



Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 23-11586-C
FOR
Just Transition Residential Electrification Pilot Program
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to develop and implement a Just Transition Residential Electrification Pilot Program (Just Transition Pilot). As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached).

Proposals must be received no later than 2:00 pm, on Tuesday, March 7, 2023. Proposals are to be sent via email with the “**Specification No. 23-11586-C**” and “**Just Transition Pilot**” clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical Proposal with the filename saved as, “**Proposal Vendor Name – 2023 Just Transition Pilot.**” Corresponding pricing proposal shall be submitted as a separate document with the filename saved as, “**Pricing Vendor Name - 2023 Just Transition Pilot.**”

Email Proposals to:

City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

Please see page 3 for details regarding the Optional Bid Conference.

For questions concerning the anticipated work, or scope of the project, please **contact Billi Romain, Manager – Office of Energy & Sustainable Development**, via email at Electric@cityofberkeley.info no later than **Thursday, February 16, 2023.** Answers to questions will **not** be provided by telephone or email. Answers to all questions or any addenda will be **posted** on the City of Berkeley’s site at [Bid & Proposal Opportunities | City of Berkeley \(berkeleyca.gov\)](https://www.cityofberkeley.info/Bid%20and%20Proposal%20Opportunities). It is the vendor’s responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet General Services Manager

2180 Milvia Street, Berkeley, CA 94704 Tel: 510.981.7320 TDD: 510.981.6903
E-mail: purchasing@cityofberkeley.info Website: [cityofberkeley.info/finance/](https://www.cityofberkeley.info/finance/)

I. INTRODUCTION

The City of Berkeley (the “City”) is seeking a Program Administer to convene a diverse team who will develop and implement a Just Transition Residential Electrification Pilot Program (Just Transition Pilot) that provides the direct installation of building electrification measures in existing affordable housing buildings and/or for low-to-moderate income households (at or below 120% of the Area Median Income, or AMI). Electrification measures include replacing gas water heating, HVAC, electrical upgrades and cooking equipment with systems that run on clean electricity. The Just Transition Pilot requires electrification upgrades be completed by pre-qualified contractor(s) who meet minimum labor standards, as a way to ensure that residential electrification construction work provides equitable benefits to workers. The objective of labor standards is to advance high-road, family-sustaining jobs that pay living wages, with comprehensive benefits and opportunities for career advancement for a diverse workforce.

Just Transition Pilot Goals:

The City of Berkeley is soliciting proposals that can meet the following goals:

- a. Expand high-road workforce opportunities in the low-rise residential building sector by aggregating projects and/or buildings;
- b. Advance economic opportunities for residential building electrification contractors and workers, particularly Black, Indigenous, and people of color (BIPOC) and women contractors and BIPOC and women workers, by creating high-road job labor standards, trainings, and inclusive recruitment pathways;
- c. Improve occupant health, comfort and energy affordability for low-to-moderate income (at or below 120% AMI) Berkeley residents with high quality installations of efficient electrification measures in homes; and
- d. Reduce community-wide greenhouse gas emissions by converting residential gas systems to clean electricity.

Proposers must state how they plan to meet each of these goals. All construction contractors participating in the electrification upgrades must meet (or show how they will meet) labor standards as described in Section II Scope of Services, Phase 1- Section 4 “Labor Standards.” All proposed projects must also be consistent with the Equity Guardrails, developed as part of Berkeley’s Existing Buildings Electrification Strategy¹ (BEBE Strategy), described below.

Equity Guardrails:

- **Maximize Access to Health & Safety Benefits:** Proposed projects should prioritize the benefits of building electrification including health, safety, and comfort to those most impacted by climate change.
- **Maximize Access to Economic Benefits:** Proposed projects should leverage incentives and financing, reduce costs when possible, and support high-road job opportunities prioritizing disadvantaged communities.
- **Maximize Ease of Participation:** Proposed projects should be easy for community members to access, and should be integrated with other programs and services when possible.
- **Promote Housing Affordability & Anti-Displacement:** Proposed programs should support housing preservation and tenant protections, and not displace renters or homeowners.

Just Transition Pilot Budget

¹ The Equity Guardrails, a concept developed as part of Berkeley’s Existing Buildings Electrification Strategy, act as minimum standards that must be met for any proposed electrification policy to be considered. See report for more information: <https://berkeleyca.gov/your-government/our-work/adopted-plans/berkeley-existing-buildings-electrification-strategy#:~:text=The%20Berkeley%20Existing%20Buildings%20Electrification,members%20of%20historically%20marginalized%20communities>.

On June 14, 2022, City Council approved a budget referral and Resolution No. 70,414-N.S. (Appendix 1) establishing a Pilot Existing Building Electrification Installation Incentives and Just Transition Program (Just Transition Pilot). On November 30, 2021, Berkeley City Council approved a budget referral for \$1,500,000 for the Just Transition Pilot, of which \$400,000 is allocated for administrative costs to run the program.

Contract Term

The project term is two years from contract execution.

Optional Virtual Bidders’ Conference:

The City will hold at least one (1) optional virtual bidders’ conference prior to the proposal submission due date to answer questions. All questions and answers will be provided publicly on the City’s website. For more information on the virtual bidders’ conference, see <https://www.cityofberkeley.info/RFP/>, and scroll to RFP 23-11586-C. The first virtual bidders’ conference will take place on February 9, 2023 at 12:00 PM Pacific time.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85297463498>

Or Telephone:

US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053

Webinar ID: 852 9746 3498

International numbers available: <https://us06web.zoom.us/j/85297463498>

If another bidders’ conference is deemed necessary, the City will amend the RFP to provide notice of another meeting prior to the proposal submission due date.

Expected Just Transition Timeline

	2023				2024/25
	Q-1	Q-2	Q-3	Q-4	
Issue Request for Proposals					
Bidders’ Conference					
Selection process					
Execute contract(s)					
Implementation					

II. SCOPE OF SERVICES

The City of Berkeley is seeking a Program Administer to convene a diverse team who will develop and implement a program that provides the direct installation of building electrification measures in low-to-moderate income homes with pre-qualified contractor(s) who meet minimum labor standards. Proposers should demonstrate their ability to support high-road jobs for a diverse workforce, enhance community resilience, reduce GHG emissions, and address the Equity Guardrails. The City reserves the right to modify the scope of the project.

Phase 1 – Planning, Development, and Contractor Qualifications

- 1. Market Assessment:** Conduct a market opportunity assessment to identify a list of residential buildings with a minimum percentage of low-to-moderate income (LMI) residents to be assessed for electrification

upgrades. Conduct site visits to assess existing conditions. Identify opportunities to stack other incentives and resources for holistic improvements. Market assessment and prioritization should address:

- a. Analyze potential buildings such as low-rise multifamily (3 habitable floors or fewer) with LMI renters, deed-restricted affordable housing, and single-family homes that have been upgraded through income qualified City/HUD funded housing rehabilitation programs.
- b. Develop aggregated project(s) based on building characteristic, equipment needs or geography. For example, replacement of multiple gas wall heaters with mini-splits or replacement of multiple gas water heaters with heat pump water heaters or develop a retrofit scope of work for multiple units and/or buildings in geographic proximity, etc.

2. Aggregated Project(s) Development: In consultation with the City and community partners, develop aggregated project(s) including: income eligibility criteria, proposed scope of work and estimated budget per unit, workforce needs and capacity based on proposed work, and outreach to recruit participating owners, residents and contractors.

- a. Integrate all available resources from related housing improvement programs and funding opportunities to maximize occupant benefits, leveraged resources and emissions reduction.
- b. Develop project proposal(s) that includes financial and nonfinancial costs and benefits to residents, owners, workforce, local economy, etc.
- c. Assess workforce needs and capacity based on proposed work to be performed. For example, how many work hours are estimated by trade (i.e. plumbing, HVAC, electrical) to perform scope of estimated needs of targeted building stock. Include details on which contractors are available to perform the trade-specific work and comply with the labor standards.
- d. Finalize selected direct install program(s) and budget(s) with the following eligible uses of funds:
 - 1) Replacing natural gas, equipment and appliances with electric heat pump water heaters, electric dryers, induction and electric cooktops, electric convection ovens.
 - 2) Electrification project costs may include panel and wiring work if they are required for the electrification upgrade. Stand-alone electrical upgrades or rewiring that are not part of an electrification project are not eligible.
 - 3) Improvements to the building envelope that increases energy efficiency such as insulation, air sealing, and replacement of inefficient windows.
- e. Develop and conduct a marketing and outreach strategy to recruit building owners, residents, and contractors.
 - 1) Consider renter protections and other initiatives to prevent displacement of residents.
 - 2) Ensure compliance /application with [Berkeley Municipal Code 13.84](#)² which specifies requirements for property owners who relocate residents for tenant improvements.

3. Contractor Qualifications: In consultation with the City, provide contractor qualification requirements that seek to include BIPOC and women contractors; and include:

- a. Certification that the contractor complies with all applicable licensing, bonding, and insurance requirements;
- b. Certification that the contractor participates in, makes training fund contributions to, and sponsors apprenticeships from a state-approved apprenticeship program that partners with an MC3 pre-apprenticeship (apprenticeship ready) program;
- c. Certification that the contractor provides family health benefits and pension benefits to its workers;
- d. Certification that the contractor has not been convicted of, fined, or penalized for any violation of wage, labor, safety, or building standard requirements within the last five (5) years;
- e. Certification that the contractor has not had any licenses revoked within the past five (5) years;

² See more information on this program here: <https://berkeleyca.gov/doing-business/operating-berkeley/landlords/tenant-relocation-repairs#:~:text=If%20you%20need%20to%20relocate,in%20when%20repairs%20are%20done>.

- f. Certification that the contractor is not ineligible to bid, be awarded or subcontract on a public works project pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7;
- g. Certification that the contractor has not been cited for any serious, willful or repeat OSHA violations within the last five years as defined under Title 8 of the California Code of Regulations;
- h. Certification that the contractor has a Better Business Bureau rating of “B” or higher.

4. Labor Standards: In consultation with City of Berkeley and community partners, provide labor standards for workers that include:

- a. Prevailing wage requirements
- b. Contribution to worker skills and training
- c. Healthcare and pension benefits
- d. Targeted hiring requirements, such as a minimum percentage (ex. 30%) of work hours performed by disadvantaged workers and/or graduates from approved MC3 pre-apprenticeship programs, minimum percentage (ex. 20%) work hours performed by registered apprentices, etc.
- e. Other City of Berkeley applicable labor standards (see below):

1) All Employers in the City of Berkeley:

- **Minimum Wage-** Employers must pay all staff who work in Berkeley at least two hours per week the minimum wage standard set by the City. The minimum wage standard in Berkeley is \$16.99/hour: Effective July 1, 2022. The minimum wage standard applies to all employees who work at least two hours in the geographical limits of Berkeley, regardless of where the employer is located or where the employee lives. The standard applies to both for-profit and non-profit employers. Employees’ tips do not count towards covering the minimum wage payment. ([BMC Chapter 13.99](#))
- **Paid Sick Leave Ordinance-** Employers must give their staff one hour of paid sick leave for every 30 hours worked. Small business employers (with fewer than 25 employees) may cap an employee’s accrued paid sick leave at 48 hours and may cap the use of paid sick leave to 48 hours per year. Employers with 25 or more employees may cap an employee’s accrual of paid sick leave at 72 hours, but may not cap how much paid sick leave an employee uses in a calendar year. ([BMC Chapter 13.100](#))
- **Berkeley Family Friendly and Environment Friendly Ordinance-** Employers must provide right to request a flexible or predictable work schedule. The ordinance applies to employers with 10 or more employees. The employer does not have to grant the request, but does have to respond in writing within 21 days. Employees must have worked at least three months and must work at least eight hours per week on a regular basis to be covered by the ordinance. ([BMC Chapter 13.101](#))

2) Employers of City-funded Projects

- **Living Wage-** Vendors paid more than \$25,000 per year by the City of Berkeley [which includes contractors participating in this program] must comply with the Living Wage Ordinance. To comply, vendors must pay a living wage (set by the City, currently \$17.41 per hour with a medical benefit equivalent of at least \$2.89 per hour, or \$20.30 per hour), provide health benefits or cash in lieu, and provide at least 22 days per year for sick leave, vacation, or personal necessity, of which at least 12 days must be paid time off. ([BMC Chapter 13.27](#))
- **State Prevailing Wage-** [Labor Code Section 1771](#) states that prevailing wages must be paid to all workers employed on a public works project when the public works project is over \$1,000. Labor Code Section 1771.5 provides a higher threshold of over \$25,000 for construction work or over \$15,000 for alteration, demolition, repair or maintenance work under the circumstances specified in that section. ([CA Department of Industrial relations Prevailing Wage Requirements](#))

- **City Prevailing Wage-** The City’s local laws require payment of prevailing wage on any construction project that involve[s] any City money or any contracts with the City. (Resolution No. 54,533-N.S., as amended by Resolution No. 63,761.)
 - **Community Workforce Agreement (CWA) ([Resolution No. 69,661-N.S.](#))-** The Agreement (current agreement goes through June 30, 2023) covers City capital improvement projects with an estimated value in excess of \$500,000, including construction, demolition, alteration, painting or repair of buildings, structures, landscaping, temporary fencing and other works and related activities including, without limitation, pipelines, site preparation, survey work, demolition of existing structures and all construction, demolition or improvements required to be performed as a condition of approval by any public agency. The CWA local workforce hiring goal is 20% of total craft hours worked, on a craft by craft basis for all covered projects.
- 5. Contractor Recruitment and Workforce Development:** In partnership with MC3 pre-apprenticeship programs, connect diverse graduates to available registered apprenticeship programs and approved contractors to meet hiring and training needs of the pilot project(s). Work closely with contractors, apprenticeship programs, and unions to align workforce activity with training and hiring needs, as defined by the hiring employers.
- a. Prequalify contractor(s) through a formal process that includes the contractor and labor standards above.
 - b. Work with approved contractors to develop equitable workforce development strategies with registered apprenticeship programs and unions.

Phase 2 – Pilot Program Implementation

- 1. Customer Service:** Provide high-quality customer service, troubleshooting, and quality assurance across all electrification upgrade projects.
 - a. Finalize resident income qualification and property owner commitments, and contractor construction budgets and scopes.
 - b. Coordinate with property owner residents on scheduling of projects.
 - c. Obtain required permits.
 - d. Collect data to be used in program evaluation, including a breakdown of project costs and customer satisfaction.
- 2. Construction Management of Contractors:** Ensure high quality installation of electrification measures.
 - a. Coordinate across contractors, subcontractors and workers to ensure the right workforce is available to complete high quality, timely projects.
 - b. Provide quality assurance and quality control for installations.
 - c. Track workforce data including: benefits, job quality, and hours disaggregated by race, gender, trade, apprentice, journey level, hourly wages paid.
 - d. Track contractor revenue disaggregated by minority or women owned business.
 - e. Provide labor standards monitoring.

Phase 3 – Program Evaluation

Provide a final report with accomplishments and lessons learned. Include detailed data in the final report that measures achievement of pilot goals.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business (see section VII, F. – Local Vendor Preference), the name and telephone number of the contact person and company tax identification number. Include this information for all members of proposed team.

2. Client References:

Provide a minimum of three (3) client references for the lead applicant/Program Administrator. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

3. Price Proposal (5% of total score):

The proposal shall include pricing for all services, with a line item for each of the scope of service areas listed in Section II. The proposal shall include amounts and sources of any additional funding leveraged for this project. Pricing shall be all-inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized. Costs must include both material and labor. Please note that \$400,000 of the budget is earmarked for program administration.

If the proposer would like to include additional or alternative scope items, please do so as separate line items, but please note that the budget cannot exceed \$1,500,000 total.

Evaluation of price proposals are subject to the local vendor business preference (see section VII.F.)

4. Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

5. Qualifications (30% of total score):

Describe qualifications of lead applicant and team as they relate to the scope of services described above. Demonstrated experience in residential building electrification, equitable workforce development construction management and experience working with/existing partnership with pre-apprenticeship, apprenticeship, and labor unions is expected from at least one member of the applicant team. Cite examples, if any, of similar projects that have been completed by you, your firm, or team. Please include detail of past work with underserved communities, training providers, labor, and equity and inclusion, if applicable. Include the names and qualifications of the individuals that would be assigned to the project, and describe their roles. Include a link to any completed projects that you think are a good model for this project with a short explanation for your choice.

6. Project Approach (40% of total score):

Describe how you will approach this project and meet the pilot goals in 3 pages or less.

- a. Elaborating on the tasks described in Section II Scope of Services above, explain the approach and the specific tasks for each project phase you will implement, a calendar timeline, and the deliverables you will provide to the City of Berkeley. Note any foreseen challenges to timely completion of the project and steps that would be implemented to address these challenges.
- b. Please include an explanation of how you plan to meet the project goals, listed below:
 - i. Expand high road workforce opportunities in the low-rise residential building sector by leveraging economies of scale through aggregation of projects and/or buildings;
 - ii. Advance economic opportunities for residential building electrification contractors and workers, particularly BIPOC and women contractors and BIPOC and women workers, by creating high-road job labor standards, trainings, and recruitment pathways;
 - iii. Improve occupant health and comfort and energy affordability for low-to-moderate income (at or below 120% AMI) Berkeley residents with high quality installations of efficient electrification measures in homes; and
 - iv. Reduce community-wide greenhouse gas (GHG) emissions by converting residential gas systems to clean electricity.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. References	10%
2. Costs/Price Proposal	5%
3. Qualifications of assembled team	30%
a. Construction management (10%)	
b. Equitable workforce development (10%)	
c. Experience working with/existing partnership with pre-apprenticeship, apprenticeship, labor unions (10%),	
4. Project approach and addressing of goals	40%
a. Project approach (25%)	
b. Addressing of project goals (15%)	
5. Overall quality of the response and conformance with RFP requirements	15%

** Effective 1/1/2022. Local Vendor Preference. For the purposes of comparing pricing as part of this competitive RFP for goods up to \$100,000 or non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor.*

A selection panel will be convened of staff to evaluate and score submittals.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. **Email invoices to Accounts Payable and cc' bromain@cityofberkeley.info;** (List on invoice, Attn: Billi Romain/Planning Department, Office of Energy & Sustainable Development) and reference the contract number.

City of Berkeley
Accounts Payable
P.O. Box 700
Berkeley, CA 94710-700
Email: AccountsPayable@cityofberkeley.info

CC: bromain@cityofberkeley.info
Attn: Billi Romain, Planning, Office of Energy and Sustainable Development
Phone: 510-981-7310

Payments: The City will make payment to the vendor within 30 days of receipt of a correct, approved and complete invoice.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants.

Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work.

Bidders must submit the attached Oppressive States Disclosure Form with their proposal.

D. Sanctuary City Contracting Ordinance:

Chapter 13.105 of the Berkeley Municipal Code prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”).

Bidders must submit the attached Sanctuary City Compliance Statement with their proposal.

E. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

F. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The current Living Wage rate can be found here: [Information for Vendors | City of Berkeley \(berkeleyca.gov\)](https://www.berkeleyca.gov/Information-for-Vendors). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

G. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

H. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insured.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical

infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

Any printed reports for the City required during the performance of the work shall be on 100% recycled paper, and shall be *printed on both sides of the page* whenever practical.

E. State Prevailing Wage:

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et seq. These labor categories, when employed for any “work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work,” constitute a “Public Work” within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at:
http://www.dir.ca.gov/OPRL/statistics_and_databases.html

F. Local Vendor Preference

City of Berkeley applies a local vendor preference for comparing pricing submittals in RFP responses (City Council Resolution No. 69,890-N.S.)

A **local business** is defined as “a business firm with fixed offices or distribution points located within the City of Berkeley boundaries and listed in the Permits and License Tax paid file, with a Berkeley business street address.”

Competing for non-professional services

For the purposes of comparing pricing as part of this competitive RFP for non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor in order to assign evaluation points to the pricing section.

VIII. SCHEDULE (Dates are subject to change)

- | | |
|--|------------------------------|
| <input type="checkbox"/> Issue RFP to Potential Bidders | January 31, 2023 |
| <input type="checkbox"/> Optional Pre-Bid Webinar | February 9, 2023 at 12:00 PM |
| <input type="checkbox"/> Questions Due | February 16, 2023 |
| <input type="checkbox"/> Proposals Due from Potential Bidders | March 7, 2023 at 2:00 PM |
| <input type="checkbox"/> Complete Selection Process | April 7, 2023 |
| <input type="checkbox"/> Council Approval of Contract (over \$50k) | June 6, 2023 |
| <input type="checkbox"/> Award of Contract | June 7, 2023 |
| <input type="checkbox"/> Sign and Process Contract | July 21, 2023 |
| <input type="checkbox"/> Notice to Proceed | July 28, 2023 |

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

- | | |
|---|--------------|
| • Check List of Required items for Submittal | Attachment A |
| • Non-Discrimination/Workforce Composition Form | Attachment B |
| • Nuclear Free Disclosure Form | Attachment C |
| • Oppressive States Form | Attachment D |
| • Sanctuary City Compliance Statement | Attachment E |
| • Living Wage Form | Attachment F |
| • Equal Benefits Certification of Compliance | Attachment G |
| • Right to Audit Form | Attachment H |
| • Insurance Endorsement | Attachment I |
| • Resolution No. 70,414-N.S. | Appendix 1 |

ATTACHMENT A

CHECKLIST

- Proposal describing service (one (1) PDF of proposal)
 - Contractor Identification and Company Information
 - Client References
 - Contract Terminations (if applicable)
 - Qualifications
 - Project Approach
- Costs proposal by task, type of service & personnel (as a separate document from the proposal)
- The following forms, completed and **signed in blue ink** (attached):
 - Non-Discrimination/Workforce Composition Form Attachment B
 - Nuclear Free Disclosure Form Attachment C
 - Oppressive States Form Attachment D
 - Sanctuary City Compliance Statement Attachment E
 - Living Wage Form (*may be optional*) Attachment F
 - Equal Benefits Certification (EBO-1) (*may be optional*) Attachment G

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

- Provide **original-signed in blue ink** Evidence of Insurance
 - Auto
 - Liability
 - Worker's Compensation
- Right to Audit Form Attachment H
- Commercial General & Automobile Liability Endorsement Form Attachment I
- Berkeley Business License (Current Year Certificate)

For informational purposes only: Sample of Personal Services Contract can be found on the City's website on the current bid and proposal page at the top of the page.

NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____

Address: _____

Business Lic. #: _____

Occupational Category: (See reverse side for explanation of terms)	Total Employees		White Employees		Black Employees		Asian Employees		Hispanic Employees		Other Employees	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Official/Administrators												
Professionals												
Technicians												
Protective Service Workers												
Para-Professionals												
Office/Clerical												
Skilled Craft Workers												
Service/Maintenance												
Other (specify)												
Totals:												

Is your business MBE/WBE/DBE certified? Yes: _____ No: _____ If yes, by what agency? _____

If yes, please specify: Male: _____ Female: _____ Indicate ethnic identifications: _____

Do you have a Non-Discrimination policy? Yes: _____ No: _____

Signed: _____ Date: _____

Verified by: _____ Date: _____
 City of Berkeley Contract Compliance Officer

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

Attachment B (page 2)

CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)
2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.
3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

CITY OF BERKELEY
Oppressive States Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S., (hereafter "Resolutions"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: **Tibet Autonomous Region and the Provinces of Aho, Kham and U-Tsang; and Burma (Myanmar)**

"Personal Services" means "the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

- a. The governing regime in any Oppressive State.
- b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
- c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: _____ Date: _____

CITY OF BERKELEY
Sanctuary City Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Contractor"), has had an opportunity to review the requirements of Berkeley Code Chapter 13.105 (hereafter "Sanctuary City Contracting Ordinance" or "SCCO"). Contractor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Contractor understands the meaning of the following terms used in the SCCO:

- a. "Data Broker" means either of the following:
 - i. The collection of information, including personal information about consumers, from a wide variety of sources for the purposes of reselling such information to their customers, which include both private-sector business and government agencies;
 - ii. The aggregation of data that was collected for another purpose from that for which it is ultimately used.
- b. "Extreme Vetting" means data mining, threat modeling, predictive risk analysis, or other similar services." Extreme Vetting does not include:
 - i. The City's computer-network health and performance tools;
 - ii. Cybersecurity capabilities, technologies and systems used by the City of Berkeley Department of Information Technology to predict, monitor for, prevent, and protect technology infrastructure and systems owned and operated by the City of Berkeley from potential cybersecurity events and cyber-forensic based investigations and prosecutions of illegal computer-based activity.

Contractor understands that it is not eligible to receive or retain a City contract if at the time the Contract is executed, or at any time during the term of the Contract, it provides Data Broker or Extreme Vetting services to ICE.

Contractor further understands and agrees that Contractor's failure to comply with the SCCO shall constitute a material default of the Contract and the City Manager may terminate the Contract and bar Contractor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

By executing this Statement, Contractor certifies that it complies with the requirements of the SCCO and that if any time during the term of the Contract it ceases to comply, Contractor will promptly notify the City Manager in writing. Any person or entity who knowingly or willingly supplies false information in violation of the SCCO shall be guilty of a misdemeanor and up to a \$1,000 fine.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 20__, at _____, California.

Printed Name: _____ Title: _____

Signed: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

CITY OF BERKELEY
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees' changes (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS

a. During the previous twelve (12) months, have you entered into contracts, **including the present contract**, bid, or proposal, with the City of Berkeley for a **cumulative amount of \$25,000.00 or more?**

YES _____ NO _____

If **no**, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question **1(b)**.

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ NO _____

If you have answered, "YES" to questions 1(a) and 1(b) this contract IS subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.

a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of \$100,000.00 or more?

YES _____ NO _____

If **no**, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question 2(b).

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ NO _____

If you have answered, "YES" to questions 2(a) and 2(b) this contract IS subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

Section II

Please read, complete, and sign the following:

THIS CONTRACT **IS** SUBJECT TO THE LIVING WAGE ORDINANCE.

THIS CONTRACT **IS NOT** SUBJECT TO THE LIVING WAGE ORDINANCE.

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**
Attachment F (pg. 1)

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more of their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more of their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Section III

-
- **** FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY ****

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

Department Name

Department Representative

To be completed by
Contractor/Vendor



**Form EBO-1
CITY OF BERKELEY**

CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

Name:		Vendor No.:	
Address:	City:	State:	ZIP:
Contact Person:		Telephone:	
E-mail Address:		Fax No.:	

SECTION 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
 Yes No (If "Yes," proceed to Section 5; if "No", continue to the next question.)
- B. Does your company provide (or make available at the employees' expense) any employee benefits?
 Yes No
If "Yes," continue to Question C.
If "No," proceed to Section 5. (The EBO is not applicable to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee? Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee? Yes No

If you answered "No" to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered "Yes" to both Questions C and D, please continue to Question E. If you answered "Yes" to Question C and "No" to Question D, please continue to Section 3.

- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee? Yes No

If you answered "Yes," proceed to Section 4. (You are in compliance with the EBO.)
If you answered "No," continue to Section 3.

SECTION 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
 - By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
 - At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor's infrastructure, not to exceed three months; or
 - Upon expiration of the contractor's current collective bargaining agreement(s).

B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? * Yes No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Name (please print)

Signature

Title

Federal ID or Social Security Number

FOR CITY OF BERKELEY USE ONLY

- Non-Compliant (The City may not do business with this contractor/vendor)
- One-Person Contractor/Vendor Full Compliance Reasonable Measures
- Provisional Compliance Category, Full Compliance by Date: _____
- Staff Name (*Sign and Print*): _____ Date: _____

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

Attachment G (page 2)

CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor's office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor's employees and make all such financial, performance and compliance records available to the Auditor's office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: _____ Date: _____

Print Name & Title: _____

Company: _____

Contract Description/Specification No: **Just Transition Residential Electrification Pilot Program/Spec No. 23-11586-C**

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.

CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

Policy No.	Company Providing Policy	Expir. Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is _____.
2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:
_____.

The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.
4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to _____, Department of _____, Berkeley, CA.
5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

Insurance Company

Date: _____

By: _____

Signature of Underwriter's
Authorized Representative