JUDICIAL COUNCIL OF CALIFORNIA

|  |
| --- |
| **STANDARD AGREEMENT COVERSHEET**  |
|  |  | AGREEMENT NUMBER |
|  |  | **MA CIS ID IQ @** |
| FEDERAL EMPLOYER ID  |
|  | **@** |
| 1.  | This Agreement is between the **Judicial Council of California** (“Owner” or “Judicial Council”), and **@** (“Consultant” or “Service Provider”). Judicial Council and Consultant may be individually referred to herein as “Party” or collectively referred to herein as “Parties.”  |
| 2. | The term of this Agreement shall commence **January 12, 2022** (the “Effective Date”) and terminate on the later of either **January 11, 2027** (“Initial Term”), or the dates of work pursuant to an authorized Service Work Order. Owner shall have the option, exercisable upon written notice, to extend this agreement for **two (2) additional periods of two (2) years each** (“Subsequent Term(s)”). Subsequent Terms shall be authorized by written Notice given by Owner. Service Work Orders must be authorized prior to the termination date of this Agreement and no new Service Work Orders shall be authorized after the termination date of this Agreement. The end date for services authorized in a Service Work Order may exceed the termination date of this Agreement; provided, however, that the terms and conditions of this Agreement shall remain in full force and effect with regard to any outstanding Service Work Order(s) after the termination date of this Agreement until the Work of said Service Work Order(s) is complete. |
| 3.  | The title of this Agreement is: **Indefinite Delivery / Indefinite Quantity (“ID/IQ”) Construction Inspection Services**. The number of this Agreement is: **MA CIS ID IQ @**. The title and number listed is for administrative reference only and does not define, limit, or construe the scope or extent of the Agreement. |
| 4. | The maximum amount payable to Consultant under this Agreement shall not at any time exceed the total of all of the Total Amount(s) Encumbered to Date.  |
| 5.  | This Agreement constitutes the entire agreement between the Parties with regard to its subject matter and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by an Amendment executed by both Parties. In the event of conflict in documents, the following order of precedence shall prevail: (1) the most recently executed Standard Agreement Coversheet pertaining to this Agreement; (2) Exhibits A, B, C, D, E, and F (in order of preference); (3) the most recently executed Service Work Order; and (4) documents referenced in authorized Service Work Orders, if any. As regards the subject matter they address, amended documents shall prevail over previous document(s). Work will be initiated via authorized Service Work Orders as specified in this Agreement. |
| 6. | The following documents are individually or collectively referred to as “Contract Documents”: |
|  | This signed Standard Agreement Coversheet; Exhibit A, Standard Provisions; Exhibit B, Special Provisions; Exhibit C, Service Work Order Authorization Process, Invoicing and Payment Provisions;Attachment 1 to Exhibit C, Fee Schedule;Attachment 2 to Exhibit C, Request for Payment Coversheet;Exhibit D, Duties & Performance Construction Project Inspector; Exhibit E, Services Request Form; andExhibit F, Consultant Proposal FormExhibit G, Judicial Council Tool PolicyExhibit H, Judicial Council Internal Background Check Policy |
|  |  |
| **JUDICIAL COUNCIL’S SIGNATURE** | **CONSULTANT’S SIGNATURE** |
| Judicial Council of California | Consultant’s Name (if Consultant is not an individual person, state whether Consultant is a corporation, partnership, etc.) @ |
| BY (Authorized Signature)✍ | BY (Authorized Signature)✍ |
| PRINTED NAME AND TITLE OF PERSON SIGNING  | PRINTED NAME AND TITLE OF PERSON SIGNING  |
| DATE EXECUTED | DATE EXECUTED |
| ADDRESSBranch Accounting and Procurement 455 Golden Gate Avenue, 6th FloorSan Francisco, CA 94102 | ADDRESS@License No.: @ |

**EXHIBIT A**

**STANDARD PROVISIONS**

1. **Definitions**
	1. Terms defined in the Contract Documents shall apply to this Agreement and to all authorized Service Work Orders. Term(s) defined in an authorized Service Work Order shall apply only to that particular Service Work Order.
		1. “**Acceptance**” means the written acceptance issued to Consultant by the Judicial Council’s Project Manager after Consultant has successfully provided the Work in accordance with this Agreement.
		2. “**Agreement**” refers to this Master Agreement and shall constitute the entire integrated agreement between the Judicial Council and Consultant, and includes the Contract Documents incorporated by reference in a fully executed Standard Agreement Coversheet. The term “Contract” may be used interchangeably with the term “Agreement”.
		3. “**Amendment**” means a Standard Agreement Form substantially in the format of the Standard Agreement Form used to enter into this Agreement and any documents it explicitly references that, when signed by the Parties, modifies the provisions of this Agreement or an authorized Service Work Order.
		4. “**Authority Having Jurisdiction**” means an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.”
		5. “**Business Day**” means days of the week excluding Saturday and Sunday, and State holidays.
		6. “**CAFM**” stands for Computer Aided Facilities Management. In the context of this Agreement and wherever used herein, the CAFM system is, and shall be construed to mean, the system currently used by the Judicial Council to issue Service Work Orders and track work progress, or any other such system subsequently implemented for those or similar purposes by the Judicial Council at the Judicial Council’s sole discretion.
		7. “**Consultant**” means the firm contracting with the Judicial Council.
		8. “**Consultant Proposal**” means a written document, substantially in the format of Exhibit F hereto that Consultant submits to the Judicial Council in response to a Services Request Form in accordance with the provisions of the Service Work Order process detailed in Exhibit C.
		9. “**Confidential Information**” means trade secrets, financial, statistical, personnel, technical, or any other data or information relating to the Judicial Council’s, the Courts’ or the State’s business, or the business of its constituents.
		10. “**Court(s)**” means one or more of the superior or appellate courts in the State’s court system.
		11. “**Day**” means calendar day.
		12. “**Deliverable(s)**” means and includes any Material(s) provided or to be provided under this Agreement that are explicitly designated as a Deliverable in an authorized Service Work Order.
		13. “**Fixed Price**” means the set price to be charged for a Service.
		14. “**Force Majeure**” means a delay which impacts the timely performance of Work or otherwise delays the Project, for which neither Consultant, its Sub-Consultant(s) nor the Judicial Council are liable because such delay or failure to perform was unforeseeable and beyond the control of the affected Party(ies). Acts of Force Majeure include, but are not limited to:
			1. Acts of God or the public enemy;
			2. Acts or omissions of any government entity;
			3. Fire or other casualty for which a Party is not responsible;
			4. Quarantine or epidemic, except that any present or future outbreak of COVID-19, or any similar or derivative strain thereof, shall be considered reasonably foreseeable and shall not be considered Force Majeure;
			5. Strike or defensive lockout; and
			6. Unusually severe weather conditions.

Force Majeure does not include failures or delays caused by Consultant and/or its Sub-Consultant(s).

* + 1. “**GAAP**” means Generally Accepted Accounting Principles.
		2. “**Hourly Rates**” means the fixed hourly rates according to job description/classification for Services that are to be provided, as specified in Attachment 1 to Exhibit C.
		3. “**Judicial Branch Entity**” means the Supreme Court, each Court of Appeal, each Superior Court, and the Judicial Council.
		4. “**Key Personnel**” refers to Consultant personnel or personnel of Sub-Consultant(s) that are designated as “Key Personnel” and identified by name in an authorized Service Work Order.
		5. “**Lump Sum Service(s)**” means pre-described Service(s) that is/are priced at a Lump Sum Basis as set forth in this Agreement. The Service(s) must fall into a category listed in Exhibit D and approved by the Judicial Council Project Manager for the SWO to be authorized.
		6. “**Material(s)**” means any type of tangible item provided to the Judicial Council by Consultant and/or its Sub-Consultants, including but not limited to, written reports, goods, supplies, equipment, and other commodities. Material(s) exclude all software, services, and Reimbursable(s).
		7. “**Notice**” means a written document provided in accordance with the provisions of the section entitled “Notice” set forth in Exhibit A.
		8. “**Prevailing Wage**” means the prevailing wage for applicable craft and classification of a worker as determined by the California Department of Industrial Relations pursuant to Labor Code sections 1770 and 1773.  This amount includes the basic hourly rate for a worker along with any applicable “employer payments” including (i) health and welfare, (ii) pension, (iii) vacation/holiday, (iv) training, and (v) other payments.  If applicable, this amount will include overtime and recognized holidays.  Prevailing Wage as used herein does not include any costs associated with travel and/or subsistence payments pursuant to Labor Code sections 1773.1 and 1773.9, as such costs are governed by Exhibit C, Section 5 (“Travel and Living Expenses Guidelines”).   Notwithstanding anything in this Agreement to the contrary, the Consultant shall be required to ensure its workers are paid all travel and/or subsistence payments as required under Labor Code sections 1773.1 and 1773.9 to the extent applicable.
		9. “**Pricing Methodology**” means the methodology for certain contractual terms and conditions. There are two (2) types of Pricing Methodology set forth in this Agreement: Fixed Price Basis and Time and Materials Basis.
		10. “**Project**” refers to the totality of work encompassed or contemplated under an individual authorized Service Work Order. May also be referred to as “Service Work Order.”
		11. “**Reimbursable Expense**” means expense(s) incurred or to be incurred by Consultant and/or its Sub-Consultant(s) for Reimbursable Item(s).
		12. “**Reimbursable Item(s)**” or “**Reimbursable(s)**” means tangible item(s) utilized by Consultant’s or Sub-Consultant’s employees in the performance of Service(s).
		13. “**Schedule of Values**” or “**SOV**” means a document jointly developed and approved by Consultant and the Owner reflecting portions of the Service Work Order Sum allotted for payment upon completion of the performance of various parts of the Work.
		14. “**Service(s)**” means and includes authorized action(s) that are performed by the Consultant or its Sub-Consultant(s). There are two types of Services that may be provided under this Agreement: Lump Sum Based Services and Time and Materials Based Services.
		15. “**Service Type**” means the particular type(s) of Service(s) Consultant is authorized to perform as detailed in Exhibit D hereto.
		16. “**Service Work Order**” or “**SWO**” refers to a unique entry within Owner’s CAFM system. Issuance of a SWO constitutes Work Authorization. The Consultant must login to Owner’s CAFM system and “accept” the SWO issued prior to beginning Work. The SWO references and incorporates other documents such as the Services Request Form and Consultant Proposal Form as well as the Contract Documents.
		17. “**Service Work Order Proposal**” means a set of documents including, but not limited to at least: (1) Consultant Proposal Form, (2) dates of performance, (3) a list of proposed Sub-Consultants, (4) payment schedule, (5) sketches, Drawings, and or layouts, and technical data or information.
		18. “**Service Work Order Sum**” means the total or maximum price authorized for the services specified in the Service Work Order issued in accordance with the SWO process detailed in Exhibit C.
		19. “**Service Work Order Time(s)**” means the period of time, including authorized adjustments, identified in the authorized Service Work Order for completion of the Work or a designated portion of the Work.
		20. “**Services Request Form**” refers to the form listed in this Contract as Exhibit E. Once a SWO is issued, this form serves as a summary of Services to be provided by the Consultant in the Project.
		21. “**Standard Agreement Form**” means the printed form used by the Judicial Council to authorize any Service Work Orders or Amendments.
		22. “**State**” refers to the State of California.
		23. “**Statement of Work**” is the description of Work, as specified in Consultant’s Proposal Form(s).
		24. “**Sub-Consultant(s)**” shall mean and include any individual, firm, partnership, agent, or corporation having a contract, purchase order, or agreement with the Consultant or with any Sub-Consultant of any tier for the performance of Service(s) or provision of Material(s), in whole or in part, relating to this Agreement. When reference is made to a Sub-Consultant(s) in this Agreement, it shall include every level and/or tier, of Consultant’s Sub-Consultants, agents, suppliers, and/or material men.
		25. “**Subsequent Term(s)**” shall mean additional periods of two (2) years each.
		26. “**Supplemental Service Work Order**” or “**SSWO**” means a type of Service Work Order authorized following the authorization of a Service Work Order that alters or amends the already authorized Service Work Order. Supplemental Service Work Orders may add Work, or remove Work not yet performed, as deemed necessary by Owner. Authorization of Supplemental Service Work Orders that only seek to remove Work not yet performed are not subject to approval by Consultant and are binding upon Consultant upon authorization of Owner.
		27. “**Third Party**” refers to any individual, organization, agent, or any combination thereof that is not a party to this Agreement.
		28. “**Time and Materials Based Service(s)**” means pre-described Services that are to be provided on a Time and Materials Basis as specified in this Agreement. The Service(s) must fall into a category listed in Exhibit D and approved by the Judicial Council Project Manager for the SWO to be authorized.
		29. “**Travel and Living Expense(s)**” means expense(s) for travel and living costs actually incurred or that are expected to be incurred by Consultant’s or its Sub-Consultant’s employees in the course of performing the Services or providing the Reimbursable(s).
		30. “**Work**” includes Services and/or Materials.
		31. “**Work Authorization**” means permission to begin Work.
1. **Relationship of Parties**
	1. Consultant and its employees and Sub-Consultants, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the Judicial Council.
	2. The Judicial Council has authority to enter into Agreements on behalf of Judicial Branch Entities.  A Judicial Branch Entity may elect to utilize this Agreement by issuing Service Work Orders, as described in this Agreement, in which case the terms and conditions of this Agreement govern such orders.  This Agreement or any Service Work Order does not, is not intended to, nor shall it be construed to create the relationship of agent, employee or joint venture between the Judicial Council or any other Judicial Branch Entity and Consultant or Consultant.
2. **No Assignment**

Consultant shall not voluntarily or involuntarily assign (e.g. assignment by operation of law), encumber, novate, or otherwise transfer or delegate (“Assign”) all or any interest in this Agreement (“Assignment”) without the prior advance written consent of the Judicial Council. Any request from Consultant to Assign this Agreement shall be provided to Judicial Council in the form of a Notice. The Judicial Council shall have the right to impose conditions upon any Assignment. The Judicial Council’s consent to Assignment shall be evidenced by a written agreement between the Parties. The Judicial Council shall consent to such Assignment only if assignee assumes in writing all of the Consultant’s obligations hereunder; provided, however, Consultant shall not be released from its obligations hereunder by reason of such assignment. Any voluntary Assignment by Consultant or Assignment by operation of law (e.g. involuntarily assignment) of all or any portion of Consultant’s interest in this Agreement shall be deemed a default allowing the Judicial Council to exercise all remedies available to it under this Agreement and applicable law.

1. **Time of Essence**

Time is of the essence in this Agreement and in all Service Work Orders thereunder.

1. **Validity of Alterations**

Alteration or variation of the terms of this Agreement or authorized Service Work Order shall not be valid unless made in writing and signed by the Parties in the form of an Amendment, and any oral understanding or agreement that is not incorporated herein shall not be binding on any of the Parties. No verbal agreements shall be honored.

1. **Consideration**

The consideration to be paid to Consultant under this Agreement shall in no event exceed the Contract Amount (defined below). The consideration to be paid to Consultant under an authorized Service Work Order shall in no event exceed the Service Work Order Grand Total specified on the most recently authorized Standard Agreement Form related to that Service Work Order. The Consultant shall be paid in accordance with the Payment Provisions set forth in Exhibit C. The Judicial Council's payments to Consultant pursuant to this Agreement shall constitute full compensation for all of Consultant's time, materials, efforts, costs and expenses incurred in the performance of any obligation(s) or any other activities undertaken pursuant to this Agreement.

1. **Services to Be Provided and Manner of Performance of Work**
	1. Consultant will serve as the Inspector of Record to observe construction for general conformance with approved design drawings and specifications and respond to inspection requests submitted by the construction contractor.
	2. Consultant shall provide Work specified in accordance with the provisions of authorized Service Work Orders. Work shall be performed to the Judicial Council's satisfaction, in compliance with the specifications for the Work given in the Service Work Order and Contract Documents.
	3. For a specific Project, Judicial Council and the Consultant will agree upon the scope of Work as set forth in a Services Request Form, Consultant will complete and submit electronically the Consultant Proposal, substantially in the format of Exhibit C and IDIQ GC Facility Bid Form, to the Judicial Council’s Project Manager in the form of a file in modifiable MS-Word processing format, based upon the description of the Work requested by the Services Request Form.
	4. The Judicial Council’s Project Manager shall review the Consultant Proposal separately or with the Consultant and may request changes to the Consultant Proposal submitted, in which event Consultant shall modify and resubmit the Consultant Proposal via CAFM.
	5. Consultant acknowledges that the Judicial Council may seek proposals from other consultants for the same or similar work for which Judicial Council is seeking a proposal from Consultant. Consultant further acknowledges that Judicial Council is not obligated to accept a Consultant Proposal and that Judicial Council reserves the right to reject or not accept a Consultant Proposal for any reason.
	6. Consultant Proposals submitted shall not expire or be revoked by the Consultant for a period of ninety (90) Days following the date submitted to the Judicial Council via CAFM.
2. **Standard of Care**
	1. The Consultant and its Sub-Consultant(s) shall provide the Work in accordance with the standards and criteria specified in this Agreement and any standards and criteria specified in an authorized Service Work Order; however, in no event shall the Work be performed in a manner that is less than the standard of care generally accepted in the industry pertaining to the applicable Service Type.
	2. The Judicial Council shall have the right to establish specific standards and criteria, including acceptance criteria applicable to an individual Service Work Order by specifying such provisions in the Statement of Work.
3. **Indemnification**
	1. The Consultant agrees to indemnify, defend, and hold harmless (collectively, “Indemnify”) the State, the Judicial Council of California, the State’s trial courts, appellate courts, justices, judges, subordinate judicial officers, court executive officers, court administrators, and any and all of their directors, officers, agents, representatives, volunteers and employees (individually, an “Indemnified Party”) from any and all claims, lawsuits, losses, costs, liabilities, and damages to the extent caused by any of the following:
		1. Consultant’s or its employees’ or Sub-Consultants’ or Sub-Consultants’ employees’ negligent acts or omissions, or intentional or willful misconduct;
		2. Consultant’s breach of its obligations under this Agreement;
		3. Consultant's or its employees’ or Sub-Consultants’ or Sub-Consultants’ employees’ violation of any applicable law, rule, or regulation;
		4. Claims or lawsuits by any third party, Sub-Consultant, supplier, worker, agent or any other person, firm, or corporation furnishing or supplying work, materials, or supplies who may be injured or damaged by the Consultant or any of its employees or Sub-Consultants when such claim arises from, is related to, or is in connection with the Consultant’s operations or performance under this Agreement; and
		5. Failure to properly pay prevailing wages as defined in Labor Code section 1720 et seq., or failure to comply with any other Labor Code requirements.
	2. The Consultant’s defense obligation under this section is limited to reimbursement of any expenditure, including reasonable attorney fees and costs, incurred by an Indemnified Party in defending claims or lawsuits, ultimately determined to be due to negligent acts or omissions, or intentional misconduct of the Consultant or any of its employees or Sub-Consultants.
	3. This section does not require the Consultant to Indemnify an Indemnified Party for such portion of any loss, cost, liability, or damage that arises solely from the negligence or intentional misconduct of an Indemnified Party.
	4. This section shall not be construed to limit an Indemnified Party’s rights as an additional insured under a policy of insurance furnished pursuant to Exhibit B.
	5. This section shall not be construed to limit the defense obligations of any insurance company to an Indemnified Party named as an additional insured under any policy described in Exhibit B.
4. **Services Guarantee**
	1. Consultant guarantees that the Services conform to the standards and criteria established in this Agreement and its authorized Service Work Order(s). If the Judicial Council identifies deficiencies in the Services, Consultant shall, at the Judicial Council’s sole option, remedy the deficiencies to the satisfaction of the Judicial Council. Consultant shall have a period of ten (10) Business Days to provide a cure following receipt of a written communication from the Judicial Council’s Project Manager informing Consultant of the existence of a deficiency. In no event shall the Judicial Council be responsible for any costs or expenses incurred by Consultant to remedy any such deficiency(ies).
	2. Consultant guarantees that the Services will be performed / provided in accordance with the schedule or within the dates specified in Service Work Orders.
	3. Consultant guarantees that the Services will be performed in accordance with all applicable laws, codes, and rules as set forth by Authorities Having Jurisdiction.
5. **Acceptance**
	1. In addition to any specific criteria specified in an authorized Service Work Order, the Judicial Council’s Project Manager will apply the following criteria in determining whether to accept the Services:
		1. Timeliness: the Services were provided on time and according to schedule;
		2. Completeness: the Services contained all of the attributes and elements required by this Agreement and the Service Work Order; and
		3. Technical Accuracy: the Services and Deliverables are accurate as measured against commonly accepted standards (for example, a statistical formula, an industry standard, or de facto marketplace standard).
	2. The Judicial Council’s acceptance of a Service or Material shall be evidenced only by a written notice of Acceptance and no other act or communication, or absence of the same shall be construed as an Acceptance. Acceptance by the Judicial Council does not relieve Consultant of its guarantee obligations under this Agreement.
	3. If the Judicial Council’s Project Manager rejects Services, Consultant shall provide a cure in accordance with the provisions of this Agreement.
	4. If the Judicial Council’s Project Manager does not accept Services and Consultant disputes such action, the Parties agree to first attempt to settle their dispute according to the disputes process set forth below.
6. **Disputes**
	1. The Parties shall comply with the following provisions for the resolution of disputes:
		1. Informal Negotiations. If the dispute does not involve an issue that requires submission of a Notice pursuant to the Section entitled “Notice” of this Agreement, the respective Parties’ Project Managers shall make a good faith attempt to promptly resolve the dispute by informal negotiation.
		2. Demand. If the dispute involves an issue that requires submission of a Notice pursuant to the Section entitled “Notice” herein, or if the dispute is not settled in a timely manner pursuant to informal negotiations between the Parties’ Project Managers, either Party may issue a Demand to the other Party as follows. The Party submitting a Demand (“Submitting Party”) must issue a written statement (the “Demand”), in the form of a Notice, to the other Party (“Receiving Party”). The Demand must be submitted in compliance with the provisions of the Section entitled “Notice” herein, and (i) be fully supported by detailed factual information and supporting documentation; (ii) state the specific Agreement provisions on which the Demand is based; (iii) if the Demand regards a cost adjustment, state the exact amount of the cost adjustment sought; and (iv) must be accompanied by pertinent records supporting the Demand. The Demand shall include a written statement signed by an authorized representative of the Submitting Party indicating that the Demand is made in good faith, that the supporting data and documents are accurate and complete, and provide reasoning to support their contention that the amount (if any) requested reflects an adjustment in payment the Submitting Party believes is equitable.
		3. Response to Demand. The Receiving Party shall, within ten (10) Business Days, provide a final written response (“Final Response”) or request additional information deemed necessary to prepare a Final Response. The Final Response shall state whether the Receiving Party accepts or rejects the Demand. The Final Response must be provided to the Submitting Party in the form required by the Section of this Agreement entitled “Notice”. If the Receiving Party requests additional information to prepare the Final Response, the Submitting Party shall promptly comply with the Receiving Party’s request for such information. Any delay caused by the Submitting Party’s failure to respond to a request for additional information shall extend the ten (10) Business Day period within which the Receiving Party must provide a Final Response, however, unless otherwise agreed to by the Parties in writing, in no event shall the time period allowed for a Final Response be extended beyond twenty (20) Business Days following the date on which the Submitting Party issues the Demand. Regardless of any request(s) for additional information, a failure on the part of the Receiving Party to provide a Final Response within these twenty (20) Business Days shall be deemed a rejection of the Demand.
		4. Senior Level Negotiations. If the Demand is rejected and the Submitting Party provides written Notice that it will continue to pursue the Demand, or if the time period allowed for a Final Response to the Demand has expired without issuance of a Final Response, the Parties shall attempt to resolve the Demand by negotiations between assigned senior representatives of the Parties. The representatives shall meet as often as they deem reasonably necessary to resolve the Demand. The senior representatives of the Parties shall make a good faith effort to resolve the Demand within thirty (30) Business Days (or such longer period as they may agree to in writing) following the date on which the Submitting Party provides written Notice that it will continue to pursue the Demand or the date on which the time period allowed for a Final Response to the Demand has expired without issuance of a Final Response.
		5. Mediation. If the Demand is not resolved by negotiations of the Party’s assigned representatives, the Parties shall submit the dispute to mediation prior to either Party initiating an action in court.
		6. Litigation. If after mediation the Parties have not resolved the dispute, either Party may initiate an action in a court of competent jurisdiction.
		7. Confidentiality. All discussions and negotiations conducted pursuant to this dispute resolution process prior to litigation are confidential and shall be treated as compromise and settlement negotiations to which California Evidence Code section 1152 applies. Mediation shall be confidential and shall be subject to the provisions of California Evidence Code sections 703.5 and 1115 through 1128.
	2. Performance during Dispute and Claim Resolution Process. Unless otherwise directed in writing by the Judicial Council, Consultant shall diligently proceed with performance of the Services at the same time that a dispute is addressed via this dispute resolution process. Consultant’s failure to diligently proceed with performance of the Services will be considered a material breach of this Agreement.
7. **Termination**
	1. Termination for Cause.
		1. The Council may terminate this Agreement, in whole or in part, immediately “for cause” if (i) Consultant fails or is unable to meet or perform any of its duties under this Agreement, and this failure is not cured within ten (10) days following Notice of default (or in the opinion of the Council, is not capable of being cured within this cure period); (ii) Consultant or Consultant’s creditors file a petition as to Consultant’s bankruptcy or insolvency, or Consultant is declared bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, goes into liquidation or receivership, or otherwise loses legal control of its business; or (iii) Consultant makes or has made under this Agreement any representation, warranty, or certification that is or was incorrect, inaccurate, or misleading.
	2. Termination for Non-Appropriation of Funds.
		1. Funding for the Project(s) contemplated by this Agreement is conditioned upon appropriation by the California Legislature and allocation by the Judicial Council of California and/or sale of lease revenue or other bonds, of sufficient funds to support the Project.
		2. By Notice to the Consultant the Judicial Council may terminate this Agreement and all Service Work Orders in full, or may terminate any individual authorized Service Work Order for lack of appropriation of funds, or any other withdrawal, reduction or limitation imposed by the Judicial Council’s budget, funding or financial resources. Such termination for non-appropriation of funds or for lack of sufficient funds to continue with a Project shall not constitute a breach of the Agreement by Judicial Council.
	3. Termination for Convenience.
		1. The Judicial Council shall have the option, at its sole discretion, to terminate this Agreement and all authorized Service Work Orders at any time during the term hereof, or terminate any individual authorized Service Work Order prior to its completion, for convenience and without cause, upon Notice to the Consultant.
	4. Rights and Remedies of the Council
		1. *Nonexclusive Remedies*. All remedies provided in this Agreement may be exercised individually or in combination with any other available remedy. Consultant shall notify the Council immediately if Consultant is in default, or if a third party claim or dispute is brought or threatened that alleges facts that would constitute a default under this Agreement. If Consultant is in default, the Council may do any of the following: (i) withhold all or any portion of a payment otherwise due to Consultant, and exercise any other rights of setoff as may be provided in this Agreement or any other agreement between a Judicial Branch Entity and Consultant; (ii) require Consultant to enter into nonbinding mediation; (iii) exercise, following Notice, the Council’s right of early termination of this Agreement as provided herein; and (iv) seek any other remedy available at law or in equity.
		2. *Replacement*. If the Council terminates this Agreement in whole or in part for cause, the Council may acquire from third parties, under the terms and in the manner the Council considers appropriate, goods or services equivalent to those terminated, and Consultant shall be liable to the Council for any excess costs for those goods or services. Notwithstanding any other provision of this Agreement, in no event shall the excess cost to the Council for such goods and services be excluded under this Agreement as indirect, incidental, special, exemplary, punitive or consequential damages of the Council. Consultant shall continue any Services not terminated hereunder.
		3. *Delivery of Materials*. In the event of any expiration or termination of this Agreement, Consultant shall promptly provide the Council with all originals and copies of the Deliverables, including any partially-completed Deliverables-related work product or materials, and any Council-provided materials in its possession, custody, or control. In the event of any termination of this Agreement, the Council shall not be liable to Consultant for compensation or damages incurred as a result of such termination; provided that if the Council’s termination is not for cause, the Council shall pay any fees due under this Agreement for Services performed or Deliverables completed and accepted as of the date of the Council’s termination Notice.
	5. Survival.
		1. Termination or expiration of this Agreement shall not affect the rights and obligations of the parties which arose prior to any such termination or expiration (unless otherwise provided herein) and such rights and obligations shall survive any such termination or expiration. Rights and obligations which by their nature should survive shall remain in effect after termination or expiration of this Agreement, including any section of this Agreement that states it shall survive such termination or expiration.
8. **Actions of the Consultant upon Termination**
	1. Immediately upon receipt of a Notice of termination, Consultant shall, unless otherwise instructed in writing by the Judicial Council, proceed with diligence to take all actions necessary to effect the rapid and economical termination of its obligations under this Agreement and to minimize any liability of the Consultant and/or the Judicial Council to any Third Party(ies) that could result from such termination.
	2. The Judicial Council, at its sole discretion, may dictate when and how the termination will be effected. Such actions may include but are not limited to, the following:
		1. When termination is effective.
		2. When the termination of performance of certain Services and provision of Materials under this Agreement will be effected.
		3. When Sub-Consultants are to be notified of the termination.
		4. Whether the Judicial Council asserts an interest in any not yet complete Materials.
		5. Consultant’s schedule to provide the Judicial Council with Work or Material created in the course of the performance of Services hereunder.
9. **Effect of Termination**
	1. Termination for Cause.

In addition to any other rights and remedies accorded it in this Agreement, if this Agreement or any authorized Service Work Order is terminated for cause, the Judicial Council may deduct from any payment(s) owed Consultant at the time of termination:

* + 1. The undisputed amount owed the Judicial Council;
		2. The amount that Judicial Council reasonably determines necessary to remedy or obtain performance of the Services; and
		3. All costs, expenses, charges or damages incurred by the Judicial Council to obtain performance of the Work.
	1. Termination for Non-Appropriation or Convenience.

In the event of a termination for non-appropriation of funds or a termination for convenience, the Judicial Council shall pay Consultant for:

* + 1. Any accepted Work including allowable Reimbursable(s) and Travel and Living Expenses, incurred in accordance with the Service Work Order(s) or necessitated by the termination of Service Work Order; and
		2. The proportion of Work that Consultant has performed, but that Judicial Council has not yet accepted, including allowable Reimbursable(s) purchased prior to the effective date of the termination, and Travel and Living Expenses properly incurred prior to the effective date of termination.
1. **Copyrights and Rights in Data, Material, and Deliverables**

All copyrights and rights in any Data, or Materials, produced with funding from or in the performance of this Agreement that may presumptively vest in Consultant, or any Sub-Consultant and other contractors of Consultant, are hereby assigned including the ownership of any rights therein to the Judicial Council.

1. **Ownership of Data**
	1. Everything created, developed, or produced in the course of the Consultant’s performance of the Work, or any Sub-Consultant thereof, including, without limitation, all drawings and specifications, reports, records, files, documents, photographs, raw and final survey files, memoranda, schedules, recordings, information and other Material(s) or data (collectively, "Data") in any form, prepared, or in the process of being prepared, are works made for hire by the Consultant for the Judicial Council and are the sole property of the Judicial Council without further employment or the payment of additional compensation to the Consultant or any other party.
	2. The Judicial Council owns all of the right, title and interest, in and to the Data, including, without limitation, all trademarks, copyrights, trade secrets, patents, and any and all other intellectual property rights therein (collectively, the "Intellectual Property Rights").
	3. To the extent that any of the Data or the Intellectual Property Rights are not works for hire, the Consultant hereby irrevocably assigns its entire right, title and interest in and to all such Data, and the Intellectual Property Rights therein, to the Judicial Council.
	4. At the Judicial Council’s request, the Consultant will assist the Judicial Council in the Judicial Council’s prosecution, perfection, and registration of any or all Intellectual Property Rights in the Data. The Consultant irrevocably appoints the Judicial Council as its attorney in fact, coupled with an interest, to take all actions and execute and file all documents that the Judicial Council deems necessary to perfect the Judicial Council’s interest and Intellectual Property Rights in the Data as set forth herein.
	5. The Judicial Council shall be entitled to access the Data in whatever form, including, without limitation CAD, at all times during the term of the Agreement. Any such Data in the possession of the Consultant or in the possession of any Sub-Consultant upon completion or termination of the Agreement or any authorized Service Work Order, and as otherwise requested by the Judicial Council, shall be immediately delivered to the Judicial Council. If any Data is lost, damaged or destroyed before final delivery to the Judicial Council, the Consultant shall replace said Data at its own expense and the Consultant assumes all risks of loss, damage or destruction of or to such Data.
	6. The Judicial Council expressly acknowledges and agrees, if applicable, that the Data to be provided by Consultant under the Agreement may contain certain design details, features and concepts from the Consultant's best practices detail library, which collectively may form portions of the design for the Project, but which separately are, and shall remain, the sole and exclusive property of Consultant. Nothing herein shall be construed as a limitation on the Consultant’s right to re-use such component design details, features and concepts on other projects, in other contexts or for other clients.
	7. The Judicial Council acknowledges the Consultant’s work product, including electronic files, as instruments of professional service. If the Judicial Council reuses or makes any modification to the Consultant’s work product without the prior written reasonable authorization of the Consultant, the Judicial Council agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Consultant, and its officers, directors, employees and Sub-Consultants, against any damages, liabilities or costs, including reasonable attorney fees and defense costs, directly arising from the reuse or modification of the Consultant’s work product by the Judicial Council, or by any person or entity that lawfully acquires or obtains the Consultant’s work product from or through the Judicial Council without the written reasonable authorization of the Consultant.
2. **Limitation on Publication**
	1. The Consultant shall not publish or submit for publication any article, press release, or other writing relating to this Agreement or to the Consultant’s Services being provided to the Judicial Council without prior review and written approval by the Judicial Council.
	2. Any request for a review of any such article, press release, or other writing shall be made to the Judicial Council in the form of a Notice.
	3. The Judicial Council will endeavor to complete its review within thirty (30) days of submission to the Judicial Council, and, if approval is denied, the Judicial Council will provide reasons for its denial.
3. **Personnel**
	1. Consultant shall provide all personnel and obtain and provide all Sub-Consultant personnel necessary to provide the Work authorized under this Agreement.
	2. Consultant shall designate certain personnel or Sub-Consultants as Key Personnel on each authorized Service Work Order. The specific capacity, responsibilities, and Work to be performed by Key Personnel shall be fully detailed in the authorized Service Work Order.
	3. Consultant shall designate a Project Manager for each authorized Service Work Order.
	4. Replacement of Key Personnel.
		1. The Judicial Council reserves the right, in its sole discretion, to disapprove of, or request replacement of, any Key Personnel designated by Consultant.
		2. Judicial Council shall have the sole discretion to approve Consultant’s replace Key Personnel. Any such replacement shall be by written Amendment to the applicable Service Work Order.
		3. If, through no fault, action, or inaction of Consultant, a Key Personnel becomes incapacitated or is otherwise rendered unavailable to work during the period of performance of an authorized Service Work Order, Consultant shall promptly designate a replacement that possesses the equivalent experience and skills.
		4. If the Consultant cannot furnish a replacement acceptable to the Judicial Council, the Judicial Council may terminate the applicable Service Work Order.
4. **Project Managers**
	1. The Project Managers assigned by the Judicial Council and Consultant shall act as their respective Party’s authorized representatives and shall:
		1. Manage the day to day activities of the Work;
		2. Serve as the primary contact with the other Party’s Project Manager assigned to the Service Work Order;
		3. Manage the day to day activities of their personnel;
		4. Cooperate with any Third Parties working on the Project when necessary to ensure successful completion of the Project;
		5. Plan and schedule the performance of the Services;
		6. Ensure that budget and schedule commitments are met; and
		7. Ensure the overall quality of the Work provided.
	2. With the exception of the actions that require a Notice, the Project Managers are authorized to resolve issues and disputes relating to the performance of the Work.
	3. Consultant’s Project Manager shall, if the Judicial Council so specifies in the Service Work Order, be responsible for providing written progress reports in accordance with the requirements of the authorized Service Work Order.
5. **Background Checks**
	1. If the Consultant assigns persons (whether employees or Sub-Consultant employees) to provide Services under this Agreement that require that person have access to the systems (whether on-site or by remote access) or access to the premises of the Judicial Council or other Judicial Branch entities, the Judicial Council shall have the right, but not the obligation, to conduct a background check or to require the Consultant to conduct a background check, as permitted by law, on all such persons before the Judicial Council will grant such persons access. Consultant will cooperate and will ensure that its Sub-Consultant(s) cooperate with the Judicial Council in performing any background check and will promptly notify the Judicial Council of any person that refuses to undergo a background check. If the Judicial Council requires a background check and the employee refuses to undergo the check or the results from the background check are unacceptable to the Judicial Council, Consultant shall not utilize that person to perform Work. Consultant shall obtain all releases, waivers, or permission so that the background information can be released to the Judicial Council. Any costs and expenses incurred to obtain background checks are the sole responsibility of the Consultant.
6. **Agreement Term**
	1. At the sole discretion of the Judicial Council, Subsequent Terms may be utilized and an extension of the Initial Term shall be authorized by an Amendment.
	2. Consultant assumes all liability and risks associated with commencing performance on a Service Work Order prior to authorization in accordance with the Service Work Order Authorization Process detailed in Exhibit C, including nonpayment for any Work performed, prior to Judicial Council authorizing the Work.
	3. Work shall commence upon the date specified for the start of Work in the Service Work Order and shall be completed as indicated in the Service Work Order. If no completion date is specified on the Service Work Order, the date for the completion of the Work shall be the date Consultant completes the Work.
7. **Judicial Council’s Payment Obligations**
	1. The Judicial Council's payment obligations are contingent on the continued availability of authorized funds to pay for Work. The Judicial Council may terminate this Agreement or any Service Work Order(s) authorized hereunder without prejudice to any right or remedy for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced, or limited in any way the Judicial Council shall have the right to terminate any Work Order for convenience by providing Notice to Consultant.
	2. If any Service Work Order(s) is/are terminated for non-appropriation, Consultant shall be subject to fulfillment of the terms of the termination Notice and released from any obligation to provide further Work under that Service Work Order.
	3. Payments to be made under this Agreement shall be paid by the State of California funds and are not made by the Judicial Council. Notwithstanding anything in this Agreement to the contrary, it shall not be deemed an event of default if the State is unable to make any payment(s) as a result of the State of California’s failure to timely approve and adopt a state budget appropriating funds therefor. Should the State fail to make any payment as a result of the State of California’s failure to timely approve and adopt a state budget so appropriating funds, Consultant shall continue to provide Work under already authorized Service Work Order(s) and the Judicial Council shall promptly make any payment(s) owed upon approval and adoption of a budget by the State of California.
	4. Hourly rates provided in this Agreement will remain firm and are not subject to change throughout the remaining term of this Agreement. CPI increases will only apply, if at all, to the start of Subsequent Terms. The terms of this Agreement supersede any terms stated in Consultant’s proposal
	5. Travel Time. The Judicial Council is not obligated to pay for, and Consultant shall not invoice for any hours of non-production work expended by the Consultant or its subconsultant’s employees that are spent traveling to or from the Project Location and travel to or from any offsite location within a two hundred-mile radius of either the Consultant’s designated office, inspector’s commute location, testing lab, or the Project Location. Notwithstanding the preceding, the Judicial Council may in its own discretion authorize and approve payment for travel time, but only when Consultant has specifically included line items for these costs in the form of a prior written approval from the Judicial Council Project Manager.
		1. If Consultant receives preauthorization and approval for travel time costs beyond 200 mile radius from the Judicial Council Project Manager, these costs shall not exceed the amount approved. Additionally, travel time shall not be used as a basis for calculating overtime and shall not be used as basis for any other fee calculations (such as overtime premiums or administrative costs) that may be owed to Consultant.
		2. The Judicial Council is not obligated to preauthorize requests for travel time costs and may reject such requests due to budgetary constraints or any other reason at the Judicial Council’s sole discretion.
		3. Consultants should consider the use of a local work force or software for conducting remote inspections, when practical to avoid unnecessary travel costs.
		4. Consultants must have a fully staffed office within 100 miles of the region and 200 miles of the Project site, and inspector commute location within 75 miles of the Project site.
	6. Overtime and Minimum Shift Duration. Except as set forth in this section, no overtime or minimum shift duration shall be reimbursed by the Council. Notwithstanding the preceding, the Judicial Council will pay overtime and minimum shift duration for those workers who are subject to the Prevailing Wage Laws to the extent that those workers are entitled to overtime and minimum shift duration pursuant to the Prevailing Wage Laws.
		1. Overtime. All overtime shall be preapproved in writing by the Judicial Council Project Manager or designee. Unapproved overtime will not be compensated.
	7. No Advance Payment. The Council will not make any advance payment for Services.
	8. Allowable Expenses. Consultant may submit for reimbursement, without mark-up, only the following categories of expense:
		1. Preauthorized Travel and Living Expenses for travel to an offsite location exceeding a two hundred-mile radius from either the Consultant’s designated office, inspector’s commute location, testing laboratory, or the Project Location.
		2. Reimbursable expenses subject to written preauthorization and approval by the Judicial Council Project Manager or designee.
	9. Limit on Travel Expenses. Reimbursement for Travel and Living Expenses is subject to the provisions given below:
		1. If travel expenses are allowed under Section 23.8 above: (i) all travel is subject to written preauthorization and approval by the Judicial Council Project Manager or designee, and (ii) all travel expenses are limited to the lower of the actual cost or the maximum amounts set forth in the Judicial Council’s Travel and Living Expenses Guidelines, given in Section 5.
		2. Reimbursement for preauthorized and approved Travel and Living Expenses cannot be used as the basis for any other fee calculations (such as overtime premiums or administrative costs) that may be owed to Consultant.
		3. Preauthorization requests and invoices of approved Travel and Living Expenses must be costed out in accordance with the Judicial Council’s Travel and Living Expenses Guidelines. When required by law, California Department of Industrial Relations (DIR) travel and subsistence rates may be utilized based upon the worker’s specific classification, however, the Judicial Council’s preauthorization and invoice requirements still apply
8. **Notice**
	1. Notice must be provided in any of the following events:
		1. In the event of any need to assign, novate, or change the name of either Party to this Agreement;
		2. In the event of any replacement of Key Personnel;
		3. In the event of any claim of any material breach of this Agreement;
		4. In the event that a Third Party claim or dispute that alleges facts that would constitute a breach of this Agreement is brought or threatened against Consultant or its Sub-Consultant(s).
		5. In the event of any change to the address of either Party or its representative.
	2. The Notice must:
		1. Be in writing;
		2. Identify this Agreement, citing both the Agreement Title and Agreement Number given on the Standard Agreement Coversheet. If the Notice applies to a Service Work Order, the number of the Service Work Order must also be cited;
		3. Unambiguously be identified as a “Notice brought in accordance with the provisions of the Section Entitled “Notice” of Exhibit A of the Agreement” (or in accordance with other applicable provisions of this Agreement so requiring Notice).
		4. Delivered in person, pre-paid by a reputable express carrier, or by registered or certified mail (postage pre-paid). If delivered in person, the Notice must be delivered to the reception desk of the 6th Floor at 455 Golden Gate Ave, San Francisco, CA 94102; and
		5. Addressed to the representative(s) of the Parties as follows:

If provided to the Judicial Council:

Judicial Council of California

Branch Accounting and Procurement

Attn: Manager, Contracts

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102

With a copy to:

The Project Manager(s) named in the Service Work Order(s) at the Project Manager’s address specified in the Service Work Order(s).

 If provided to the Consultant:

@

* 1. Notice is effective on the date of receipt; however, if the date of receipt does not occur upon a Business Day, Notice is effective on the first Business Day following the date of receipt.
	2. Any correctly addressed Notice that is refused, lays unclaimed, or is not deliverable because of an act or omission of the Party to whom submitted will be deemed effective as of the date that the Notice was refused, unclaimed, or deemed undeliverable.
1. **Subcontracting**
	1. Consultant shall be allowed to utilize Sub-Consultants of Consultant’s choice provided Consultant identifies the Sub-Consultant and/or service provider to be used and their respective responsibilities in Consultant’s Proposal Form (Exhibit F).
	2. No Party to this Agreement shall in any way contract on behalf of or in the name of another Party to this Agreement.
	3. Consultant is responsible for all aspects of the control and coordination of Sub-Consultants and shall ensure that their actions are coordinated in a manner to optimize the provision of the Project.
	4. Consultant shall ensure that all Sub-Consultants comply with the provisions of this Agreement which are to be incorporated into any agreement or contract with any Sub-Consultants.
	5. Consultant expressly acknowledges that its Sub-Consultants are not third party beneficiaries of this Agreement.
	6. If approved by the Judicial Council’s Project Manager, Consultant may, during the term of this Agreement, add Service Types and Sub-Consultants to provide such work, subject to the provisions of Exhibit D.
2. **Changes and Amendments**
	1. Amendments to any of the Contract Documents can be made only with prior written approval from:

Judicial Council of California

Branch Accounting and Procurement

Attn: Manager, Contracts

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102

* 1. Any request for a change in the terms and conditions of this Agreement must be submitted to the other Party in writing in the form of a Notice and must be accompanied by a narrative description of the proposed change and the reasons for the change.
	2. After a review of the request, a written decision shall be provided to other Party.
	3. Amendments to this Agreement shall be made only by bilateral execution of a Standard Agreement Coversheet.
1. **Retention of Records and Audits**
	1. Consultant must retain and maintain easily available all Records pertaining to Consultant’s performance of obligations undertaken under this Agreement.
	2. Consultant shall ensure that it’s Sub-Consultant(s) retain and maintain easily available all Records pertaining to Sub-Consultants’ performance of this Agreement.
	3. Records (“Records”) include but are not limited to any books, reports, accounts, estimates, documents, detailed financial information, certified payrolls, invoices, or any other documentation or evidence, as well as any documents utilized in the preparation of Proposals, invoices, disputes, litigation and any claims. Records must be maintained in accordance with industry standards and GAAP and practices, consistently applied.
	4. The provisions of this Section shall not apply to any work product that is the result of Consultant’s or Sub-Consultants’ collaboration with legal counsel or to any of Consultant’s or Sub-Consultants’ confidential or proprietary information that does not fall within the definition of a Record as given above.
	5. Consultant shall ensure that the Judicial Council and/or its designated representative(s) will have access upon twenty-four (24) hours’ advance written notice, at all times during Consultant’s or Sub-Consultants’ normal business hours, to all Records for the purposes of inspection, audit, and copying. Consultant shall, and shall ensure that Sub-Consultant(s) shall, at no cost to Judicial Council, provide access and proper facilities for such purposes.
	6. Consultant shall ensure in accordance with the terms of this Agreement that all Sub-Consultant(s) are bound to all provisions of this Section.
	7. Records must be retained and available throughout the period of the term of this Agreement and for a period of five (5) years following the expiration date of this Agreement, or until five (5) years after final settlement of all disputes, claims, or litigation to which the Records relate, whichever date occurs later.
	8. If an audit or Judicial Council internal review reveals that the Consultant and/or its Sub-Consultant(s) have overcharged the Judicial Council, Consultant will immediately pay to the Judicial Council the overcharged amount plus interest from the date of receipt of overpayment. The rate of interest will be equal to eighteen percent (18%) per year or the maximum rate permitted by applicable law, whichever is less. The audit or Judicial Council internal review will be conducted at the Judicial Council’s expense, unless the audit or review reveals that the Consultant and/or its Sub-Consultant(s) has overcharged the Judicial Council by ten percent (10%) or more on any invoice, in which case the Consultant will reimburse the Judicial Council for all costs and expenses incurred by the Judicial Council in connection with such audit or review, including direct and indirect costs associated with Judicial Council representatives.
	9. This Agreement is subject to examinations and audit by the State Auditor for a period three (3) years after final payment.
	10. The obligations of this Section shall survive the expiration of and any termination of this Agreement.
2. **Accounting System Requirements**

Consultant shall maintain and shall ensure that its Sub-Consultant(s) maintain an adequate system of accounting and internal controls that meets GAAP.

1. **Judicial Council Court Representation**
	1. The Judicial Council has the authority to act on behalf of the Court(s) and to bind the Court(s) with regard to any matters relating to this Agreement.
	2. Any Court designated by name in an authorized Service Work Order shall be an intended third party beneficiary of the Services provided under this Agreement. In the event the Court gives conflicting instructions or makes conflicting determinations with respect to any matter affecting Consultant’s performance of its obligations, the Consultant shall notify the Judicial Council of the conflict and the Judicial Council shall resolve any such conflict.
2. **Confidential Information**
	1. During the Term and at all times thereafter, Consultant will: (a) hold all Confidential Information in strict trust and confidence, (b) refrain from using or permitting others to use Confidential Information in any manner or for any purpose not expressly permitted by this Agreement, and (c) refrain from disclosing or permitting others to disclose any Confidential Information to any third party without obtaining the Council’s express prior written consent on a case-by-case basis. Consultant will disclose Confidential Information only to its employees or contractors who need to know that information in order to perform Services hereunder and who have executed a confidentiality agreement with Consultant at least as protective as the provisions of this section. The provisions of this section shall survive the expiration or termination of this Agreement. Consultant will protect the Confidential Information from unauthorized use, access, or disclosure in the same manner as Consultant protects its own confidential or proprietary information of a similar nature, and with no less than the greater of reasonable care and industry-standard care. The Council owns all right, title and interest in the Confidential Information. Consultant will notify the Council promptly upon learning of any unauthorized disclosure or use of Confidential Information and will cooperate fully with the Council to protect such Confidential Information. Upon the Council’s request and upon any termination or expiration of this Agreement, Consultant will promptly (a) return to the Council or, if so directed by the Council, destroy all Confidential Information (in every form and medium), and (b) certify to the Council in writing that Consultant has fully complied with the foregoing obligations. Consultant acknowledges that there can be no adequate remedy at law for any breach of Consultant’s obligations under this section, that any such breach will likely result in irreparable harm, and that upon any breach or threatened breach of the confidentiality obligations, the Council shall be entitled to appropriate equitable relief, without the requirement of posting a bond, in addition to its other remedies at law.
3. **Trade Secret, Patent and Copyright Indemnification**
	1. Consultant shall hold the Judicial Council, the Court(s), the State, and their officers, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article, or appliance furnished or used by Consultant or its Sub-Consultants in connection with this Agreement.
	2. Consultant, at its own expense, shall defend any action brought against the Judicial Council, the Court(s) and/or the State, and their officers, agents, and employees, to the extent that such action is based upon a claim that any Data or Materials supplied by Consultant or its Sub-Consultants infringes a United States patent or copyright or violates a trade secret. Consultant shall pay those costs and damages finally awarded against the Judicial Council, the Courts, and/or the State and their officers, agents, and employees, in any such action. Such defense and payment shall be conditioned on the following:
		1. That Consultant shall be notified within a reasonable time in writing by the Judicial Council of any Notice of such claim; and,
		2. That Consultant shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that when principles of government or public law are involved, the Judicial Council, the Court(s) and/or the State shall have the option to participate in such action at its own expense.
	3. Should the Data or Materials, become the subject of a claim of infringement of a United States patent or copyright or a trade secret, the Judicial Council shall permit Consultant at its option and expense either to procure for the Judicial Council and/ or the Court(s) the right to continue using the Data or Materials, or to replace or modify the same so that they become non-infringing. If none of these options can reasonably be taken, or if the use of such Data or Materials by the Judicial Council and/or the Courts shall be prevented by injunction, Consultant agrees to take back such Data or Materials and make every reasonable effort to assist the Judicial Council and/or the Courts in procuring substitute Data or Materials. If, in the sole option of the Judicial Council, the return of such infringing Data or Materials makes the retention of other Data or Materials acquired from Consultant under this Agreement impractical, the Judicial Council shall then have the option of terminating the Service Work Order under which the Data or Materials were provided, in its entirety, without penalty or termination charge. Consultant agrees to take back said Data or Materials and refund any sums that the Judicial Council has paid Consultant less any reasonable amount for use or damage.
4. **Conflict of Interest**
	1. Consultant has no interest that would constitute a conflict of interest under PCC 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with Judicial Branch Entities. Consultant shall ensure that its officers and employees and those of its Sub-Consultant(s) shall not participate in proceedings that will result in decision making regarding the use of State funds encumbered or that may be encumbered under this Agreement if that person's partner, family, or organization has a financial interest in the outcome of the proceedings.
	2. Consultant shall ensure that its officers and employees and those of its Sub-Consultant(s) shall avoid actions resulting in or creating an the appearance that (i) an official position with the government was used for private gain; (ii) preferential treatment was accorded to any particular person associated with this Agreement; (iii) the independence or impartiality of the Judicial Council or the Courts has been compromised; (iv) decisions are made outside official channels; or (v) that adversely affects the confidence of the public in the integrity of the Judicial Council or the Courts.
	3. Consultant shall ensure and shall ensure that its Sub-Consultants will not, for a duration equivalent to two (2) years following the end of this Agreement, award a contract to any Judicial Council or Court officer or employee that had any role in the decision making process relevant to awarding this Agreement or any such individual involved in making decisions regarding the use of the State funds encumbered under this Agreement.
5. **Covenant Against Gratuities**
	1. Consultant warrants that neither Consultant itself nor any of its employees nor Sub-Consultant(s) or their employees have provided or shall at any time provide any gratuity, in the form of money, tangible item(s), intangible benefit(s), or in any other form, to any officer, official, agent, or employee of the Judicial Council or of the Court(s) for the purpose of securing or having secured award of this Agreement or any Service Work Order to Consultant.
	2. Consultant warrants that neither Consultant itself nor any of its employees, nor Sub-Consultant(s) or their employees have provided or shall at any time provide any gratuity in the form of money, tangible item(s), intangible benefit(s), or in any other form, to any officer, official, agent, or employee of the Judicial Council or of the Court(s) for the purpose of securing an outcome favorable to the Consultant any of its Sub-Consultant(s) resulting from any decisions made regarding the use of the State funds encumbered or to be encumbered under this Agreement.
	3. Consultant warrants that neither Consultant itself nor any of its employees nor Sub-Consultant(s) or their employees will, without immediate written Notice to the Judicial Council, knowingly allow any Third Party to provide any gratuity in the form of money, tangible item(s), intangible benefit(s), or in any other form to any officer, official, agent, or employee of the Judicial Council or of the Court(s) for the purpose of securing an outcome favorable to the Consultant any of its Sub-Consultant(s) resulting from any decisions made regarding the use of the State funds encumbered or to be encumbered under this Agreement.
	4. For breach or violation of any of the aforesaid warranties, the Judicial Council will have the right to terminate this Agreement, and any loss or damage sustained by the Judicial Council in procuring, on the open market, any Work which the Consultant has agreed to supply, shall be borne and paid for by the Consultant. The rights and remedies of the Judicial Council provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
6. **Submitting False Claims; Monetary Penalties**

The Judicial Council shall be entitled to remedy any false claims, as defined in California Government Code section 12650 et seq., made to the Judicial Council by the Consultant or any Sub-Consultant under the standards set forth in Government Code section 12650 et seq. Any Consultant or Sub-Consultant who submits a false claim shall be liable to the Judicial Council for three times the amount of damages that the Judicial Council sustains because of the false claim. Any Consultant or Sub-Consultant who submits a false claim shall also be liable to the Judicial Council for (i) the costs, including attorney fees, of a civil action brought to recover any of those penalties or damages, and (ii) a civil penalty of up to $10,000 for each false claim.

1. **Responsibility for Equipment, Real Property; Unused Reimbursable Item(s**)
	1. Neither the Judicial Council nor the Court(s) shall be responsible for any damage to persons or property as a result of the use, misuse, or failure of any equipment used by the Consultant or its Sub-Consultant(s) employees even though such equipment may be furnished, rented, or loaned to the Consultant by the Judicial Council or the Court(s).
	2. Any Reimbursable Items purchased by Consultant that remain unused at the completion of the Work shall be returned to the Judicial Council Project Manager prior to submission of Consultant’s final invoice pertaining to the Service Work Order under which said Reimbursable Items were purchased.
2. **Independent Contractor**

The Consultant shall be, and is, an independent contractor, is not an employee or agent of the Judicial Council, and is not covered by any employee benefit plans provided to the Judicial Council’s employees. The Consultant is, and shall be, liable for its own acts and omissions as well as those of its employees and Sub-Consultants. Nothing in this Agreement shall be construed as creating an employment or agency relationship between the Judicial Council and the Consultant. The Consultant will determine the method, details and means of performing its responsibilities with regard to provision of the Services, including, without limitation, exercising full control over the employment, direction, compensation and discharge of all persons assisting the Consultant in the performance of the Services. The Consultant shall be solely responsible for all matters relating to the payment of its Sub-Consultants and employees, including compliance with social security, withholding, any and all employee benefits, and all regulations governing such matters.

1. **Payment of Income Taxes**
	1. If applicable, Consultant shall provide a written, executed document identifying, if at all, that Consultant is listed on either or both of the State of California Franchise Tax Board’s “Top 500 Delinquent Taxpayers” (available at <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/corporate-income-tax-list.html>) or the California Department of Tax and Fee Administration’s “Top 500 Sales & Use Tax Delinquencies in California” (available at <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>).
	2. The Consultant shall pay, when due, all applicable income taxes, including estimated taxes, incurred as a result of the compensation paid by the Judicial Council to the Consultant for the Work. The Judicial Council is exempt from federal excise taxes and no payment will be made for any taxes levied on the Consultant’s or any Sub-Consultants’ employees’ wages. The Consultant agrees to indemnify, defend and hold the Judicial Council harmless for any claims, costs, losses, fees, penalties, interest or damages (including attorney fees and costs) suffered by the Judicial Council resulting from the Consultant's failure to comply with this provision. The Judicial Council may offset any taxes paid by the Judicial Council as a result of the Consultant’s breach of this provision against any amounts owed Consultant.
2. **Certifications**

By executing this Agreement, Consultant certifies under penalty of perjury that the following are true at the time of execution of this Agreement and shall remain true during the performance of this Agreement:

* 1. Nondiscrimination. The Consultant and its Sub-Consultants does and shall not unlawfully discriminate against any employee or applicant for employment because of race, creed, religion, color, national origin, ancestry, physical or mental disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), medical condition, marital status, age, sex, sexual orientation, gender identity, or domestic partner status. The Consultant and its Sub-Consultant(s) shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
	2. No Harassment. The Consultant and its Sub-Consultant(s) does and shall not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom the Consultant or its Sub-Consultants interact in the performance of this Agreement. The Consultant and its Sub-Consultants shall take all reasonable steps to prevent harassment from occurring.
	3. FEHA. The Consultant does and shall comply with the provisions of the Fair Employment and Housing Act, California Government Code section 12900 et seq., and the applicable regulations promulgated under California Code of Regulations, title 2, section 7285 et seq. The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code section 12990, set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part of it as if set forth in full.
	4. Compliance with Americans with Disabilities Act. The Consultant does and shall comply with applicable provisions of the Americans with Disabilities Act of 1990 (“ADA”) (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.
	5. Notice to Labor Organizations. The Consultant and any of its Sub-Consultant(s) shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
	6. Compliance. The Consultant does and shall include the nondiscrimination, no harassment, and compliance provisions of this Article in any and all subcontracts issued to perform Services under this Agreement. Consultant has, unless exempt, complied with the nondiscrimination program requirements. (Government Code section 12990(a)-(f) and California Code of Regulations, title 2, section 8103 et seq.)
	7. Prohibited Financial Conflict of Interest. The Consultant and its Sub-Consultants presently have no interest and will not acquire any interest which would present a conflict of interest pursuant to California Government Code sections 1090 et seq. and 87100 et seq., during the performance of Services pursuant to this Agreement. The Consultant further certifies that, to the best of its knowledge after due inquiry, no employees or agents of the Judicial Council are now, nor in the future will they be, in any manner interested directly or indirectly in this Agreement, or in any profits expected to arise from this Agreement, as set forth in California Government Code sections 1090 et seq. and 87100 et seq.
	8. Drug-Free Workplace. The Consultant does and will provide a drug-free workplace as required by California Government Code sections 8355 through 8357.
	9. National Labor Relations Board. No more than one (1) final, unappealable finding of contempt of court by a federal court has been issued against the Consultant within the immediately preceding two (2) year period because of the Consultant’s failure to comply with an order of the National Labor Relations Board.
	10. Brokerage or Contingent Fees. No person or selling agency has been employed or retained to solicit or secure this Agreement upon an understanding or agreement for a commission, percentage, brokerage or contingent fee.
	11. Computer Software Use. Consultant has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
	12. Authority. Consultant has authority to enter into and perform its obligations under this Agreement, and Consultant’s signatory has authority to bind Consultant to this Agreement
	13. Not an Expatriate Corporation. Consultant is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of PCC 10286.1, and is eligible to contract with the Council.
	14. No Interference with Other Contracts. To the best of Consultant’s knowledge, this Agreement does not create a material conflict of interest or default under any of Consultant’s other contracts.
	15. No Litigation. No suit, action, arbitration, or legal, administrative, or other proceeding or governmental investigation is pending or threatened that may adversely affect Consultant’s ability to perform the Services.
	16. Noninfringement. The Goods, Services, Deliverables, and Consultant’s performance under this Agreement do not infringe, or constitute an infringement, misappropriation or violation of, any third party’s intellectual property right.
	17. Prevailing Wage. Consultant warrants and certifies that it is aware of the provisions of California Labor Code section 1720 et seq. (“Prevailing Wage Laws”) that require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects, as set forth and defined therein. Since the Consultant may be performing Services as part of or in conjunction with an applicable “public works” or “maintenance” project, and since the total compensation may be One Thousand Dollars ($1,000) or more, the Consultant agrees to fully comply with, and to require its Sub-Consultant(s) to fully comply with, all applicable Prevailing Wage Laws including, without limitation, the terms of this Section. For purposes of this section, all references the term Contractor shall include Consultant.
		1. The Contractor and all Subcontractors under the Contractor shall pay all workers on Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the Judicial Council’s principal office. Prevailing wage rates are also available from the Judicial Council or on the internet at (http://www. dir.ca.gov).
		2. Contractor shall ensure that Contractor and all of Contractor’s Subcontractors execute the Prevailing Wage and Related Labor Requirements Certification attached to the Contract and incorporated herein.
		3. The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.
		4. **Registration:**
			1. Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its certified payroll records (**“CPR(s)”)** to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations (**“DIR**”). Labor Code section 1771.1(a) states the following:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

* + - 1. Contractor shall, and shall ensure that all “subcontractors” (as defined by Labor Code section 1722.1), comply with Labor Code section 1725.5, including without limitation the registration requirements with the Department of Industrial Relations that are set forth in Labor Code section 1725.5. Contractor represents to the Judicial Council that all “subcontractors” (as defined by Labor Code section 1722.1) are registered pursuant to Labor Code section 1725.5. Contractor shall not permit any Subcontractor to perform Work on the Project, without first verifying the Subcontractor is properly registered with the DIR as required by law, and providing this information in writing to the Judicial Council. Contractor acknowledges that, for purposes of Labor Code section 1725.5, this Work is public work to which Labor Code section 1771 applies.
		1. **Hours of Work:**
			1. Notwithstanding the timing and duration of the Work under the Contract which is subject to court activities and other coordination required for occupied facilities, as provided in article 3 (commencing at section 1810), chapter 1, part 7, division 2, of the Labor Code, eight (8) hours of labor shall constitute a legal day’s work. The time of service of any worker employed at any time by Contractor or by any Subcontractor on any subcontract under this Contract upon the Work or upon any part of the Work contemplated by this Contract shall be limited and restricted by Contractor to eight (8) hours per day, and forty (40) hours during any one week, except as hereinafter provided. Notwithstanding the provisions hereinabove set forth, Work performed by employees of Contractor in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon this public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half times the basic rate of pay.
			2. Contractor shall keep and shall cause each Subcontractor to keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by Contractor in connection with the Work or any part of the Work contemplated by this Contract. The record shall be kept open at all reasonable hours to the inspection of Judicial Council and to the Division of Labor Standards Enforcement of the DIR.
			3. Pursuant to Labor Code section 1813, Contractor shall as a penalty to the Judicial Council forfeit the statutory amount (believed by the Judicial Council to be currently twenty five dollars ($25)) for each worker employed in the execution of this Contract by Contractor or by any Subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of article 3 (commencing at section 1810), chapter 1, part 7, division 2, of the Labor Code.
			4. Any Work necessary to be performed after regular working hours, or on Sundays or other holidays shall be performed without additional expense to the Judicial Council.
			5. Project Work will typically take place in an occupied court facility; therefore, work hours may be restricted depending upon the Project. The individual Service Work Order will include any restrictions on hours of work. If the Service Work Order does not include a restriction on hours of work, then the work must take place during business hours.
		2. **Payroll Records:**
			1. In addition to submitting CPR(s) to the Labor Commissioner of California pursuant to Labor Code section 1771.4 or any other applicable law, if requested by the Judicial Council, Contractor shall provide to the Judicial Council and shall cause each Subcontractor performing any portion of the Work to provide the Judicial Council CPR(s), showing the name, address, social security number, work classification, straight time, and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Contractor and/or each Subcontractor in connection with the Work.

* + - 1. All CPRs shall be available for inspection at all reasonable hours at the principal office of Contractor on the following basis:
1. A certified copy of an employee’s CPR shall be made available for inspection or furnished to the employee or his/her authorized representative on request.

1. CPRs shall be made available for inspection or furnished upon request to a representative of Judicial Council, Division of Labor Standards Enforcement, Division of Apprenticeship Standards, and/or the Department of Industrial Relations.
2. CPRs shall be made available upon request by the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the Judicial Council, Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested CPRs have not been provided pursuant to the provisions herein, the requesting party shall, prior to being provided the records reimburse the costs of preparation by Contractor, Subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal office of Contractor.

* + - 1. The form of certification for the CPRs shall be as follows:

I,  *(Name-Print), the undersigned, am the (Position in business) with the authority to act for and on behalf of (Name of business and/or Contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of (Description, number of pages) are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of actual disbursements by way of cash, check, or whatever form to the individual or individual named, and (b) we have complied with the requirements of sections 1771, 1811, and 1815 of the Labor Code for any work performed by our employees on the Project.*

*Date: Signature:*

*(Section 16401 of Title 8 of the California Code of Regulations)*

Each Contractor shall file a certified copy of the CPRs with the entity that requested the records within ten (10) days after receipt of a written request.

* + - 1. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by Judicial Council, Division of Apprenticeship Standards, or Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual’s name, address, and social security number. The name and address of Contractor awarded Contract or performing Contract shall not be marked or obliterated.
			2. Contractor shall inform Judicial Council of the location of the records enumerated hereunder, including the street address, city, and county, and shall, within five (5) Business Days, provide a notice of change of location and address.
			3. In the event of noncompliance with the requirements of this section, Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects Contractor must comply with this section. Should noncompliance still be evident after the ten (10) day period, Contractor shall, as a penalty to Judicial Council, forfeit one hundred dollars ($100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of Division of Apprenticeship Standards or Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.
			4. It shall be the responsibility of Contractor to ensure compliance with the provisions of Labor Code section 1776.
		1. **Apprentices:**

			1. Contractor acknowledges and agrees that, if this Contract involves a dollar amount greater than or a number of working days greater than that specified in Labor Code section 1777.5, then this Contract is governed by the provisions of Labor Code Section 1777.5. It shall be the responsibility of Contractor to ensure compliance with this Article and with Labor Code section 1777.5 for all apprenticeship occupations.
			2. Apprentices of any crafts or trades may be employed and, when required by Labor Code section 1777.5, shall be employed provided they are properly registered in full compliance with the provisions of the Labor Code.
			3. Every such apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he/she is employed and shall be employed only at the work of the craft or trade to which she/he is registered.
			4. Only apprentices, as defined in section 3077 of the Labor Code, who are in training under apprenticeship standards and written apprentice agreements under chapter 4 (commencing at section 3070), division 3, of the Labor Code, are eligible to be employed. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which he/she is training.
			5. Pursuant to Labor Code section 1777.5, if that section applies to this Contract as indicated above, Contractor and any Subcontractors employing workers in any apprenticeable craft or trade in performing any Work under this Contract shall apply to the applicable joint apprenticeship committee for a certificate approving the Contractor or Subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the Work.
			6. Pursuant to Labor Code section 1777.5, if that section applies to this Contract as indicated above, Contractor and any Subcontractor may be required to make contributions to the apprenticeship program.
			7. If Contractor or Subcontractor willfully fails to comply with Labor Code section 1777.5, then, upon a determination of noncompliance by the Administrator of Apprenticeship, it shall:
1. Be denied the right to bid or propose on any subsequent project for one (1) year from the date of such determination; and
2. Forfeit as a penalty to Judicial Council the full amount as stated in Labor Code section 1777.7. Interpretation and enforcement of these provisions shall be in accordance with the rules and procedures of the California Apprenticeship Council and under the authority of the Chief of the Division of Apprenticeship Standards.

* + 1. Contractor and all Subcontractors shall comply with Labor Code section 1777.6, which section forbids certain discriminatory practices in the employment of apprentices.
		2. Contractor shall become fully acquainted with the law regarding apprentices prior to commencement of the Work. Special attention is directed to sections 1777.5, 1777.6, and 1777.7 of the Labor Code, and title 8, California Code of Regulations, section 200 et seq. Questions may be directed to the State Division of Apprenticeship Standards, 455 Golden Gate Avenue, San Francisco, California 94102.
		3. Contractor shall ensure compliance with all certification requirements for all workers on the Project including, without limitation, the requirements for electrician certification in Labor Code sections 108 et seq.
		4. Consultant warrants and certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions before commencing the performance of the Services.
1. **Force Majeure**

Neither Party shall be liable for damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is due to an act of Force Majeure.

1. **General**
	1. Survival. The termination or expiration of this Agreement or any authorized Service Work Order shall not relieve either Party of any obligation or liability accrued there under prior to or subsequent to such termination or expiration, nor affect or impair the rights of either party arising under the Agreement prior to or subsequent to such termination or expiration, except as expressly provided for herein.
	2. Remedies Cumulative. All remedies provided for in this Agreement are cumulative and may be exercised individually or in combination with any other remedy available hereunder.
	3. Waiver.
		1. Any waiver of any term or condition of this Agreement must be made in the form of an Amendment and executed by an authorized representative of the waiving Party and any such waiver shall not be construed as a waiver of any succeeding breach of the same or other term or condition of this Agreement.
		2. The omission by either Party at any time to remedy any default or enforce any right, or to require performance in accordance with the terms and conditions of this Agreement at the time designated shall not act as a waiver of the default or right, nor shall it affect the right of that party to enforce those provisions at a later date.
	4. Severability. The provisions of this Agreement are separate and severable. Should any court hold that any provision of this Agreement is invalid, void or unenforceable, then (i) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (ii) such provision shall be enforced to the maximum extent possible so as to effect the reasonable intent of the Parties and shall be reformed without further action by the Parties to the extent necessary to make such provision valid and enforceable.
	5. Governing Law; Jurisdiction.
		1. This Agreement, and all of the rights and duties of Consultant and the Judicial Council arising out of or related to this Agreement or to the relationship of Consultant and the Judicial Council, are governed by the laws of the State of California without regard to its conflicts of law rules.  This provision applies to all claims and causes of action that Consultant has or may acquire against the Judicial Council, whether based on contract, tort, statute, or anything else.
		2. Consultant agrees that any claims that it has or may acquire against the Judicial Council shall be commenced in and decided exclusively by a court of competent jurisdiction located in the State of California.  Consultant agrees to submit to the personal and exclusive jurisdiction of courts located in the State of California. Consultant waives all defenses and arguments that the courts located in the State of California constitute an inconvenient forum based upon the residence or domicile of Consultant, the location of the Project that is the subject of the litigation or the location of witnesses, the location of documents, or anything else.
	6. Agreement Construction. Headings or captions to the provisions of this Agreement are solely for the convenience of the parties, are not part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement. Any ambiguity in this Agreement shall not be construed against the drafter, but rather the terms and provisions hereof shall be given their reasonable interpretation.
	7. Public Contract Code References. Public Contract Code references create duties of the Consultant under this Agreement; however, the references do not imply that the Judicial Council is subject to the Public Contract Code.
	8. Entire Agreement. This Agreement constitutes the entire agreement between the Parties as regards its subject matter and supersedes all previous agreements, proposals, negotiations, representations and commitments, whether oral or written, with regard thereto.

**END OF EXHIBIT A**

**EXHIBIT B**

**SPECIAL PROVISIONS**

1. **Insurance**
	1. Insurance Required. Without limiting the Consultant’s indemnification obligation and in addition thereto, the Consultant shall secure and maintain in force throughout the term of this Agreement the following types of insurance with limits as shown. By requiring such minimum insurance, the Judicial Council shall not be deemed or construed to have assessed the risks that may be applicable to the Consultant under this Agreement. The Consultant shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. Each policy, other than the Professional Liability policy, shall be written on an "occurrence" form. The Professional Liability policy may be written on a "claims made" form. Judicial Council reserves the right to modify insurance requirements based upon the size of a Project, or when otherwise necessary.
		1. Workers' Compensation; Employer’s Liability—Consultant shall maintain statutory workers' compensation coverage for all its employees who will be engaged in the performance of the Contract, and employer’s liability with limits not less than $1,000,000 for each accident $1,000,000 disease policy limit, $1,000,000 disease – each employee.
		2. Commercial General Liability Insurance—Covering liability arising from premises, operations, independent Consultants, products and completed operations, personal injury and advertising injury, and liability assumed under contract. The policy shall provide limits of not less than $2,000,000 per occurrence and $4,000,000 annual aggregate. The insurance must apply separately to each insured against whom a claim is made or lawsuit is brought, subject only to the insurance policy’s limit of liability.
		3. Commercial or Business Automobile Liability Insurance—Covering liability arising out of a motor vehicle, including owned, non-owned, leased, and hired vehicles assigned to or used in connection with the Project. The policy shall provide combined single limits of not less than $1,000,000 per accident or loss.
		4. Professional Liability Insurance; Errors and Omissions—Covering the Consultant's acts, errors or omissions committed or alleged to have been committed which arise out of rendering or failure to render the Services provided under the terms of this Agreement. The policy shall provide limits of not less than $2,000,000 per claim or per occurrence and $2,000,000 annual aggregate. If the policy is written on a "claims made" form, the Consultant shall continue such coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the Services which are the subject of this Agreement. The retroactive date or "prior acts inclusion date" of any such "claims made" policy must be no later than the date that Services commence pursuant to this Agreement.
	2. Additional Insured Endorsements. All policies required in this Section, with the exception of Workers' Compensation and Professional Liability, must be endorsed to name the following as additional insureds with respect to liabilities arising out of the Consultant's Services for the Judicial Council under this Agreement: the State of California, the Judicial Council of California, the State’s trial courts, appellate courts, justices, judges, subordinate judicial officers, court executive officers, court administrators, and any and all of their officers, agents, representatives, volunteers and employees.
	3. Required Policy Provisions. Each policy required herein this Agreement must provide that:
		1. The policy is primary and non-contributory with any insurance or self-insurance programs carried or administered by the State of California, the Judicial Council of California, State’s trial courts, or appellate courts.
		2. The policy shall apply separately to each insured against whom a claim is made and/or a lawsuit is brought, except with respect to the limits of the insurer's liability.
		3. The Consultant will provide the Judicial Council with thirty (30) days’ advance written notice of any change or cancellation, mailed to the following address (with a copy to the Judicial Council Business Services and to all Judicial Council Project Managers named in authorized and active Service Work Orders):

Office – Risk Management
Judicial Council of California
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

* 1. The insurer waives any and all rights of subrogation against the State of California, the Judicial Council of California, State’s trial courts, appellate courts, justices, judges, subordinate judicial officers, court executive officers, court administrators, and any and all of their officers, agents, representatives, volunteers or employees except for Professional Liability coverage.
	2. Waiver of Claims. Consultant shall waive any right of recovery or subrogation it may have against any of the State of California, the Judicial Council of California, or the State’s trial courts, appellate courts, justices, judges, subordinate judicial officers, court executive officers, court administrators, and any and all of their officers, agents, representatives, volunteers or employees for loss or damage for any loss arising out of the Services performed by Consultant under this Agreement, and the Consultant will require any insurer providing insurance required under this Section to do the same.
	3. Qualifying Insurers. Consultant will maintain, or cause to be maintained, insurance issued by an insurance company or companies that are rated **“A-VII”** or higher by A. M. Best’s key rating guide, and are authorized to do business in the State of California.
	4. Deductibles and Self-Insured Retentions. For all insurance policies required by this Agreement, Consultant will declare any deductible or self-insured retention (SIR). Consultant will be responsible for reimbursement of any deductible to its insurer. Consultant will administer any self-insurance program in a commercially reasonable manner that ensures sufficient funds are available to cover all losses Consultant must insure against under the terms of this Section.
	5. Consultant is responsible for and may not recover from the State of California, the Judicial Council of California, or any Superior Count of California, including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents, if any, any deductible or self-insured retention that is connected to the insurance required under this Section.
	6. If Consultant fails to keep in effect at all times the specified insurance coverage, the Judicial Council may, in addition to any other remedies it may have, declare the Contract to be in breach and withhold all progress payments and retentions until the breach is cured, or terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
	7. No Reduction or Limit of the Consultant's Obligation. Insurance affected or procured by the Consultant shall not reduce or limit the Consultant's contractual obligation to indemnify and defend the Judicial Council. Acceptance of the Consultant's insurance by the Judicial Council shall not relieve or decrease the liability of the Consultant hereunder.
	8. Joint Ventures. If the Consultant is an association, partnership, or other joint business venture, the insurance required in subsection (a) above shall be provided by any one of the following methods:
		1. Separate insurance policies issued for each individual entity, with each entity included as a named insured or as an additional insured.
		2. Joint insurance program with the association, partnership, or other joint business venture included as a named insured.
	9. Evidence of Coverage. Before commencing any Work under this Agreement, the Consultant must furnish to the Judicial Council certificates of insurance and applicable endorsements, in form and with insurers satisfactory to the Judicial Council, evidencing that all required insurance coverage is in effect. The Judicial Council reserves the right to require the Consultant to provide complete, certified copies of all required insurance policies. The required certificates and endorsements must be sent to (with a copy to the Judicial Council Project Manager):

Manager, Contracts

Attn: Insurance Certificate, Contract # @
Judicial Council of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

* 1. Consequences of Lapse. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the Judicial Council receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the Judicial Council may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
1. **Licenses and Certifications**
	1. Consultant and subcontractors, employees or agents thereof, performing work for this Project must have, at the time of proposal and at all times throughout the duration of their performance of the work, all appropriate, valid license(s) and certification(s) required under law to provide the work being performed, satisfactory evidence of which may be requested by the Judicial Council at any time. The Consultant must ensure that the work will at all times be performed either by an appropriately certified individual or, when legally permissible, under the direct supervision of an appropriately certified individual.
	2. All Project Inspectors performing work for this Project must have at least one of the following certifications:
		1. Valid Class A hospital inspector certification from the Office of Statewide Health Planning and Development (OSHPD),
		2. Valid Class 1 project inspector certification from the Division of the State Architect (DSA),
		3. Valid Combination Commercial Building Inspector certification from the International Code Council (ICC), or
		4. Valid certification as a Registered Construction Inspector, Division II – Building, from the American Construction Inspector’s Association (ACIA).
	3. Consultant shall provide immediate Notice to the Judicial Council in the event that any license, certification, or registration required to be held by Consultant or any of its Sub-Consultant(s) or any of their employees or agents is suspended, revoked, cancelled, or expires during a period in which they are performing Work.
	4. If no license, certification, or registration is required of an individual performing Services, Consultant shall ensure that such individuals possess the skills, training, and background reasonably commensurate with the responsibility assigned, so as to be able to perform in a competent and professional manner in accordance with generally accepted industry standards.
2. **Onsite Requirements**
	1. Consultant shall be present onsite at all times while work is being performed, unless otherwise agreed to by Judicial Council.
3. **Consultant Performance Management**

The Judicial Council may choose to conduct periodic Business Performance Reviews on completed Projects to evaluate the Consultant’s performance for quality assurance, safety, duration of the Project, Judicial Council satisfaction, and other relevant factors. The Judicial Council, at its sole discretion, may not offer subsequent Projects to and/or may terminate an agreement with any Consultants who do not meet minimum performance benchmarks specified in their Business Performance Review.

1. **Disabled Veteran Business Enterprise Program**
	1. This section is applicable only if Consultant received a Disabled Veteran Business Enterprise (“DVBE”) incentive in connection with the solicitation of this Agreement. Consultant’s failure to meet the DVBE commitment set forth in its proposal constitutes a breach of the Agreement. If Consultant used DVBE Sub-Consultants in connection with this Agreement: (i) Consultant must use the DVBE Sub-Consultants identified in its bid or proposal, unless the Judicial Council approves in writing replacement by another DVBE Sub-Consultant in accordance with the terms of this Agreement; and (ii) Consultant must within sixty (60) days of receiving final payment under this Agreement certify in a report to the Judicial Council, on a form supplied by or satisfactory to the Judicial Council, the following: (1) the total amount of money Consultant received under the Agreement; (2) the name and address of each DVBE Sub-Consultant to which Consultant subcontracted Work in connection with the Agreement; (3) the amount each DVBE Sub-Consultant received from Consultant in connection with the Agreement; and (4) that all payments under the Agreement have been made to the applicable DVBE Sub-Consultants. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation.

**END OF EXHIBIT B**

**EXHIBIT C**

**SERVICE WORK ORDER AUTHORIZATION PROCESS**

**INVOICING**

**AND**

**PAYMENT PROVISIONS**

1. **Maximum Service Work Order Amount and Contract Amount**
	1. The maximum amount the Judicial Council shall be obligated to pay to Consultant under any individual Service Work Order authorized under this Agreement for performing all Work, as well as payment for all Travel and Living Expense and/or any Reimbursable Expenses incurred, shall not at any time exceed the Total Amount specified on the face of the most recently authorized Service Work Order applicable. No verbal agreements will be honored.
	2. The maximum amount the Judicial Council shall be obligated to pay to Consultant under this Agreement (“Contract Amount”) shall not at any time exceed the total of all Total Amount(s) Encumbered to Date. The Total Amount(s) Encumbered to Date shall be the not-to-exceed total of the Service Work Order Sums of all Service Work Orders authorized for the performance through the current date.
2. **Service Work Order Authorization**
	1. The Judicial Council will authorize the performance of Work and spending of funds under this Agreement only via Service Work Order issued through Owner’s CAFM system. Service Work Orders must be “accepted” by the Consultant within the CAFM system. This involves the Consultant logging into CAFM, opening the SWO, and clicking the “Accept” button. A written document will be provided by Judicial Council (Quality Assurance) via CAFM software system that summarizes the Project details and references all other documents incorporated within the Project.
	2. Service Work Orders may only be authorized during the Initial Term of this Agreement or any Subsequent Terms. Service Work Orders must be authorized prior to the expiration date of this Agreement. The end date for Services authorized in a Service Work Order may exceed the expiration date of this Agreement; provided, however, that the terms and conditions of this Agreement shall remain in full force and effect with regard to any outstanding Service Work Order(s) after the expiration of this Agreement until the Work of said Service Work Order(s) is complete.
	3. Service Work Orders may only be authorized for the specific Service Types and Services as described in Exhibits E and F and Attachment C-1.
3. **Service Work Order Process**
	1. The Judicial Council’s Project Manager will provide Consultant with an unsigned Services Request Form (Exhibit E), describing the Work the Judicial Council wants performed. The Judicial Council’s Project Manager will complete the Services Request Form and send to Consultant electronically. The Judicial Council Project Manager will inform the Consultant of the appropriate Pricing Methodology to be used in the Service Work Order.
	2. Pricing Methodologies. Two Pricing Methodologies are allowable under this Agreement. Pricing Methodology sets both the total amount of compensation that will be made under a Service Work Order, as well as terms and conditions that will apply to the Services to be provided. Only one type of Pricing Methodology may be used in any individual Service Work Order and that methodology will apply to all Services provided under that Service Work Order. If more than one methodology is necessary, the Services must be segregated into separate Service Work Orders.
		1. Lump Sum Based Services Pricing
			1. When a Service Work Order is authorized for performance on a lump sum basis (“Lump Sum Basis”), the prices for all expected Hourly Rates and Fixed Price Services, the cost of any expected Travel and Living Expenses, and the cost of any expected Reimbursables will be added to calculate a lump sum price (“Lump Sum Price”) applicable to that Service Work Order. The applicable price(s) and costs and method to be used to calculate the Lump Sum Price are specified below.
			2. Consultant will be compensated for Lump Sum Basis Service Work Orders according to a percentage of particular phases, deliverables, or schedule of fixed milestone amounts with each milestone amount associated with the provision and acceptance of individual designated Deliverable(s) as agreed to between the Judicial Council Project Manager and Consultant’s Project Manager. The total of the price(s) for all Deliverables must be equal the Lump Sum Price applicable to the Service Work Order.
			3. In Service Work Orders authorized on Lump Sum Basis, Consultant is responsible for the provision in full of all of the Services and Materials specified in the Service Work Order as well as bearing all costs and expenses for any Travel and Living Expenses, any Reimbursables expenses, and any other costs and expenses incurred to provide the Services and Materials (including profit), regardless of the amount of Consultant’s actual costs and expenses incurred. Consultant shall be compensated solely by payment of a Lump Sum Price.
		2. Time and Materials Based Services Pricing
			1. When performing Services on a time and materials basis (“Time and Materials Basis”), the prices will be subject to Judicial Council agreement on a Service Work Order-by-Service Work Order basis, and shall only apply to the Service Work Order in which authorized. When a Service Work Order is authorized for performance on a Time and Materials Basis, the prices for all expected Hourly Rates and Fixed Price Services, the cost of any expected Travel and Living Expenses, and the cost of any expected Reimbursables will be added to calculate a time and materials price (“Time and Materials Price”) applicable to that Service Work Order. The applicable price(s) and costs and method to be used to calculate the Time and Materials Price are specified below. The Judicial Council may, in its discretion, include a not-to-exceed amount in any Service Work Order on a Time and Materials Basis and Consultant shall not exceed said not-to-exceed amount.
			2. Consultant will be compensated for Time and Materials Basis Service Work Orders in the form of monthly payments based upon: the hours of work actually expended in performing the Hourly Rates Services; the price for any Fixed Price Service(s) actually performed; the actual cost for any allowed Travel and Living Expenses actually incurred (when incurred in accordance with, and in amounts not to exceed the maximum amounts specified as allowable in, the Judicial Council’s Travel and Living Expense Rules and Rates); and the actual cost of any allowed Reimbursables (in amounts at or below the Reimbursable(s) prices specified in the Service Work Order).
			3. In Service Work Orders authorized on a Time and Materials Basis, Consultant is, subject to the limitation of the Time and Materials Price as further elucidated below, responsible for the provision of Services and Materials specified in a Service Work Order if authorized in accordance with the provisions of the Service Work Order, for paying for any Travel and Living Expenses and Reimbursable(s) necessary to provide those Services and Materials if authorized by the Judicial Council’s Project Manager. Consultant shall be compensated solely in the form of payments for the Services, Materials, Travel and Living Expenses, and Reimbursables expenses which shall be made as specified above; however, Consultant shall not provide Services and/or Materials, incur Travel and Living Expenses, or purchase Reimbursable(s) past the point at which the total of such charges, if invoiced to the Judicial Council in accordance with this Agreement, would exceed the Time and Materials Price applicable to that Service Work Order.
	3. Upon receipt, Consultant will, in coordination with the Judicial Council’s Project Manager, edit the Consultant Proposal Form (Exhibit F) and the Judicial Council Project Manager will edit the Services Request Form (Exhibit E) if necessary so that they appropriately describe, to the satisfaction of both Parties, the various elements of the Work and Materials to be provided, and submit the revised version.
	4. Consultant will fill out and submit electronically the Consultant Proposal Form (Exhibit F) based upon the description of the Services requested by the Services Request Form, providing the following:
		1. Service Work Order Subtotals and Service Work Order Grand Total: List the Service Types and the corresponding subtotals as applicable to the Project. If the Service is to be performed by a Sub-Consultant, include the name of the Sub-Consultant.
		2. Schedule of Deliverables and Milestone Payments: If Lump Sum Basis Pricing Methodology is used, after consultation with the Judicial Council Project Manager, provide a list of designated Deliverable(s) and the amount to be paid upon acceptance of each such Deliverable that has been agreed to by both Parties. The Judicial Council does not pay for Services in advance and no milestone payment will be tied to initiation of the Work. Any individual Milestone Payments to be used shall be proportioned to correspond to the portion of the Project Services necessary to provide the Deliverable. Invoicing and Payments may only be made according to this Schedule of Deliverables and Milestone Payments. Deliverables must be tangible.
		3. Hourly Rates Services: If a Time and Materials Basis Pricing Methodology is used, provide the corresponding Hourly Rates (from Exhibit D of this Agreement), number of hours, and subtotal for the utilized job title. Note: Prevailing wage rates and Public Works registration requirements will apply if and to the extent applicable.
		4. Fixed Price Services: If Fixed Price Services are to be provided, describe the service, the category of service it falls into (consult Attachment G to the RFP for approved Service Types), the price, quantity, and subtotal. Fixed Price Services are approved on a Project-by-Project basis by the Judicial Council Project Manager.
		5. Travel and Living Expenses: If performance of a Service will necessitate the expenditure of Travel and Living Expenses beyond 200 miles as described in Exhibit A, and the reimbursement therefore will be authorized, describe the Travel and Living Expenses that are necessary to perform the Service. Provide the titles (and names if available) of individuals for whom the Travel and Living Expenses will be expended. Provide an explanation of the purpose for the expenditure(s) and the expected dates of the expenditure(s). All Travel and Living Expenditures must be costed out in accordance with the Judicial Council’s Travel and Living Expense Rules and Guidelines, given in this Exhibit C (except in those instances subject to and governed by the Prevailing Wage Laws) as may be updated from time to time. Provide the information requested on the form, along with a subtotal for all Travel and Living Expenses. If no Travel and/or Living Expenses are to be incurred, leave this section blank.
		6. Reimbursable Items: If performance of a Service will necessitate Consultant’s use of Reimbursable Items, provide a listing of the Reimbursable Items necessary to perform the Service along with quantities necessary, price, extended price, and a subtotal for all Reimbursable Items. If no Reimbursable Items are to be purchased, leave this section blank. Reimbursable Items must be priced at Consultant’s actual acquisition cost, net of any discounts or rebates allowed and are not subject to any markup, charge, add on, or pass through charge or fee of any type. Reimbursable Items are not Services. The amounts listed here are allowances only and the individual Reimbursable Items to be invoiced may exceed the amounts listed in this section provided the total amount invoiced does not exceed the subtotal of all Reimbursable Items.
	5. Upon completion of the above, Consultant’s Project Manager shall submit Consultant’s Proposal to the Judicial Council’s Project Manager via email in the form of a file in modifiable MS-Word processing format.
	6. The Judicial Council’s Project Manager shall review separately or with the Consultant and may request changes to the Proposal submitted, in which event Consultant shall modify and resubmit the Proposal, again in accordance with the provisions of this Exhibit C.
	7. Consultant Proposals so submitted are available for acceptance and may not expire or be revoked for a period of twenty (20) Business Days following the date submitted to the Judicial Council’s Project Manager, or until the date scheduled for the start of the Work in the applicable Service Work Order passes, whichever event occurs sooner.
	8. If the Judicial Council intends to accept Consultant’s Proposal and proceed with the Project, the Judicial Council Project Manager will create a Service Work Order in Owner’s CAFM system and populate the Consultant Proposal Form (Exhibit F) with a unique SWO number. The Services Request Form (Exhibit E) and accepted Consultant Proposal Form (Exhibit F) will be uploaded to CAFM. Judicial Council reserves the right to not accept any Proposals for a given Project, at the Judicial Council’s sole discretion.
	9. The Judicial Council Project Manager will then notify the Consultant of its Proposal acceptance. The Judicial Council shall provide, via email, a Service Work Order consisting of a cover page with a unique Service Work Order number, the accepted Service Request Form (Exhibit E) and Consultant Proposal Form (Exhibit F).
	10. Consultant shall review all documents and, upon acceptance, log in to Owner’s CAFM system, look up the corresponding Service Work Order, and click “Accept.” By clicking “Accept,” Consultant agrees to all the provisions of this Agreement and the corresponding Service Work Order.
	11. Upon notification of Service Work Order acceptance in CAFM by the Consultant, the Judicial Council shall direct the Consultant to begin Work in writing in conjunction with Section 3.12 below.

* 1. Following authorization of a Service Work Order, but before the initiation of Work on a Project, Owner may furnish additional detailed written and/or graphic instructions to explain the Work more fully, and such instructions become a part of the requirements of the authorized Service Work Order applicable to a Project (“Additional Detailed Instructions”). Should such Additional Detailed Instructions, in the opinion of Consultant, constitute Work in excess of the requirements of the authorized Service Work Order, Consultant must submit written Notice of the same to the Owner within seven (7) Days following receipt of such Additional Detailed Instructions, and in no event any later than prior to commencement of the Work of the Project. If in the Owner’s judgment, the Additional Detailed Instructions do in fact constitute Work in excess of the requirements of the authorized Service Work Order, the Owner may, at Owner’s option, either close the authorized Service Work Order and create a new Service Work Order or issue a Supplementary Service Work Order to account for the excess Work.
	2. If the Parties agree to cancel an already authorized Work Order, the existing SWO must be closed within Owner’s CAFM system and a new SWO process started.
	3. Only the following Owner’s personnel are approved to authorize a SWO: Quality Compliance Manager or Supervisor of Inspection Services.
	4. Owner shall from time to time provide Consultant with the names and contact information of persons filling primary positions. This letter will be updated from time to time as personnel change, and is effective upon receipt. These changes will not require that this Agreement be amended.
	5. The Judicial Council reserves the right to modify the forms provided in Exhibits E and F, as it deems necessary or appropriate, in its sole discretion, and will notify Consultant of any modification to said form prior to implementing the modified form(s). Modified forms will be substantially similar to Exhibits E and F in this Agreement.
	6. There is no minimum or maximum number of Service Work Orders the Judicial Council may request or authorize under this Agreement.

In the event that a Consultant submits Proposals for multiple Projects, the Judicial Council reserves the right, in its sole discretion, to limit the award to that Consultant for only one Project and the remaining Projects could then be awarded to the *next most qualified bidder*. *[Revised 09/28/2021]*

* 1. The Judicial Council does not guarantee that a Consultant will either have the opportunity to submit a bid for a Project or receive any Service Work Order(s).
1. **Invoicing Instructions**
	1. All invoices are to be emailed to FacilitiesServicesInvoices@jud.ca.gov with a copy to the Judicial Council Project Manager. Invoices should be provided with the standard Request for Payment cover sheet provided by Judicial Council. All invoices must contain:
		1. The Agreement Title and Agreement Number from the Standard Agreement Coversheet to this Agreement;
		2. The Service Work Order number provided on the Service Work Order;
		3. A unique invoice number;
		4. Consultant’s name and address;
		5. Consultant’s Taxpayer identification number (FEIN);
		6. The Pricing Methodology applicable to the Service Work Order (i.e. “Pricing Methodology – Lump Sum Basis” or “Pricing Methodology – Time and Materials Basis”);
		7. Preferred remittance address if this address has changed at the time this Agreement was signed. In addition, Judicial Council must be notified of this change immediately. Changes to the remittance address made on an invoice without the Judicial Council being specifically notified will result in processing and payment delays;
		8. Date range of Work performed;
		9. Date of invoice; and
		10. Description of Work performed.
	2. In addition, Consultant shall provide invoices in formats that correspond to the Pricing Methodology specified in the authorized Service Work Order, as follows:
		1. Lump Sum Based Service Work Orders:

Consultant shall, upon receipt and written acceptance by the Judicial Council’s Project Manager of a Deliverable associated with a Payment Milestone but not more frequently than once monthly, submit an invoice for any Milestone Payments associated with any Deliverable(s) accepted by the Judicial Council during the previous calendar month. Deliverables shall not be invoiced to the Judicial Council in advance of receipt of written acceptance from the Judicial Council Project Manager.

* + - 1. Consultant’s invoice for such Service Work Orders must specify the following:
				1. Name of the Deliverable, using the same words as specified in the Service Work Order description;
				2. Amount of the milestone payment designated for the accepted Deliverable, as specified in the Service Work Order;
				3. A line specifying the Service Work Order Grand Total (i.e. “Service Work Order Grand Total = $”) applicable to the Service Work Order.
		1. Time and Materials Based Service Work Orders:

Consultant shall submit an invoice for time and materials for Services rendered during the previous calendar month, and not more frequently than once monthly.

* + - 1. Consultant’s invoice for such Service Work Orders must specify the following:
				1. Schedule of Values (listing appropriate phases or milestones) and extended subtotals; OR
				2. Hourly Rates: A section with the applicable job title, number of hours invoiced, applicable hourly rate as specified in Exhibit D, and subtotal;
				3. Fixed Price Services (if applicable) with the description, price, quantity, and subtotal using the same language as provided in the Service Work Order;
				4. Travel and Living Expenses (if applicable) actually incurred with the name and job title of the individual claiming expenses, date, purpose, and subtotal. Cost of travel or living expense must not exceed the allowance specified in the Judicial Council Travel and Living Expense Guideline;
				5. Reimbursable Items (if applicable) with the description, actual cost incurred, quantity, and subtotal using the same language as provided in the Service Work Order. Receipts must be provided as backup documentation;
				6. Total invoice amount.
				7. Include receipts of charged travel and reimbursable expenses and Judicial Council pre-approvals for the expenses.
1. **Judicial Council Travel and Living Expenses Guidelines**
	1. AT JUDICIAL COUNCIL’S SOLE DISCRETION, AND ONLY IF EXPRESSLY SPECIFIED BY THE JUDICIAL COUNCIL IN A SERVICE WORK ORDER AND SO AGREED TO BY CONSULTANT PRIOR TO PERFORMANCE OF THE WORK, the Judicial Council shall reimburse Consultant for actual and reasonable transportation, meals, and lodging expenses actually incurred by Consultant’s and its Sub-Consultants’ employees when actually incurred in the course of their performance of the Work beyond 200 mile radius of either the Consultant’s designated office, inspector’s commute location, testing lab, or the Project Location, but subject to the following:
		1. If air transportation is authorized, the Judicial Council will reimburse Consultant only at the actual cost incurred. All air transportation is limited to coach fares and must be booked a minimum of fourteen (14) Business Days prior to travel, unless the Project Manager agrees in writing to a shorter period in the Service Work Order.
		2. If overnight lodging expense is authorized, in accordance with the California Victim Compensation and Government Claims Board (formerly State Board of Control) guidelines, the Judicial Council will reimburse Consultant only (i) for hotel room rental at the actual cost, but not to exceed $250.00 per Day in San Francisco County, plus occupancy tax and/or energy surcharge; $125.00 per Day in Monterrey and San Diego Counties, plus occupancy tax and/or energy surcharge; $120.00 per Day in Los Angeles, Orange, and Ventura Counties, plus occupancy tax and/or energy surcharge; $140.00 per Day in Alameda, San Mateo, and Santa Clara Counties, plus tax and energy surcharge; or $110.00 in all other California counties, plus tax and energy surcharge; and (ii) for meals, at the actual cost but not to exceed the following maximum amounts per person per Day: breakfast $8.00; lunch $12.00; dinner $20.00; and incidentals $6.00.
		3. Reimbursement for Travel and Living Expenses is subject to the applicable provisions of and must be charged in accordance with the Judicial Council’s Guidelines for Travel and Living Expenses as may be updated from time to time and which are hereby incorporated into this Agreement by reference. Consultant may submit a written request to the Judicial Council Project Manager to review applicable provisions of the Judicial Council’s Guidelines for Travel and Living Expenses prior to incurring any costs in order to confirm the acceptability thereof.
		4. If private vehicle ground transportation expense is authorized, the Judicial Council will reimburse Consultant at the then published Federal cents per mile, pursuant to <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
		5. The Judicial Council is not obligated to pay for, and Consultant shall not invoice for any hours of non-production Work expended by the Consultant or its Sub-Consultants’ employees that are spent traveling to or from the location where the Service(s) are performed, unless the specific amounts invoiced received prior written approval from the Judicial Council.
		6. Travel and Living Expenses shall be billed to the Judicial Council at Consultant’s actual cost, including any discounts or rebates accorded to Consultant or its Sub-Consultants, and are not subject to any markup, fee, or other charge.
		7. Notwithstanding the preceding, Consultant shall be required to ensure its workers are paid for, all travel and/or subsistence payments pursuant to Labor Code sections 1773.1 and 1773.9 or as otherwise required by the Prevailing Wage Laws When required by law, travel and subsistence rates determined by the Department of Industrial Relations (DIR) for the worker’s specific classification may be utilized, and the Judicial Council will reimburse Contractor for travel and subsistence at the rates determined by the DIR, however, the Judicial Council’s preauthorization and invoice requirements still apply.
2. **Taxes**

Unless otherwise required by law, the Judicial Council is exempt from federal excise taxes and no payment will be made for any taxes levied on Consultant’s or any Sub-Consultants’ employees’ wages. The Judicial Council will pay for any applicable State of California, local sales, use, or similar taxes on any Materials provided or Services rendered pursuant to this Agreement.

1. **Invoice Submission**

Consultant shall submit invoices via email to FacilitiesServicesInvoices@jud.ca.gov with a copy to the Judicial Council Project Manager for processing.

1. **Payment**
	1. The Judicial Council will endeavor to pay invoices within sixty (60) days after receipt of a correct, itemized invoice. In no event shall the Judicial Council be liable for interest or late charges for any late payments.
	2. Payment shall be made by the Judicial Council to the Consultant at the address specified when this Agreement was signed. Changes to this address can be made by notifying the Judicial Council in writing of the new remittance address, but should be done prior to invoice submission to avoid processing delays.
	3. The Judicial Council may withhold full or partial payment to the Consultant in any instance in which the Consultant has failed or refused to satisfy any material obligation provided for under this Agreement or the Service Work Order.
2. **Disallowance**

If the Consultant claims or receives payment from the Judicial Council that is later disallowed by the Judicial Council, the Consultant shall promptly refund the disallowed amount to the Judicial Council upon the Judicial Council’s request. At its option, the Judicial Council may offset the amount disallowed from any payment due or that may become due to the Consultant under this Agreement or any other agreement.

1. **Payment Does Not Imply Acceptance of Work**

Payment does not imply acceptance of Consultant’s invoice, Goods, Services, or Deliverables. Consultant shall immediately refund any payment made in error. The Council shall have the right at any time to set off any amount owing from Consultant to the Council against any amount payable by the Council to Consultant under this Agreement.

1. **Release of Claims**
	1. The acceptance by Consultant of its final payment due under an authorized Work Order shall be and shall operate as a release of the Judicial Council, the Court(s) and the State from all claims and all liability to the Consultant for everything done or furnished in connection with said Work Order, including every act and neglect of the Judicial Council and or the Court(s).
	2. Consultant shall, on the face of Consultant’s final invoice submitted for payment, expressly identify as outstanding any claim that it has. Consultant’s failure to identify any such claims shall operate as a release of all claims.

**END OF EXHIBIT C**

ATTACHMENT 1 TO EXHIBIT C

FEE SCHEDULE

(This space reserved for the Consultant’s Fee Schedule)

ATTACHMENT 2 TO EXHIBIT C

REQUEST FOR PAYMENT COVERSHEET



EXHIBIT D

DUTIES AND PERFORMANCE

CONSTRUCTION PROJECT INSPECTOR

## Purpose. To provide the Judicial Council of California, Judicial Branch Facilities Services project managers, Architects, and construction contractors clarification of the duties of the Judicial Council contracted on-site inspectors of record (“IOR” or “PI”) as required to ensure performance under the California Administrative Code (California Code of Regulations, Title 24).

## Glossary

## “Activity Hazard Analysis” means a written plan that will define the activities being performed and identify the sequences of work, specific hazards anticipated, site conditions, materials and control measures to be implemented to eliminate or reduce each hazard associated with a specific work activity or sequence.

## “Architect” means collectively the architect(s), engineer(s), and other professional consultant(s) under contract by either the Design Build Entity or directly by the Judicial Council as the designer of record responsible for the preparation and coordination of the drawings and technical sections for the project and to provide design and construction documentation, and construction administration services for the project. Individuals shall be appropriately licensed to practice in the State of California.

## “Authorities Having Jurisdiction” includes the California State Fire Marshal for fire and life safety; the California State Architect for accessibility; the Board of State and Community Corrections, formerly the Construction Corrections Standard Authority, for detention facilities.

## “Construction Contractor” means the firm that has entered into an agreement with the Judicial Council to construct the project in conformance with the construction documents as defined in its contract with the Judicial Council. Firm may be procured by Design-Build, Construction Manager at Risk, or Design-Bid-Build procurement method. Firms and individuals shall be appropriately licensed to perform work in the State of California.

## “Continuous Inspection” means the full-time observation of work requiring special inspection by a Project Inspector who is continuously present in the area where the work is being performed.

## “Inspection” means inspection of selected materials, equipment, installation, fabrication, erection or placement of components and connections, to ensure compliance with approved construction documents and referenced standards as required by applicable codes or its referenced standards.

## “Inspection Plan” means a written plan provided to the Project Inspector of those portions of the project that will be inspected on a Continuous Inspection basis versus a Periodic Inspection Basis, The Inspection Plan will be provided to the Project Inspector after it has been developed following consultation between the Judicial Council, the Architect, and the Contractor.

## “Inspection Request” means a written request made by the Construction Contractor, utilizing a Judicial Council provided form, for the Project Inspector to complete an inspection of construction work in progress as required under the Inspection Plan.

**“Inspector of Record”** or **“IOR”** means the designated and approved Lead Project Inspector responsible for ensuring that all code-prescribed inspections and administrative duties are completed, including supervision of assistant Project Inspectors and monitoring of Special Inspectors. The Inspector of Record may utilize one or more assistant Project Inspectors to assist in performing inspection and administrative duties on a project.

## “On-site Project Manager” or “OSPM” means the independent contractor employed by the Judicial Council to provide on-site project representation to ensure control of the scope of the work; project scheduling; optimum use of design and construction firm’s skills and talents; avoidance of delays, changes, and disputes; and enhancing project design and construction quality. The OSPM may also be referred to as the Construction Manager, or Construction Manager, Agency (CMA). The OSPM is responsible exclusively to the Judicial Council and acts in the Judicial Council's interests throughout each stage of the project.

## “Periodic Inspection” means the intermittent observation of work requiring inspection by a Project Inspector who is present in the area where the work has been or is being performed and at the completion of the work. All work requiring inspection shall remain accessible and exposed until approved by the Project Inspector.

## “Project Inspector” means the person or firm contracted with by the Judicial Council for the purpose of carrying out the requirements of this Procedure and its appendices.

## “Project Manager” means a person(s) employed or hired by Judicial Council in-charge of the overall project.

## “Quality” means the degree to which the project and its components meet the Judicial Council’s expectations, objectives, standards, intended purpose, as determined by measuring conformity of the project to the plans, specifications, and applicable standards and codes.

## “Quality Assurance” means the application of planned systematic methods to verify that the work is being conducted in conformity with the quality standards required and in conformance with the California Building Code, and the contract documents. Quality Assurance is provided by the Judicial Council and the Project Inspector.

## “Quality Compliance Manager” or “Manager of Quality Compliance” means the person employed by the Judicial Council in charge of its construction Quality Compliance unit and Quality Assurance on the construction-sites.

## “Quality Control” means the review, certification, inspection, and testing of project components, including persons, systems, materials, documents, techniques, and workmanship to determine whether or not such components conform to the plans, specifications, applicable standards, codes, and project requirements. The Construction Contractor provides Quality Control over all portions of their work, including their subcontractors.

## “Special Inspection and Materials Testing” or “Special Inspection” means the careful and thorough examination and documentation of a specific construction procedure (e.g. welding, masonry placement, etc.) for a project. Note that material identification and other related responsibilities are also generally a part of the special inspector's duties.

## “Special Inspector” means specially qualified individuals employed by a Judicial Council approved testing laboratory, or hired directly by the Judicial Council to perform Special Inspection work as specifically defined in a scope of work specified by the Architect and/or required by applicable code. The Project Inspector may act in the capacity of the Special Inspector if properly qualified and with the consent of the Judicial Council.

## “Staff Construction Inspector” means a person employed by the Judicial Council who is assigned to construction inspection in the Inspection Services division of the Quality Compliance unit. A Staff Construction Inspector may be designated by the Manager of Quality Compliance to perform certain tasks described in Section 10.0 – Judicial Council Oversight and Section 11.0 – Process Completion Steps and Next Steps and other tasks as assigned by the Manager of Quality Compliance.

## Duties and Performance of the Project Inspector

## The Project Inspector(s) will in consultation and with the approval of the Judicial Council, designate one or more qualified individuals to perform specific duties in accordance with this procedure.

## The Project Inspector will comply with the qualification and performance requirements outlined in California Building Code.

## If more than one Project Inspector is needed at a single project site the inspection firm, will in consultation and with the approval of the Judicial Council, designate one Project Inspector as the “Lead Project Inspector”.

## Lead Project Inspector will be responsible to ensure the requirements of this procedure are followed on the project site and manage the assignments of his/her assistant inspectors.

## The Project Inspector acts under the direction of the Manager of Quality Compliance, or his or her designee, within the Judicial Council Facilities Services Quality Compliance Unit.

## The Project Inspector will coordinate, consult, and communicate with the Project Manager, and the Judicial Council’s on-site representative if different from the Project Manager (on an established basis).

## With the exception of a circumstance involving immediate danger to life or property, the Project Inspector does not have the authority to direct the Construction Contractor in the execution of the work, nor to stop the work of construction.

## Should the Project Inspector stop work due to damage to life or property, the Project Inspector shall immediately notify the OSPM who will be responsible to make further notifications within the Judicial Council management hierarchy.

## The Project Inspector’s responsibilities include:

## A thorough understanding of all requirements of the construction documents, including shop drawings, change orders, supplemental instructions from the Architect, and applicable submittals.

## Attendance of any pre-construction meetings.

## Timely review of all approved changes made to construction documents throughout the construction process.

* + 1. Observing, checking, measuring, and inspecting the construction work in progress, in accordance with the Project Inspection Plan, for compliance with the requirements of all approved construction documents.
		2. Maintaining a photographic record of work in progress throughout construction.
		3. Coordination and monitoring of materials testing and special inspection. Project Inspector shall ensure special inspection and testing program is satisfactorily completed.
		4. Coordination with utility companies for inspections as necessary.
		5. Maintaining an awareness of safety and health requirements and submitting notice to the contractor and Project Manager when applicable regulations and contract provisions are violated, including those within the contractor’s site safety plan.

## Identification, documentation, and reporting of deviations in the construction from the requirements of the approved construction documents and applicable codes, including any instances of non-compliance. Reports should be forwarded to the Project Manager, Quality Compliance Manager, Construction Contractor, and the Architect immediately.

## Submittal of verified reports on forms provided by the Judicial Council.

## Participation in all final inspections and preparation of rework items lists.

## At the conclusion of inspection services on the Project any outstanding deviations must be noted on the Final Verified Report.

## The Project Inspector is responsible to pre-inspect for all jurisdictional and special inspections prior to calling and scheduling the inspection with the jurisdiction having authority.

## The Project Inspector will perform Continuous or Periodic inspection as established under the Project Inspection Plan developed under Section 7.0 of the Project Inspector Duties and Performance Procedure.

## Continuous inspection means the full-time observation of work requiring special inspection by a Project Inspector who is continuously present in the area where the work is being performed.

## Periodic Inspection means the intermittent observation of work requiring inspection by a Project Inspector who is present in the area where the work has been or is being performed and at the completion of the work. All work requiring special inspection shall remain accessible and exposed until approved by the Special Inspector.

## The Project Inspector is prohibited from performing functions associated with actual construction work such as:

## Performing construction work;

## Ordering or purchasing materials;

## Directing the work of the Construction Contractor, subcontractor(s), volunteer labor, or any entity performing construction work;

## Coordinating or scheduling the construction work; or

## Performing Quality Control of construction. Quality Control is the responsibility of the Construction Contractor. However, Quality Assurance is the responsibility of the Judicial Council and its inspectors.

## Authorizing deviations from the construction documents or code requirements.

## Interfering in contractor/subcontractor relationships.

## Approving shop drawings or samples.

## Project Inspector’s Job File

## The Project Inspector shall coordinate with the OSPM to ensure that the following records are maintained at the job site during construction, in an organized and readily accessible electronic or paper file (collectively the Job File). It is not necessary that both the Project Inspector and the OSPM maintain the documents only that they are available to both parties:

## Approved (stamped and initialed) plans and specifications (printed copy).

## A copy of the Inspection Plan.

## Approved submittals as required by approved plans (printed copy).

## Project addenda and change orders.

## Construction change documents with a log of all construction changes.

## Copies of Construction Contractor submittals (construction schedules, shop drawings, certificates, product labels, concrete trip tickets, etc.).

## Project document logs referencing all project construction related documents, such as Construction Contractor’s requests for information (RFI), Architect’s supplemental instructions, submittal logs, and project related meeting minutes and/or notes.

## Inspection Requests, Correction Notices, and Notices of Non-Compliance with logs (summary record) including resolution status for each deviation.

## Evidence of continuous or periodic inspection, such as daily inspection reports.

## Materials testing and special inspection reports.

## Judicial Council, State Fire Marshal, Division of the State Architect, and Board of State and Community Corrections field trip notes from prior visits with copies provided to the Architect, Construction Manager and Project Manager indicating resolution of each field trip note item requiring action.

## Applicable California Building Standards Codes (Title 24): Part 1 (Administrative Code); Part 2, Volumes 1 and 2 (Building Code); Part 3 (Electrical Code); Part 4 (Mechanical Code); Part 5 (Plumbing Code); Part 6 (Energy Code), Part 9 (Fire Code), and Part 11 (Green Code). The code edition must be as referenced on the approved plans and specifications. The Project Inspector should have access to applicable structural referenced standards, as needed for particular project inspection activity. Structural Standards are referenced in Chapter 35, CBC, Title 24 Part 2 Vol 2 of 2.

## Applicable NFPA Standards (NFPA is referenced in Chapter 35 of the CBC)

## Construction Contractor's Project Site Safety Program

## Inspector generated Inspector’s Request for Clarification (IRFC)

## Bulletins and Architect’s Supplementary Instructions issued by Architect

## Quality Control documentation generated by the Construction Contractor.

## Copy of State Fire Marshal on-site inspection records and daily reports.

## The Job File records listed above may be maintained in paper (i.e. hard copy) and/or electronic format, unless otherwise specified above. Appendix 1 ‒ Guidelines for Completion of Project Inspector’s Daily Report provides guidance for required record- keeping. At the completion of the project, the Project Inspector shall transfer the Job File, with the exception of building codes and reference standards, to the Judicial Council, which shall maintain the Job File as part of the permanent Judicial Council records.

## Project Inspector’s Comprehension of the Construction Documents

## The inspector must study and fully comprehend the requirements of the construction documents in order to provide competent inspection of the work. It is necessary for the inspector to possess a thorough understanding of the requirements of the plans and specifications before that portion of the work is performed.

## The inspector must:

## Consult with the responsible Architect(s), via a written memorandum or email to resolve any uncertainties in the inspector’s comprehension of the plans and specifications prior to construction of that portion of the work.

## Review requirements for each phase of the construction with the Construction Contractor prior to commencing that phase of the work. Good communications will prevent construction errors from occurring.

## Readily identify non-compliant work as the construction progresses, to facilitate prompt corrective action.

## Verify code-compliant implementation of the materials testing and special inspection program.

## The Project Inspector must direct any IRFC’s regarding document interpretation to the Architect with a copy to the Construction Contractor, the Judicial Council Project Manager, and the Construction Manager.

## Inspection of the Work

## Inspection means complete and timely inspection of the work on either a Continuous Inspection or Periodic Inspection basis as determined in the Inspection Plan and periodic consultation with the Architect, the Project Manager, and the Construction Manager charged with the administration of the construction of the Project. The Judicial Council requires prompt Inspection of the work as it progresses. The Judicial Council also requires that prompt notification be made to the Construction Contractor of any deviation, so that the deviation can be immediately corrected. If deviation is not immediately corrected, the Judicial Council requires the Project Inspector notify the Project Manager, Quality Compliance Manager, Architect, and the Contractor via Notice of Non-Compliance and track on the Non-Compliance log.

## The Lead Project Inspector must have personal knowledge of the construction, obtained through a Project Inspector’s own physical inspection of the work in all stages of its progress.

## When a Special Inspector(s) or approved assistant Project Inspector(s) are used on a project, the Lead Project Inspector’s personal knowledge may include that knowledge obtained from these individuals. The Lead Project Inspector must keep a log of time spent on the project site by all inspectors.

## Records of Inspections

## The Project Inspector must maintain detailed records of all Inspection Requests. The inspector’s records must provide a comprehensive and timely documentation of the inspected work, promptly identifying all compliant and non-compliant construction. These records must be readily accessible and maintained in an organized manner.

## The following is a list of the Inspection records that must be maintained at the job site:

## A systematic record of those materials and assemblies delivered to the Project site that according to the Project Inspection Plan require an inspection before being incorporated into the work, e.g. switch gears, chillers, boilers, air handling units and other high value components with long lead times for replacement.

## A systematic record of the Inspection of all work required by code and the construction documents. This may be provided through the Inspection Request process or the Project Inspector's process management system. The inspector must also record the resolution of reported deviations through the Inspection Request process.

## Special Inspection Records per Title 24, Part 2, Volume 2, such as concrete placement operations, welding operations, pile penetration blow counts, and other records as specified on the approved construction documents.

## Copy of the Daily Report that includes Project Inspector’s and assistant Project Inspector(s)’s time spent at the Project site, or with the prior approval of the Manager of Quality Compliance at an offsite project location where Inspection is required. The time should be reported on the Daily Report and the Monthly Document Log.

## Construction procedure records. The Project Inspector shall keep a record of certain phases of construction procedure including, but not limited to, the following:

* + - 1. Concrete placing operations. The record shall show the time and date, and ambient temperature/weather conditions of placing concrete and the time and date of removal of forms in each portion of the structure.
			2. Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
			3. Pile driving operations. The record shall include penetration under the last 10 blows for each pile when piles are driven for foundations.

## Construction project log. The inspector shall maintain construction logs on-site at all times including, but not limited to, the following:

* + - 1. A log of all deviation notices. The log shall reference all applicable details and specification sections related to nonconforming materials and workmanship including field change documents, change orders, addenda and deferred approvals. The log shall describe all corrective actions taken whether performed in accordance with Judicial Council approved documents or not, the current status of each deviation issue and the resolution for each issue.
			2. Copies of all deviation notices, daily reports, test reports, special inspection reports, RFI’s and IRFC’s, responses to RFI’s and IRFC’s, interpretations and clarifications from the Architect, and other applicable documents required to provide a complete record of the construction.

## All such records shall be kept on the project site until the completion of the work and shall be readily accessible to Judicial Council personnel during site visits. These records shall be made a part of the permanent project records.

## Communications Required of the Project Inspector

## The Project Inspector must maintain records of all communications. These records must be readily accessible and maintained in an organized manner. The date and recipients of all communications must be clearly indicated.

## The Project Inspector is required to provide the following communications during the course of a construction project:

## Notify and schedule the State Fire Marshall when construction elements are ready for inspection

## Notify the Board of State and Community Corrections when holding cells are ready for inspection

## Submit daily and monthly activity reports on forms provided by the Judicial Council

## Submit daily site safety reports. These can be incorporated into the Inspector’s Daily Report.

## The Project Inspector shall provide the following notices in writing (e-mail is acceptable):

## Correction Notices: When the Project Inspector identifies deviations from the approved plans and specifications, the Project Inspector must verbally notify the Construction Contractor. If the deviation is not immediately corrected, the Project Inspector is required to promptly issue a written Correction Notice to the Construction Contractor, with a copy sent to the Architect and the Project Manager. The status and resolution of all Correction Notices must be tracked on a log.

## Notice of Non-Compliance: When a Project Inspector finds work that is in progress or is complete and is found to be defective or nonconforming in a material respect, a Notice of Non-Compliance shall be issued after verbally notifying the Construction Contractor. The Project Inspector shall notify the following parties, immediately in writing, of the Notice of Non-Compliance the Construction Contractor, the Architect, the Judicial Council field representative, the Project Manager, and the Manager of Quality Compliance. The status and resolution of all Notice of Non-Compliance must be tracked on a log.

## Daily Reports: The Project Inspector shall submit daily reports on a form provided by the Judicial Council directly to Manager of Quality Compliance as more specifically stipulated in Appendix A to this procedure.

## Final Verified Reports: When any of the following occurs, a Final Verified Report shall be submitted on a form provided by the Judicial Council.

* + - 1. Work on the project is suspended for a period of more than one month.
			2. The services of the Project Inspector are terminated for any reason prior to completion of the project and such termination is not a result of work stoppage.
			3. The entire project is complete.

## Electronic copies of all Daily Reports, Inspection Requests, Correction Notices, and Notices of Non-Compliance shall be emailed to the Judicial Council Manager of Quality Compliance, or his or her designee at the end of each month.

## Project Inspector Final Verified Report: The Project Inspector shall make and submit directly to Judicial Council Manager of Quality Compliance the Final Verified Report.

## Inspector’s Monitoring of the Special Inspection and Materials Testing Program. If special inspection and materials testing is required on a project, the Project Inspector is responsible for monitoring the work of any Special Inspectors and materials testing laboratories to ensure that all special inspections and materials testing required for the project are satisfactorily completed in accordance with the approved documents.

## The Project Inspector must monitor the following aspects of the Special Inspection and Materials Testing Program:

## With 48 hours advance notice by an Inspection Request from the Construction Contractor make the necessary arrangement for the materials testing lab and Special Inspectors to perform the required material sampling or Special Inspection.

## Verify that all required material sampling and Special Inspections have been performed. The Project Inspector is also responsible to observe any Special Inspector’s on-site presence, performance of duties, and the Special Inspector’s documentation of complying and non-complying work.

## Receive, review, and approve with a digital stamp all invoices from the Special Inspector before they are sent to the Judicial Council for processing.

## Review all materials test and Special Inspection reports.

## Issue any Notice of Non-Compliance resulting from the findings of the Special Inspector.

## Report the status and resolution of deviations reported by any materials testing lab or Special Inspector on daily reports.

## Judicial Council Oversight

## The Judicial Council Quality Compliance (QC) Manager, or staff designated and assigned by the Quality Compliance Manager, conducts oversight of each project through review of documents and monthly construction-site visits. Each site visit typically includes the following:

## Monitoring of the Project Inspector’s administration and documentation of project Inspection activities;

## Observation of construction; and

## Documentation in the form of meeting minutes of the monthly Quality Compliance meeting at the construction-site written and published by the firm providing Construction Manager Agency (CMA) services for each project.

## The following project team members will be invited to the monthly Quality Compliance meeting for all capital projects:

* + - 1. JCC Project Manager
			2. JCC Quality Compliance Manager and designated staff
			3. CMA representative
			4. Office of the State Fire Marshal (OSFM) – Deputy State Fire Marshal assigned to the project
			5. Lead Project Inspector (Inspector of Record)
			6. Representative of the firm providing Special Inspection & Materials Testing
			7. Architect of Record
			8. Construction Contractor Project Manager
			9. Construction Contractor Superintendent
			10. Construction Contractor Quality Manager

## Job File Review. The Judicial Council Quality Compliance Manager or designated Quality Compliance staff shall evaluate the Project Inspector’s administration of the project through a job file review. The purpose of the job file review is to verify completeness of the Project Inspector’s records, communicate with the Project Inspector and responsible Architect, and address any project documentation or other issues during construction to facilitate timely project completion. The job file review is a project record, which is maintained in the Judicial Council project files. Copies are provided to the Project Inspector, the Judicial Council Quality Compliance Manager, and the Project Manager after completion of each job file review.

## Observation of Construction by Judicial Council. If needed, as part of the monthly Quality Compliance meeting, the Quality Compliance Manager or designated Quality Compliance staff conducts a site walk to make observations as necessary to ascertain that Inspections have been completed diligently. During the site visit, the Judicial Council Quality Compliance Manager or designated Quality Compliance staff may provide guidance to the Project Inspector, as needed, to ensure enforcement of construction documents.

## Judicial Council Field Trip Notes. See 10.1.3 above. The meeting minutes may include informational comments, including construction status and guidance given to the Project Inspector. The meeting minutes become a part of the Judicial Council project records.

## Process Completion Steps and Next Steps

## The project inspection process for each project is complete at the time that all of the following are complete:

## The project has filed its Notice of Completion with the County

## All change orders making claim for additional cost or time are closed

## All outstanding work, either in the form of a punch list item, or warranty work are closed

## The Project Inspector has filed its Final Verified Report

## The Project Inspectors Job File has been turned over to, and accepted by, the Judicial Council

## The Project Inspector has participated in the formal Lessons Learned Review for the project.

## The Project Manager and Quality Compliance Manager or designated Quality Compliance staff will conduct a formal Lessons Learned review that includes representatives of the Architect, the Contractor, and the quality team within 60 days of final completion of the project to discuss and make suggestions on areas of improvement. The minutes of the meeting will be maintained in the Lessons Learned Data Base

## The Judicial Council Quality Compliance Manager will issue a Contract Completion Memo to the Project Inspector and the project team as the Judicial Council’s advice of project completion. After receiving Certificate of Occupancy from all Authorities Having Jurisdiction, the Quality Compliance Manager will subsequently issue a Certificate of Occupancy.

## Dispute Resolution

## The purpose of this procedure is to establish a process to apply logical and systematic methods to manage project construction quality. The Judicial Council establishes its right to inspect and test the quality of the work through the terms and conditions of its contract between the Judicial Council and the Construction Contractor. The terms and conditions of the contract between the Judicial Council and the Construction Contractor clearly establish that the responsibility for the quality of the work rests with the Contractor and any inspection or testing done by the Judicial Council is for the Judicial Council’s benefit and does not accrue to the benefit of the Contractor.

## The Project Inspector is charged with the identification of deviations from the approved plans and specifications on behalf of the Judicial Council. The Project Inspector will notify the Construction Contractor of any such deviations pursuant to section 9.0 of this procedure. The following process will be utilized when the Construction Contractor disagrees with a deviation notice:

## Should the Construction Contractor agree with the Correction Notice and/or the Notice of Non-Compliance then no further activity is necessary.

## Should the Construction Contractor not agree with the Correction Notice and/or the Notice of Non-Compliance then the Construction Contractor shall notify the Project Manager, who shall contact and discuss the deviation notice with the Judicial Council Manager of Quality Compliance.

## The desired outcome of the meeting between the Project Manager and the Judicial Council Manager of Quality Compliance is to develop a single position concerning any deviation notice that can be communicated to the Construction Contractor. In developing this position, the assistance of the Architect and any other available subject matter experts should be utilized.

## The Project Manager will communicate the Judicial Council’s position to the Construction Contractor as the Judicial Council’s representative.

## Should the Construction Contractor disagree with the Judicial Council’s position the Construction Contractor’s may request the matter will be elevated to the Facilities Services Director. Before being considered by the Facilities Services Director, the Architect or the Criteria Architect, if Design-Build shall issue an opinion concerning the matter, which shall be forwarded to the Facilities Services Director who shall make a final decision.

## Disputes concerning Correction Notices and/or the Notices of Non-Compliance can also be resolved under the terms and conditions of the contract between the Judicial Council and the Construction Contractor, which establishes the following Project quality related responsibilities for the Contractor:

## Maintain a construction quality control program and perform such inspections that will ensure that the work is being performed in conformance with the contract documents.

## Maintain complete inspection records and make them available to the Judicial Council.

## Notify the Judicial Council in writing, at least 24 hours in advance, of any inspection or testing required of the Judicial Council and its Inspector of Record.

## Should work be performed outside of the established hours of construction operations, then the Contractor must provide the Judicial Council with 48 hours advance notice of any inspection or testing required of the Judicial Council and its Inspector of Record.

## If work is found to be defective the Contractor shall perform the work as designated by the Judicial Council, and then within the time period established by the terms and conditions of the contract between the Judicial Council and the Contractor provide a written protest of the direction to perform the work.

## The resolution of any protest to perform work will be resolved pursuant to the terms and conditions of the contract for construction between the Judicial Council and the Contractor.

1. **Duties of the Project Inspector in Completion of Daily Report**
	1. Completion:
		1. Prepare and submit a separate daily report for each and every day the Project Inspector is at the Project site, or a site directly related to the Project during construction of the project.
		2. The first report shall be made on the first day after the start of construction. For Construction Start date, use the date the Contractor mobilizes on the project site to begin construction (or demolition, if demolition work is included in the project scope and in the approved construction documents).
		3. Daily reports shall continue until the Final Verified Report is submitted.
		4. For any buildings occupied prior to completion of the entire project scope, the Project Inspector shall indicate the date of the final verified report filed for each building occupied prior to project completion and may attach a copy of such report to the daily report.
		5. For any project with construction suspended, the Project Inspector shall continue filing daily reports. For any project where all work is suspended for more than one month, the Project Inspector may use the daily report to notify Judicial Council of the stoppage, and shall also file a final verified report as required, which may be attached to the daily report.
	2. Format & Content. Use the Daily Report Template provided by the Judicial Council.
	3. Distribution. The reports shall be addressed to the Judicial Council Quality Compliance Manager.
		1. A copy shall be forwarded to the following individuals:
			* 1. Judicial Council Project Manager,
				2. Architect,
				3. Construction Contractor,
				4. Construction Manager, Agency (if applicable),
				5. Judicial Council Manager of Quality Compliance, and
				6. Judicial Council inspection administrative specialist.
	4. Daily Report Template.
		1. Keep the report brief, generally one or two pages in length and include the following:
			* 1. Date of Report,
				2. Judicial Council File No.,
				3. Name of Contractor,
				4. Name of Architect in Charge, and
				5. Name of Judicial Council on-site representative.
		2. *Construction Work Accomplished*: Include a brief statement of site-work and building construction work performed. List each building or structure on which work was performed, with a brief description of work in progress and work completed. List fabrication work performed off-site.
		3. *Summary of Materials Testing & Special Inspections Performed*: List any material sampling or special inspections performed on-site or off-site. List any material tests performed on- site.
		4. *Instructions Received from the Architect(s)*: List any documents (including change orders, preliminary change orders, Supplemental Instructions, RFI’s) or instructions regarding the construction work or materials testing and special inspection program, issued. Record any significant absence of the Project Inspector from the job-site when work is progressing, and approved provision for inspection during this time.
		5. *Problems, Concerns or Unusual Conditions*: List any problems, concerns or unusual conditions with the construction work, testing & special inspection program, or assistant inspection work that occurred. Indicate to whom the issue has been directed for review.
		6. *Outstanding Correction Notices and Notices of Non-Compliance*: List any deviation notices that were issued or previously issued and that remain unresolved, by date and brief description.
		7. *Notices Resolved*: List any deviation notices that were resolved on that date and brief description of the deviation.
		8. *Judicial Council “Field Trip Note(s)” Issued*: Indicate the date of the Judicial Council Field Trip Note(s), if any, received that date. Indicate whether or not the Field Trip Note requests any actions by the Architect.
		9. *Official Site Visitors*: List official visitors to the job-site during the time period and whom they represent. Official visitors may include, but not limited to, the responsible Architect, engineering consultants, geotechnical engineer, Judicial Council representatives, state agency representatives, and materials testing laboratory engineer.

## Observation of Construction by the Architect

## The Judicial Council requires the Architect of Record to perform periodic site visits and submit a field report within 48 hours of each visit detailing observations, deviations, and any concerns.

## A geotechnical engineer or his or her qualified representative shall perform special inspection of the placement and compaction of fills according to the approved construction documents. The geotechnical engineer shall submit reports of each site visit to the Project Inspector, with copies to the Project Manager and the Architect.

## Special Inspection and Testing

## The Architect shall establish the extent of the testing and special inspection program consistent with the applicable codes and needs of the particular project and shall issue specific instructions to the Project Manager, the Project Inspector and the testing facility and Special Inspectors prior to start of construction. The Project Inspector shall also notify Project Manager as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the Judicial Council approved documents.

## The Judicial Council will select and contract for a Laboratory to conduct all special inspections and materials testing; costs for all special inspections and materials testing will be paid for by the Judicial Council

## Duties and Performance of the Laboratory

## Attend pre-construction meetings.

## Review applicable shop drawings and submittals from Construction Contractors.

## Provide materials testing and special inspections of work in progress to ensure compliance with State and local building codes, architect's plans and specifications, and the requirements of the Judicial Council.

## The Laboratory shall also notify the Project Inspector as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the Judicial Council approved documents.

## Special Inspections

## Special inspection by inspectors specially approved by Judicial Council may be required on certain types of construction work as described in the approved construction documents.

## Judicial Council may require Special Inspectors for types of construction in addition to those listed in Chapter 17 of Title 24, Part 2 if found necessary because of the special use of materials or methods of construction.

## Judicial Council may require Special Inspectors for any off-site fabrication procedures that preclude the complete inspection of the work after assembly.

## Special Inspectors shall be in the direct employ of the testing laboratory, and if not, subcontractors must be specifically approved by Judicial Council.

## Special Inspectors may be required to be approved by Judicial Council for each individual project prior to performing inspections. Approval of a Special Inspector’s resume and certifications shall be made on a case by case basis.

## A Special Inspector shall have had at least three years’ experience in construction work or inspection responsibilities on one or more projects similar to the project for which the inspector is applying, shall have a thorough knowledge of the building materials of his or her specialty, and shall be able to read and interpret plans and specifications.

## Judicial Council reserves the right to reject any proposed Special Inspector at any point. Firm shall supply an approved replacement .

## Construction work that the Special Inspector finds not to be in compliance with the approved plans and specifications, shall be reported immediately to the Project Inspector, the Project Inspector will review the work under question and if found in agreement will then contact the Construction Contractor about the deviated work. If it cannot be corrected immediately the Architect, and the Project Manager shall be notified.

## Special Inspectors shall submit reports the same day to the Project Inspector Project Manager, the Architect, the Contractor, and the Project Inspector. Reports of special inspections performed on-site shall be submitted to the Project Inspector and Judicial Council Manager of Quality Compliance on the day the inspections were performed. Reports shall include all special inspections made regardless of whether such inspections indicate that the work is satisfactory or unsatisfactory.

## Special inspection reports shall include a description of all sampling of materials performed and/or witnessed. Reports shall clearly state whether the work was inspected in accordance with the requirements of the Judicial Council approved construction documents for the project. Reports shall also clearly state whether the work inspected met the requirements of the Judicial Council approved construction documents.

## The acceptance or approval of Special Inspectors may be withdrawn by Judicial Council if the Special Inspector fails to comply with any part of this code or the standards referenced on the approved plans and specification

## Tests

## General. Tests of materials are required as set forth in the applicable regulations. Whenever there is insufficient evidence of compliance with any of the provisions of the code or evidence that any material or construction does not conform to the requirements of the code, Judicial Council may require tests as proof of compliance to be made. Test methods shall be as specified by the California Building Code, the Architect or Engineer, or by other recognized and accepted test standards. If there are no recognized and accepted test methods for the proposed alternate, the Architect shall submit written test procedures for review and acceptance by Judicial Council.

## Performance of Tests

## Test samples or specimens of material for testing shall be taken by a representative of the testing facility. The Project Inspector may, if qualified and other duties permit, be authorized in writing by Judicial Council Manager of Quality Compliance to sample test specimens.

## In general samples are selected at random; however, if there is reason to believe that specific materials may be defective, sample locations may be selected by the Project Inspector, Architect, or Project Manager or his or her designee. In no case shall the Contractor or vendor select the sample or specimens.

## Sampling, handling, transportation, preparation of samples and testing shall be in accordance with the standards as provided for in the approved plans, specifications and in the applicable building regulations.

## Where a sample has failed to pass the required tests the Architect, subject to the approval of Judicial Council, may permit retest of the sampled material.

## Payments. The Judicial Council will pay for all tests, but if so specified the amount or a portion thereof may be collected from the Contractor by the Judicial Council. When in the opinion of the Architect, additional tests are required because of the manner in which the Contractor executes the work, such tests shall be paid for by the Judicial Council, but if so specified the amount paid may be collected from the Contractor by the Judicial Council. Examples of such tests are: tests of material substituted for previously accepted materials, retests made necessary by the failure of material to comply with the requirements of the specifications, and load tests necessary because certain portions of the structure have not fully met specification or plan requirements.

## Test Reports

## One copy of all test reports shall be forwarded to Project Manager, the Architect, Judicial Council Quality Compliance Manager, and the Project Inspector by the testing facility within 5 days of the date of the test. Such reports shall include all tests made, regardless of whether such tests indicate that the material is satisfactory or unsatisfactory. Records of special sampling operations as required shall also be reported.

## The reports shall show that the material or materials were sampled and tested in accordance with the requirements of these guidelines and with the approved plans and specifications. In the case of materials such as masonry, concrete or steel, test reports shall show the specified design strength.

## All reports of test results shall also definitely state whether or not the material or materials tested comply with requirements of the plans and specifications. Reports of test results of materials not found to be in compliance with the requirements of the plans and specifications shall be forwarded immediately.

## Final Report. Each testing facility shall submit to Project Manager the Architect, and the Project Inspector at the completion of the testing program a final report covering all of the tests and inspections that were required to be made by that facility. Such report shall be furnished any time that work on the project is suspended, or services of the testing lab are terminated, covering the tests up to that time.

## The final report shall be signed, under penalty of perjury, by the California registered engineer charged with engineering managerial responsibility for the testing facility. The report shall indicate that all tests and inspections were made as required by the approved plans and specifications and shall list any noncompliant tests or inspections that have not been resolved by the date of the report. In the event that not all required tests or inspections were made by the laboratory making this report, those tests or inspections not made shall be listed on the report

## Duties of the Project Inspector for Special Inspection and Testing

## The Project Inspector shall act as the Judicial Council Quality Assurance Program representative during any special inspections and/or tests.

## The Project Inspector may obtain personal knowledge of the work of construction, either on-site or off-site, performed under the inspection of Special Inspectors.

## The Project Inspector may obtain personal knowledge that materials used in the construction conform to the Judicial Council approved documents by verifying test reports performed by accepted testing facilities, verifying materials certifications shipped with the materials, or other means as specified in the Judicial Council approved documents and referenced codes and standards.

## The Project Inspector shall be responsible for monitoring the work of the Special Inspectors and testing laboratories to ensure that the testing program is satisfactorily completed.

## The Project Inspector shall be responsible for supervising the work of all assistant inspectors. The exercise of reasonable diligence to obtain the facts shall be required

## Project Site Safety Plan

##  Project Site Safety Plan

## The Construction Contractor is responsible to develop and enforce the Project Site Safety Plan that is in conformance with federal, State and local laws, rules, regulations and ordinances.

## The Judicial Council has instituted an Owner Controlled Insurance Program (OCIP) at the Project site. The OCIP insurer, Old Republic Insurance Company and the OCIP Administrator, Willis Insurance Services of California will periodically conduct on-site inspections of the Project to ensure compliance with the Project Site Safety Plan and established state occupational safety standards.

## The OCIP safety inspection team will coordinate with the Project Inspector for each site visit, will debrief the Construction Contractor and the Project Inspector following an inspection, and will copy the Project Inspector on all safety inspection reports.

## With the assistance of the OCIP insurer and the OCIP Administrator the Construction Contractor is responsible for accident investigation and mitigation planning. The Project Inspector will be provided for comment and monitoring any accident mitigation plan prepared by the Construction Contractor.

## Activity Hazard Analyses

## The Construction Contractor is, as part of its Project Site Safety Plan, responsible to prepare, maintain and implement an Activity Hazard Analysis that will define the activities being performed and identify the sequences of work, specific hazards anticipated, site conditions, materials and control measures to be implemented to eliminate or reduce each hazard associated with a work related activity of sequence.

## If the Project Inspector feels work is being performed in an unsafe manner, then he or she should request a copy of the Activity Hazard Analysis associated with the work to ensure compliance with the Project Site Safety Plan.

## The Project Inspector may call upon the OCIP safety inspection team at any time for advice and consultation, including a site visit

**END OF EXHIBIT D**

**Exhibit E**

**Services Request Form**

**Date:** [Date]

**From:** [Project Manager Name]

[Address]

[Phone/Fax]

[Email]

**Project:**  [Project Title]

**SWO:**  [SWO Numbers]

The Judicial Council of California requests that you provide a Proposal Package for the above referenced project as per the services requested below.

The work was discussed on [Date] with the following individuals:

 [List contact name, company, and email/phone number here]

[List contact name, company, and email/phone number here]

[List contact name, company, and email/phone number here]

**Your proposal is due on or before: [Time and Date]**

Proposed Work Schedule: [Start/End Dates]

Instructions: Services Requested should be detailed below in collaboration with Consultant(s). In your description, specify the location(s) at which the Services will be provided and what documents (i.e. drawings, spec sheets, photos, etc.), if any, are being provided by the Judicial Council. Include all applicable phasing and schedule constraints. If detailed schedules and/or progress reports are required, include frequency, type(s) of information needed and, if applicable, any particular format to be used. Attach additional pages as needed.

Services Requested:

[Insert Detailed Narrative of Project/Work Being Requested]

**END OF EXHIBIT E**

**Exhibit F**

**Consultant Proposal Form**

**Date:** [Date]

**Judicial Council PM:** [Project Manager Name] Consultant PM: [Project Manager Name]

[Address] [Company]

[Address] [Address]

[Phone/Fax] [Phone/Fax]

[Email] [Email]

**Project:**  [Project Title]

**SWO:**  [SWO Numbers] SWO Start/End Dates: [Start/End Dates]

Master Contract:[Master Agreement Number] MA Expiration Date: [MA# Expiration Date]

This Service Work Order will be priced according to the following Pricing Methodology (check ONE):

[ ]  Lump Sum Basis [ ]  Time and Materials Basis

Does the Consultant agree to provide services as detailed in Exhibit E, Services Request Form? [ ]  Yes [ ]  No

**Work Order Subtotals and Work Order Grand Total:**

|  |  |
| --- | --- |
| **Service Type***Consult Attachment 1 to Exhibit C to determine what Services are available under this particular Agreement.* | **Subtotal (breakout below)** |
| General Construction Inspection Services | $ |
| [Service Type and name of Sub-Consultant] | $ |
| [Travel and Living Expenditures – if **applicable and pre-approved** by Judicial Council PM] |  |
| [Reimbursables – if **applicable and pre-approved** by Judicial Council PM] |  |
| **Service Work Order Grand Total** | **$** |

**Schedule of Deliverables and Milestone Payments: (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Description of Deliverable** | **Due Date** | **Milestone Payment Amount** |
|  |  | $ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Service Work Order Grand Total** | **$** |

**EXHIBIT F (continued)**

| **Service Type** | **In-house** | **Sub-****Consultant** | **Job Title** | **Hourly Rate**  | **No. of Hours** | **Subtotal** |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional and Management Services** |   |   | Project Manager  |   |   |   |
|   |   | Document Control Technician/ Administrative Staff |   |   |   |
|  |  | Lead Project Inspector (IOR) |  |  |  |
|  |  | Assistant Project Inspector |  |  |  |
| **Fixed Price Services** | **Price** | **Quantity** | **Subtotal** |
| [Description]  |   |   |   |
| [Description]  |   |   |   |
| **Travel and Living Expenditures**if **applicable and pre-approved** by Judicial Council PM | **Purpose** |  | **Subtotal** |
| [Job Title] | [Name, if known] |    |   |
|   |   |    |   |
| **Reimbursable Items (estimated)**if **applicable and pre-approved** by Judicial Council PM | **Price** | **Quantity** | **Subtotal** |
| [Description]  |   |   |   |
| [Description]  |   |   |   |
| **SERVICE WORK ORDER GRAND TOTAL**  |   |

|  |  |
| --- | --- |
| **NUMBER OF FULL-TIME INSPECTORS PROPOSED** |  |

**END OF EXHIBIT** **F**

**EXHIBIT G**

**JUDICIAL COUNCIL TOOL POLICY**

(This space reserved for the Judicial Council’s Tool Policy)

**EXHIBIT H**

**JUDICIAL COUNCIL INTERNAL BACKGROUND CHECK POLICY**

(This space reserved for the Judicial Council’s Internal Background Check Policy)