

GENERAL SERVICES



COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER
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DIRECTOR

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Agenda: August 18, 1998

**Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060**

**Request for Qualifications/Proposals from Security Design Firms
for the Main Jail Central Control Upgrade Project (417003)**

Dear Members of the Board:

On June 9, 1998, your Board authorized the acceptance of grant funds from the California State Board of Corrections - Federal Violent Offender Incarceration Grant Program. These funds will be used to reconfigure and upgrade the Water Street Main Jail security control modules, which includes remodeling and upgrading security controls in the central control and housing units for the facility's inmates. As part of the Supplemental Budget process during 1998/99 budget hearings, your Board approved an agreement with the Criminal Justice Research Foundation (CJRF) for project management services and also approved the use of \$150,000 in funding from the Alien Assistance Grant for project management and construction inspection services.

At this time, staff are requesting that your Board approve the attached Request for Qualifications/Proposals (RFQ) for professional design and engineering services for the project. This document and the process it describes will lead the County to select a qualified security design firm which will provide the necessary architectural, engineering, and electronic design services for the project. Normally, the County's process for the selection of architectural and design services for projects with an estimated design fee in excess of \$50,000 calls for a two tiered approach involving issuance of a RFQ, followed by Request for Proposals (RFP). Given that this project is operating under extremely tight time frames (as specified in the grant, construction must begin by April 9, 1999), and that there are relatively few qualified and experienced detention security design firms

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 RFQ for Main Jail Central Control Upgrade

capable of completing a project of this magnitude, staff recommend that the modified process described in the attached RFQ be approved by your Board.

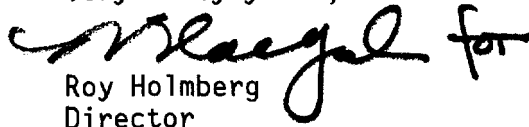
Under the attached RFQ process, interested firms will respond to the information requested and those responses will be ranked by a review team consisting of staff from General Services, the Sheriff's Office, the County Administrative Office and CJRF. The three highest ranked firms will be invited to make formal presentations to the review team. From those presentations, the highest ranked firm will be selected to enter contract negotiations for determining the final price for their services. If negotiations cannot be successfully concluded with that firm, the County will then enter negotiations with the next ranked firm. By using this process, staff hope to have a firm selected by the end of September. The contract with the selected firm will then be presented to your Board for final approval.

This RFQ process has been developed by CJRF and carefully reviewed by General Services. CJRF's process is one that they have successfully employed in similar projects for other jurisdictions, and they are confident that it will meet the designated grant requirements and time tables. The General Services Department will administer the RFQ and will advertise the request through the department's regular channels.

It is therefore **RECOMMENDED** that your Board:

1. Approve the attached Request for Qualifications for Professional Design and Engineering Services for the Santa Cruz County Main Jail Security System Upgrades; and
2. Authorize the General Services Director to initiate the process.

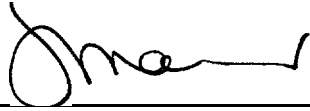
Very truly yours,

 for
 Roy Holmberg
 Director

RKH/BW/NCG

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RFQ for Main Jail Central Control Upgrade

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

Attachment

cc: Bob Watson, County Administrative Office
Steve Robbins, Chief Deputy, Detention Bureau
Criminal Justice Research Foundation

file/sosec818

Santa Cruz County

Request For Qualifications

**Professional Design and Engineering services for
Santa Cruz County Main Jail Security System Upgrades**

**Santa Cruz General Services Department
Santa Cruz County Sheriffs Department
Santa Cruz Board of Supervisors**

Santa Cruz County

“Request for Qualifications”

Provide professional Design and Engineering services for
Santa Cruz County Main Jail Security System Upgrades

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Santa Cruz County

“Request for Qualifications”

Provide Professional Design and Engineering services for
the Main Jail Security System Upgrades

I. GENERAL PROJECT DESCRIPTION

This project will consist of upgrading security construction, electronics, and hardware in the consolidation of two control rooms into one, at the Santa Cruz County Main Jail. The plan will be to consolidate the functions of the “Central Control” and “Central Guard” into one new control station located at a central location within the jail facility. This will involve creating one new secured Central Control (accessed through a sallyport) to manage all interior and exterior security functions.

Two Housing Control Station functions (located in the older housing wings) will be eliminated. The audio communication would be routed to the new central control station. The individual door controls would be located to a security service box adjacent to the housing pod door (similar to the newer housing wing). This would **free** up the current space so that it could be used for additional **dayroom** space, thus allowing for an increased inmate population. The new control room would manage and control the operation of the following:

- Vehicle sallyport ingress and egress. (intercom, camera, and rollup doors)
- Access through sallyports.
- Access through security perimeters.
- Additional observation of housing pods.
- Additional observation of recreation yards.
- Monitoring of intercoms.
- Monitoring of the roof, and perimeter alarm systems.
- Controlling housing doors.
- Monitoring fire alarms.
- Monitoring personnel alarm devices.
- Monitoring direct line-of -sight central corridor.
- Emergency responses to outside agencies.
- Monitor intake sallyport to include remote video taping-videos to have ability to be stored for 365 days.
- Monitor detox cell.
- See Exhibit “A”.

II. PROJECT BACKGROUND

The Santa Cruz County Main Jail was constructed in 1981 and modeled after a “new generation” type jail. The County added a new housing wing in 1986. The jail design contains three levels of electronic security control. These levels are located in spaces referred to as the 1) Central Control, 2) Central Guard, and 3) Housing Control. The Control Room is centrally located within the jail in dedicated space and has audio/visual communication and control of the outer and inner security perimeters. Central Guard is located within direct line-of-sight of the Central Control and has audio/visual communication and control of all housing pod doors. The three Housing Controls are located within an open area in the apex of each housing pod cluster and contains the communication systems and door/communication control of the cells. They also contain housing to cell communications, fire alarm enunciator panels, perimeter alarm system, detox cell, and booking intake video monitoring.

The original security system design is now archaic and substandard by today’s “state of the art” security electronic systems. The jail was designed to contain three levels of electronic security control. These levels are located in the following spaces and control/monitor the following functions:

Central Control (CC) - is centrally located within the jail in dedicated space and has audio/visual communication and control of the outer and inner security perimeters. The station also controls or monitors:

- Vehicle sallyports
- Interior sallyport doors
- Exterior sallyport doors
- Radio
- Redundant Override of Central Guard Panel
- Roof security perimeter
- Cameras & monitors
- Building perimeter
- Telephone
- Fire alarm system
- Video & audio system
- Facility intercom
- Exterior Fire Doors

Central Guard (CG) - is located within direct line-of-sight of the Central Control and has audio/visual communication and control of all housing pod doors. The station also control or monitors:

- Housing doors
- Personal alarm devices
- Housing Unit and Noise Level Detectors
- Housing cameras
- Facility intercoms
- Communications
- Intercoms to **Dayrooms**

Housing Control Stations (HCS) - are located within an open area in the apex of each housing pod cluster and contains the communication systems and door control of the individual cells. The station also control or monitors:

- Cell door controls
- Computer access
- Communications w/CG
- TV controls
- Lighting controls
- Inmate Radio Systems
- Cell intercoms
- Line-of-sight to cells
- Facility intercoms

III. RESPONDENT SCOPE OF WORK

The scope of work is to provide professional services for upgrading security construction, electronics, hardware of the Santa Cruz County Main Jail as approved by the Board of Corrections. The Respondent shall also provide coordination, project management, design services, and construction administration to satisfy the County requirements.

- A. Coordination-Respondent shall coordinate all aspects of this project to its successful conclusion.
- B. Project Management-Provide or assign an individual that will act as the project manager to oversee all aspects of the work and be the main contact for the County.
- C. Design Services-Respondent shall prepare plans and specifications for County approval at two stages in the design process - 50% and 95% completed documents. Respondent will participate and respond to issues identified through the Board of Corrections plan review process which is required for California county jail construction projects.
 1. Design Phase - This phase will begin with the validation of the programming requirements indicated in project scope of work presented in this document and in field visits to other facilities. Included in this phase will be schematic designs, documents necessary to process permits, and final construction documents and specifications. The County will apply for and coordinate the permit processing activities, however, the selected design consultant will be expected to provide all documents necessary to obtain permits. The design consultant will be required to present plans to the Board of Supervisors at the design stages and be available to represent the County at any required public hearings during the planning stage. The architect/security designer will be required to provide technical specifications for all construction activities; and the County will provide General Conditions and assemble the final bid package. The design consultant will be expected to provide a professionally prepared engineers estimate of the proposed work.
 2. Bid Phase - The County will assemble final bid documents and conduct the bidding process. The consultant will provide an engineer's estimate. The design consultant will be expected to attend a pre-bid walk through and provide information to respond to questions from bidders as to the intent of plans and

specifications. The design consultant will provide any necessary changes to plans and specifications needed for addenda during the bid phase. The County will receive and respond to questions from bidders and issue any needed addenda using materials and information provided by the design consultant.

- 3. Construction Phase - The design consultant will be expected to provide typical construction oversight services during the construction phase. The County will provide construction project management and inspection services. The design consultant will review and provide approval of submittals and provide recommendations on any necessary change order proposals. The County will issue change orders and process payment claims to the construction contractor. The design consultant will review progress billings and provide recommendations on progress payments.

D. Construction Administration-Provide all labor and materials to respond to clarifications, requests for information, change orders, submittal reviews, product manuals, shop drawings, etc., regarding the design of the project.

E. Staff Training-Provide orientation and training to Sheriffs Department’s staff on system operations.

F. Project Scope of Work-See Exhibit “A”

IV. COUNTY LIAISON

The County will provide a contact person for this project who will respond directly with the Respondent’s Project Manager for questions, inquiries, and coordination.

V. IMPORTANT NOTICE OF INSURANCE REQUIREMENTS

Exhibit C to the RFQ details the proposed County insurance requirements to be incorporated in the final contract with the Contractor ultimately selected for this project.

If Respondent does not currently carry the type/limit of insurance in Exhibit C, please submit your proposal with any differences clearly noted. Indicate whether your firm would be able to obtain the proposed insurance and what (if any) additional cost would be incurred in the firm’s base proposal. Finally, please indicate any other problems your **firm** or insurance carriers may have with the proposed insurance and why.

It is recommended that the Respondent provide a copy of Exhibit C to their insurance broker(s) for review. Should either the Respondent or broker have any questions regarding any of the provisions in Exhibit C, please call 831-454-2718.

The insurance provision shown may or may not be modified based on factors unique to this project and proposals received. It is suggested that the Respondent not construe these insurance provisions as a reason not to submit a proposal at all. However, for the County to give the Respondent fair consideration, please be specific about what insurance the **firm** can/cannot provide and any other concerns.

VI. RFQ RESPONSE REQUIREMENTS

This section describes the contents of the Proposal as requested by the County. All Proposals should be printed on 8 1/2 x 11 inch paper. Submit 7 copies. The Proposals should be bound and contain, in the order specified, the following information:

- A. Title Page. Provide a title page or cover specifying the following:

Project Name: Design and Engineering services for the Main Jail Security Upgrades

Submitted By: (Firm/Individual Name)

Date: Date Due

- B. Letter of Introduction: This letter should clearly identify the firm's contact person with respect to this project, the person's place in the organization, and the telephone number and address at which the person can be reached. Qualification submittals must be signed by an authorized person or officer of the firm or team.
- C. Complete Form 255: Architect-Engineer and Related Services Questionnaire for specific project. (Form may be requested from County)
- D. Proposal and Work Plan: Describe the services that will be delivered, and the process that will be utilized in responding to work outlined in this RFQ.
- E. Schedule: In this section, consultant is to respond to the proposed timeline listed in "Exhibit C."
- F. Additional Information: In this section, the Respondent may provide any other information the firm deems helpful or appropriate. This section is not mandatory and may be left blank.

VII. SELECTION CRITERIA

Selection of a design consultant will be made using a qualifications-based selection process. Firms on the short list will be invited to make a presentation to the Selection Committee. The Selection Committee will include representatives from the County Administrative Office, the General Services Department, the Sheriff's Office, and a private consulting firm. Following are the selection criteria to be used to determine qualifications of the consultant:

A. Selection Criteria:

1. Response to the requirements of the RFQ.
 2. Providing a sound technical approach.
 3. Qualifications of the firm to provide professional services outlined,
 4. Qualifications of the specific personnel who will work on the project.
 5. Project management experience and demonstrated ability to meet required time schedules. Consideration will be given to location of the firm's office and resulting availability of the firm for meetings with staff, and public and contractors during construction.
 6. Five years minimum experience designing security/electronics systems to meet the unique needs of an existing operational detention facility. Particular focus will be given to the successful completion of similar type projects.
 7. Ability to design facilities to meet pre-determined funding limitations.
 8. Demonstrated ability to provide accurate cost estimating services when comparing engineers estimates and actual bid results.
 9. Demonstrated experience in preparing plans which require minimal addendums during bidding and minimal change orders during construction.
 10. Demonstrated experience in performing services to the satisfaction of their clients.
- B. The Selection Committee will also evaluate the qualifications by inquiries into the Respondents' references. The County is especially concerned with the Respondents:
- Ability to effectively work with County agencies.
 - Ability to understand capital projects management and development.

- Past security projects experience.
 - Ability to complete projects within tight time-lines.
 - Ability to meet County budget constraints.
- C. The highest ranked Respondent will be invited to the County to negotiate the final price for services and to sign an architectural agreement. If for any reason, the final negotiations can not be agreed to by either party, the County will call on the second Respondent, and so on.
- D. The final selection will be presented to the Santa Cruz County Board of Supervisors for approval.
- E. The selected firm will be asked to start the project immediately and complete the work within the timelines submitted in this document.

VIII. PROJECT BUDGET

The construction budget is expected to be \$895,995.

IX. TIMING & SCHEDULE

See "Exhibit B".

X. COUNTY NOTICES

In addition to the aforementioned requirements, all Respondents who submit a Proposal should notice the following:

- A. All work performed for the County, including all documents associated with the project, shall become the exclusive property of the County.
- B. The County reserves the right: 1) not to enter into any agreement, 2) not to select any Respondent, or 3) to cancel this process at anytime.
- C. Selected Respondent is expected to perform and complete the project.
- D. Any and all cost arising from this RFQ process incurred by the Respondent shall be born by the Respondent, without reimbursement by the County.

XI. ATTACHMENTS

Exhibit "A" - Project Scope of Work

Exhibit "B" - Project Schedule

Exhibit "C" – Insurance/Equal Employment Opportunity Requirements

Santa Cruz County

“Request for Qualifications”

Provide professional Design and Engineering services for
Santa Cruz County Main Jail Security System Upgrades

**EXHIBIT “A”
PROJECT SCOPE OF WORK**

EXHIBIT A. PROJECT SCOPE OF WORK

The Sheriff's Department has received funds from the Board of Corrections for hardening, modification, and upgrade of the Santa Cruz County Main Jail control rooms including security electronics. Funding to correct this system will mitigate the increased threat of escape, break-in, and injury to staff and inmate, by increasing staff's ability to effectively manage the jail's security control systems.

Problems that plague the systems are:

Cameras - Many of the original black and white cameras have images burned into them. Videos are too quickly past the camera, the person cannot be seen on the monitor.

Monitors - Most of the monitors have 5 inch screens, too small for viewing any detail. The images are also faded, fuzzy, or too contrasting, making viewing difficult.

Roof Microwave System - This roof intrusion detection system is not functional, but is currently undergoing some repairs. The system is backed up by an infrared motion detector. Both systems need to accurately signify an intrusion. The system contains breaks or non-coverage areas.

Door Communications - It is difficult to hear sound communications through the inadequate speakers found throughout the facility. Staff often use radios to bypass the system. The speaker "cones" are constructed primarily of paper and have deteriorated or hardened over time.

Intercom - The intercom system is barely functional or non-functional in all housing cells. The sounds coming back to the control room are distorted or muffled and are barely audible. This is a result of the deteriorated speakers and the outdated audio electronics and damage caused by inmates. The product is no longer manufactured.

Control Panels - Many of the control panels are laid out in awkward positions causing joint pain to staff after continued use. Most of the original panels are not graphic and require longer familiarity for new staff. Unlike new security electronics (where relays, circuit boards, and electronic devices are located in nearby cabinets) these panels contain the devices in the panel well, requiring the panels to be shut down during maintenance, which occurs frequently.

Security Construction - None of the control rooms or control stations were built to high security construction standards in their original design. Today, control rooms are built to the highest level of design so that they are basically impenetrable.

The plan will be to consolidate the functions of the Central Control and Central Guard into one new control station located at a central location within the jail facility. This will involve creating one new secured Control Room (accessed through a sallyport) to manage all interior and exterior security functions.

Two Housing Control Station functions (located in the older housing wings) would be eliminated. The audio communication would be routed to the new central control station. The individual door controls would be located to a security service box adjacent the housing pod door (similar to the newer housing wing). This would free up the current space so that it could be used for additional dayroom space, thus allowing for an increased inmate population. This would also serve to free-up space for the violent offender.

New Control Room (NCR) - This newly designed space would be located at the original Central Control location. The new space would be expanded to allow for an additional person to manage the panels during peak times. The central control station or space should be designed to the highest security level possible. It can not permit access by inmates or unauthorized persons. The NCR would control all movement through key security areas in the facility and on the site. The control station would contain sanitary facilities to permit use by either sex. If possible, the control station would be designed to provide access to those staff persons with limited physical ability. A sallyport would be installed for access to the new space. The floor

level would be raised (if needed) to provide wire management under the flooring. In addition, the NCC would be upgraded to the following standards:

Control console panels: In order to provide the highest degree of ease and familiarity to new staff, the use of graphic panels should be promoted to the highest extent possible along with simple color coding. The panels would be laid out in a simplified fashion that maximizes their utility and provide accessibility when sitting or standing. Panels would be placed in a direction and orientation of facility layout and footprint. Non-essential panels not needed for monitoring would be placed in a location convenient to the control staff person but not in the key panel group.

Control Panel Electronics: The control panel electronics for operations would not be of proprietary construction nor designed so that maintenance, repair or replacement would cease should the vendor no longer be in business. All electronic devices and hardware would be selected for its reliability and local parts replacement. Key panel electronic or circuit boards would be remote (if possible) so that repair and adjustment can occur without disrupting control staff functions.

Control Console Construction: The control console would be designed to take into consideration the full-time use of staff. Avoid the use of laminated edges at all shelf tops or console edges. Edges would be of a solid construction or **bullnose** rubber or metal inserts. Construction needs to be ergonomically friendly and, if possible, allow operation from seated or standing position.

Emergency Doors: Emergency door controls on the panel would be designed to prohibit accidental actuation.

Monitors: Monitors would be placed in the control station panels (to the maximum extent possible) as opposed to upper racks. At least two large monitors would be designed into the control console panel. The large monitor would allow for segmenting (16 images) key camera locations to the large screen. Staff would be able to sort images by category. Any one image could be cycled to the specific location needed for viewing. Smaller monitors would allow key views also. Monitors and cameras would be of the color type for easy recognition of inmates, staff and public. It is preferable to have the monitor display the door which is being opened. Intercom activation should be simultaneously activated. It would be preferable to have the door that is being opened displayed in front of the operator when silencing the call button.

In addition, the central control station would:

- control vehicle sallyport egress.
- control access through security sallyports and corridors.
- observe main corridors by camera or direct line of sight.
- monitor roof sensors or security.
- monitor site or perimeter security.
- monitor fire and smoke alarms.
- monitor and control exterior doors and gates.
- monitor intercoms.
- monitor and respond to personnel alarm devices (PAD).
- monitor other key areas of the facility as determined by staff.
- accept control of housing control station doors.
- contain nearby staff toilet for male and female.
- ability to monitor and record several telephone visiting stations simultaneously.
- video intake sallyport and be able to store information for one year.
- monitor detox cell via video camera and have ability to record on demand.

Housing Control Station - would be eliminated in two housing units (older housing wings). This space would be converted to **dayroom** space for six housing pods. The plan would be to install a hybrid of the control boxes located in the west wing. Each hybrid control box would contain (1) cell and **dayroom** intercoms, (2) video of **dayroom** and exterior door, and (3) cell door controls.

This new audio communication system would be monitored by the housing control officer and backed up by central control. The cell door lock controls would be managed by the housing control officer. The controls would be installed in a security “control box” mounted to the wall. A lighted indicator would be located in a observable location signaling a intercom call. The outer housing doors to the new **dayroom** would be controlled by NCR.

In addition, the housing control station would:

- . contain electronics in a secure lockable wall mounted box.
 - communicate with central control.
 - be able to be deactivated.
- . contain a flat screen color monitor.
 - contain a graphic display.
 - contain a video sequencer.
 - contain a cell door controls.
 - contain a cell audio monitoring.
 - contain a volume control.
- . contain a video bright / contrast control.

Other security upgrades would be implemented based upon available funding. These would include:

- Cameras upgraded to color.
- Monitors upgraded to color.
- . Additional cameras at key door (inner & outer).
- . Additional cameras at all housing **dayrooms** (directed toward outer door)
- Replacement of non-functional door intercoms.
- Additional perimeter security microwave/infrared sensors at several key areas.
- Security housing for all cameras.
- . Pan-tilt tower cameras (with weather housing) at exterior.
- Electrical raceways as needed.
- Electrical room as needed.

Santa Cruz County

“Request for Qualifications”

Provide professional Design and Engineering services for
Santa Cruz County Main Jail Security System Upgrades

**EXHIBIT “B”
PROJECT SCHEDULE**

**EXHIBIT B.
PROJECT SCHEDULE**

**Santa Cruz County Main Jail Security System Upgrade
Key Events - Milestone Schedule**

	Milestone Event	Start	Finish
	RFQ Response Due	Aug. 18, 1998	Sept. 4, 1998
	RFQ Evaluation & Ranking	Sept. 8, 1998	Sept. 11, 1998
	Top Ranked Firms – Required Jail Tour	Sept. 14, 1998	Sept. 14, 1998
	Presentations by Top Ranked Firms	Sept. 17, 1998	Sept. 17, 1998
	Preliminary Selection & Draft Contract	Sept. 17, 1998	Sept. 23, 1998
	Board of Supervisors Contract Approval	Sept. 24, 1998	Oct. 6, 1998
	Preliminary Design (50% Submittal)	Oct. 6, 1998	Nov 30, 1998
	County / State Review / Comment / Approval	Oct 30, 1998	Nov 30, 1998
	Final Design (100% Submittal)	Dec 1, 1998	Feb 5, 1999
	County/State Review / Comment / Approval	Jan 4, 1998	Feb 5, 1998
	Bid Process	Feb 12, 1999	Mar 4, 1999
	Open Bids		Mar 4, 1999
	Construction Phase	Apr 9, 1999	Sep 3, 1999
	Final Inspection	Aug 23, 1999	Sep 3, 1999
	Occupancy		Sep 3, 1999

Santa Cruz County

“Request for Qualifications”

Provide professional Design and Engineering services for
Santa Cruz County Main Jail Security System Upgrades

**EXHIBIT “C”
INSURANCE/EQUAL EMPLOYMENT
AND OPPORTUNITY REQUIREMENTS**

**EXHIBIT C.
INSURANCE/EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extension thereof), shall obtain and maintain, at minimum, compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance of self-insurance maintained by COUNTY shall be excess of CONTRACTORS insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____ / _____

A. Type of Insurance and Minimum Limits

1. Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here.

2. Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle used by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here. _____ / _____
3. Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
4. Professional Liability Insurance in the minimum amount of \$_____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY _____ / _____
5. Errors and Omissions Insurance in the minimum amount of \$_____, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY. _____ / _____

B. Other Insurance Provisions

1. If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts of tail coverage for post agreement coverage shall be deemed to be reasonable.
2. All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents, and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

- 3. All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Santa Cruz County
 General Services Department
 701 Ocean Street, Room 330
 Santa Cruz, CA 95060
 ATTN: _____”

- 4. CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Santa Cruz County
 General Services Department
 70 1 Ocean Street, Room 330
 Santa Cruz, CA 95060
 ATTN: _____

EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

- A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over IS), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.