively. The elimination of this position results in a cost savings in salary and benefits to the City of \$266,904.

2. Re-establish City Engineer position

Prior to the incumbent being promoted to Deputy Director in 2008, the Development Services Department had a simple City Engineer position. The proposal is to reinstate this position at its former pay range (85M). All Deputy Director functions have been removed. Once created, the existing Principal Civil Engineer in DSD will be appointed to the position. The City Engineer position will be a direct report to the Director. The difference in cost to the City for this promotion would be approximately \$15,246 in salary and benefits.

3. Adjust Building Official Position

Currently, the structure in DSD has the Building Official position reporting to the Deputy Development Services Director/City Engineer. This provides the Building Official with an extra layer of supervisory structure and insulates this position from some decision making. With the dissolving of the joint Deputy Director/City Engineer position, the Building Official will become a direct report to the Director. This position will also move to salary range 85M, consistent with the City Engineer as the level of autonomy, decision making, and responsibility will be similar between the two new positions. Both of these positions are directly accountable for their function and are the City's primary representative in their respective areas. The change in the current Building Official position (moving from the current range of 82M to 85M) would be an increased cost to the Department of approximately \$16,470.

4. Re-classify current Planning & Community Development Administrator to Deputy Development Services Director.

After evaluating the position descriptions between the Deputy Director and the Planning & Community Development Administrator, it is clear that there is not enough differentiation between the positions to merit both being in the Department. Many of the duties listed in the existing position descriptions overlap and it makes sense to consolidate the duties. The position would be placed in the range of 89M, which is above the Planning & Community Development Administrator but below the existing Deputy Director/City Engineer position. This reclassification would result in a cost to the City of \$12,258.

5. Backfill position in Engineering with a new Assistant Engineer position.

The Engineering Division has always run with four individuals in DSD (and more at times). This includes the City Engineer, and a staff of three additional engineers. To replace the departing employee's position, an Assistant Engineer would be hired. The new position would be a cost to the City in salary of approximately \$117,234..

The table below summarizes the proposed cost implicants of the changes:

Position	Cost/Savings
Eliminate Deputy Director/City Engineer	\$266,904
Appoint City Engineer	\$15,246
Adjust Building Official	\$16,470
Re-Classify to Deputy Director	\$12,258
Hire Assistant Engineer	\$117,234
TOTAL SAVINGS	\$105,696

The changes proposed result in the same number of total Full Time Equivalent positions in the Department (28). The differences in the organizational charts can be seen in Attachment B, which provides the current Organizational Chart and the Proposed Chart with the new positions shown.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty it will have no impact on the environment. Thus, this matter is exempt under CEQA.

FISCAL IMPACT

As itemized above, the elimination of the Deputy Director of Development Services/City Engineer position, reclassifications of the City Engineer, Deputy Director, and Building Official, and the hiring of a new Assistant Engineer, represent a cost savings to the City of approximately \$105,696 when considering both salary and benefits, and results in the same number of positions within the Development Services Department (28).

RECOMMENDATION

It is recommended that the City Council approve the management staffing, appointments, and salary adjustments within the Development Services Department.

Approved:



Dominic Lazzaretto
City Manager

Attachment A: City of Arcadia Monthly Salary Range (Management)

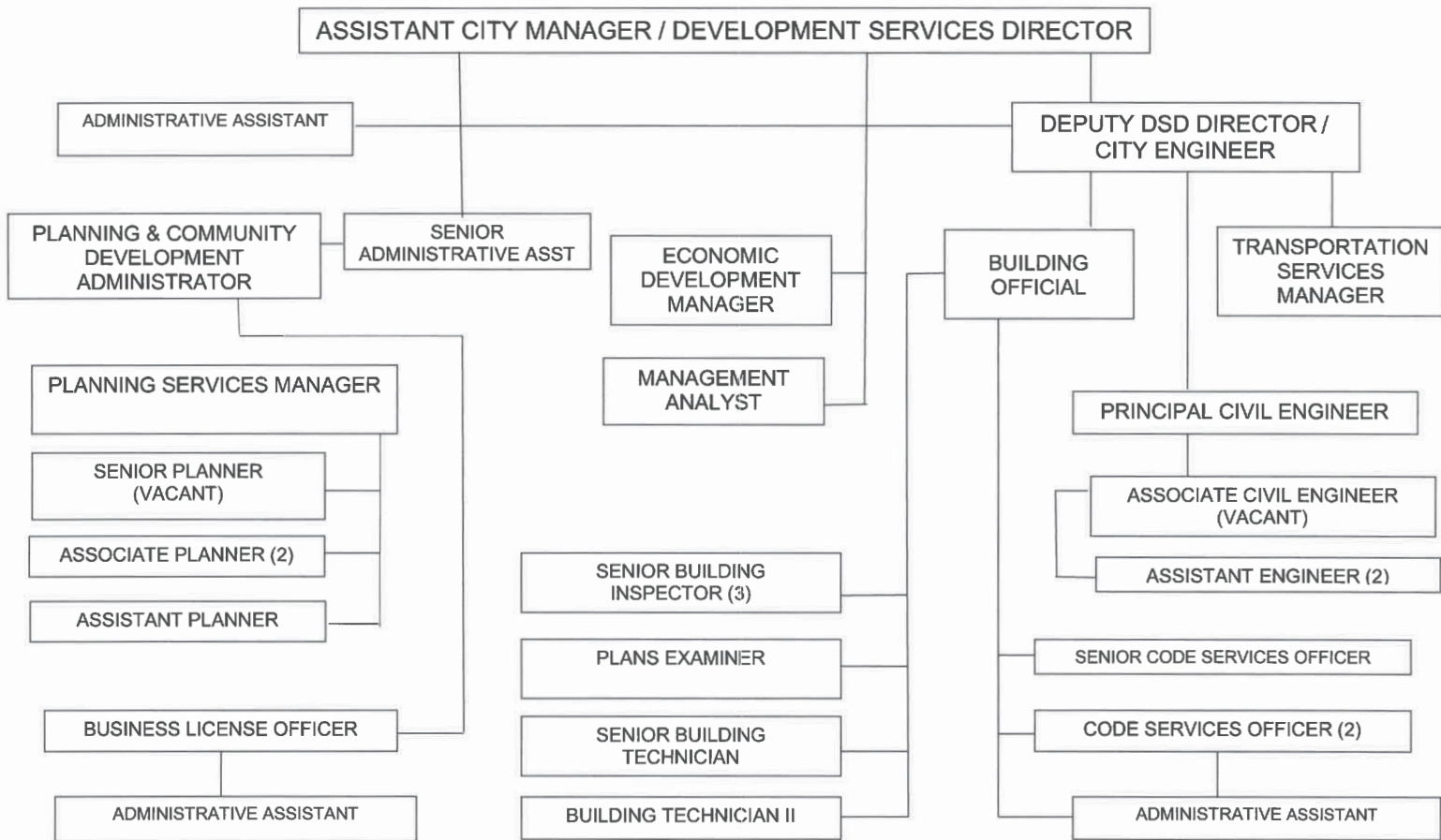
Attachment B: Organizational Charts (Current and Proposed)

EXHIBIT "A"
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2022 - JUNE 30, 2023
MANAGEMENT - 3.0% COLA

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
58M	Management Aide	\$ 5,255	\$ 5,388	\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563
59M	Buyer	\$ 5,388	\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728
60M		\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895
61M		\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070
62M		\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245
63M	Accountant Recreation Supervisor	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426
64M	Purchasing Officer	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611
65M		\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802
66M		\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997
67M	Human Resources Analyst	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198
68M	Crime Analyst/Investigative Support Specialist Management Analyst	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404
69M	Senior Accountant	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612
70M		\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828
71M		\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051
72M	Environmental Services Manager Police Records Manager Senior Human Resources Analyst Senior Management Analyst Transportation Services Manager	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275
73M		\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507
74M		\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745
75M	Accounting Supervisor	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988
76M		\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239
77M		\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494
78M	Assistant to the City Manager Assistant Director of Recreation and Community Services General Services Superintendent Library Services Manager Planning Services Manager Streets Superintendent Utilities Superintendent	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756
79M	Information Technology Manager Principal Civil Engineer	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026
80M	Fire Marshal	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301
81M		\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585
82M	Building Official Economic Development Manager	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873
83M		\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172
84M		\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475
85M	Building Official City Engineer	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788
86M	Financial Services Manager/Treasurer Human Resources Administrator	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106
87M	Deputy City Manager Deputy Public Works Services Director Planning and Community Development Administrator	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432
88M		\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766
89M	Deputy Development Services Director	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113
90M		\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465
91M	Deputy Director of Development Services/City Engineer	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828

Attachment "B"

DEVELOPMENT SERVICES DEPARTMENT



DEVELOPMENT SERVICES DEPARTMENT (Proposed)

