

File No. 160046

Committee Item No. 3

Board Item No. \_\_\_\_\_

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date March 2, 2016

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date February 26, 2016

Completed by: Linda Wong Date \_\_\_\_\_

1 [Contract Agreement - Golden Gate Petroleum - Providing Citywide Renewable Diesel - Not to  
2 Exceed \$60,000,000]

3 **Resolution authorizing the San Francisco Office of Contract Administration to enter**  
4 **into a multi-year contract, pursuant to Charter, Section 9.118(b), with Golden Gate**  
5 **Petroleum, to supply the City Departments with Renewable Diesel for the term of April**  
6 **1, 2016, through March 31, 2019, in an amount not to exceed \$60,000,000.**

7  
8 WHEREAS, The Office of Contract Administration issued Contract Proposal 70884 in  
9 September 2015 for renewable diesel; and,

10 WHEREAS, The Office of Contract Administration intends to award the primary  
11 contract for renewable diesel for all City departments to Golden Gate Petroleum, with an  
12 estimated amount of \$60,000,000 during the initial term; and

13 WHEREAS, The contract will have a term of three years, from April 1, 2016, through  
14 March 31, 2019, with two one-year options to extend for a total of five years; and

15 WHEREAS, Charter, Section 9.118(b), requires Board approval by resolution of  
16 contracts estimated to exceed \$10,000,000; now, therefore, be it

17 RESOLVED, That the Board of Supervisors approves the award of the contract to  
18 Golden Gate Petroleum for \$60,000,000 in substantially the form on file with the Clerk of the  
19 Board in such final form as approved by the Purchaser and Director of the Office of Contract  
20 Administration and the City Attorney; and, be it

21 FURTHER RESOLVED, That within thirty (30) days of the contract being fully executed  
22 by all parties, the Purchaser and Director of the Office of Contract Administration shall provide  
23 the final contract to the Clerk of the Board for inclusion into the official file.  
24  
25

<b>Item 3</b> <b>File 16-0046</b>	<b>Department:</b> General Services Agency - City Administrator's Office (CAO)
<b>EXECUTIVE SUMMARY</b>	
<p><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed resolution would authorize the San Francisco Office of Contract Administration (OCA) to enter into a contract with Golden Gate Petroleum to supply City departments with renewable diesel for a three-year term from April 1, 2016, through March 31, 2019, in an amount not to exceed \$60,000,000. The contract will have two one-year options to extend for a total of five years through March 31, 2021.</li> </ul> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• Diesel equipment and vehicles used by City departments are currently fueled by petroleum diesel or biodiesel supplied through a contract between OCA and Golden Gate Petroleum that goes through August 31, 2016.</li> <li>• The City is seeking to replace the use of petroleum diesel and biodiesel with renewable diesel to meet its air pollution and greenhouse gas reduction goals as part of the Healthy Air and Clean Transportation Program.</li> <li>• Renewable diesel is a fuel derived from biomass that is distinct from biodiesel and chemically similar to petroleum diesel. It has lower lifecycle carbon emissions than petroleum diesel or B20 biodiesel.</li> <li>• OCA solicited competitive bids for renewable diesel in October 2015 and has issued a notice of conditional award to Golden Gate Petroleum. The bid prices are fixed as a markup or markdown from market prices for the entire term of the agreement.</li> </ul> <p><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• Funding for the proposed fuel contract was included in the FY 2015-16 budgets of the City departments that will utilize renewable diesel, as previously appropriated by the Board of Supervisors. City departments that will use renewable diesel will request funding in their FY 2016-17 through FY 2018-19 fuel budgets, subject to appropriation approval by the Board of Supervisors.</li> <li>• Both the existing contract for petroleum diesel and biodiesel and the proposed contract for renewable diesel are indefinite quantity contracts, such that the City is not obligated to purchase specific quantities of fuel.</li> </ul> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• Approve the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

Diesel equipment and vehicles used by City departments are currently fueled by petroleum diesel or biodiesel supplied through a contract between the San Francisco Office of Contract Administration (OCA) and Golden Gate Petroleum. The existing contract to provide gasoline, biodiesel, and petroleum diesel, which was awarded based on a competitive process and was previously approved by the Board of Supervisors, is in an amount not to exceed \$94,000,000 for a three-year term from September 1, 2013, through August 31, 2016, with two one-year options to extend for a total of five years through August 31, 2018 (File No. 13-0688; Resolution No. 297-13).

The City is seeking to replace the use of petroleum diesel and biodiesel with renewable diesel to meet its air pollution and greenhouse gas reduction goals as part of the Healthy Air and Clean Transportation Program (San Francisco Environment Code, Chapter 4). Renewable diesel is a fuel produced from various bio-feedstock sources, including fats, oils, and greases. Although renewable diesel and biodiesel are both derived from biomass, they are distinctly different fuels due to the ways they are produced. Biodiesel is produced through an esterification process<sup>1</sup> and is chemically different from petroleum diesel and renewable diesel because biodiesel contains oxygen and esters (i.e., the chemical compound combined of carboxylic acid and alcohol). Renewable diesel is produced through a hydrogenation process and is chemically similar to petroleum diesel and does not contain esters. According to the California Air Resources Board, lifecycle carbon emissions from renewable diesel are approximately 60 percent lower than carbon emissions from petroleum diesel or B20 biodiesel (a blend of 20 percent biodiesel and 80 percent petroleum diesel).

According to Ms. Kofo Domingo, Assistant Director of Purchasing & Strategic Planning at OCA, if the City suspends purchases of petroleum diesel and biodiesel, the existing fuel contract with Golden Gate Petroleum would not be affected because it is an indefinite quantity contract, so City departments are not obligated to purchase any specific quantities.

In October 2015, OCA solicited competitive bids for renewable diesel from ten diesel suppliers and received responses from two suppliers. Golden Gate Petroleum was the only responsive bidder. According to Ms. Domingo, Golden Gate Petroleum was the only responsive bidder because renewable diesel is a relatively new product and there are very few suppliers and distributors of it. Golden Gate Petroleum's bid is expressed as a markup or markdown from the daily price per gallon of biodiesel, as published by the industry group known as the Oil Price

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<sup>1</sup> The esterification process is a chemical reaction between carboxylic acid and alcohol to create the compound, ester.

Information Services (OPIS).<sup>2</sup> There is currently no OPIS price index for renewable diesel because it is a relatively new product.

OCA issued a notice of conditional award to Golden Gate Petroleum on January 8, 2016. The bid prices are fixed as a markup or markdown from OPIS biodiesel prices for the entire term of the agreement, including options to extend. While the markup or markdown price remains fixed, the OPIS price per gallon fluctuates daily. Golden Gate Petroleum's bid prices range from \$0.06 per gallon below the OPIS daily price to \$0.65 per gallon above the OPIS daily price, depending on location and quantity of delivery. Therefore, the actual price that the City pays for fuel will fluctuate throughout the term of the contract. If OPIS begins publishing a renewable diesel price index during the term of the contract, the daily price per gallon will switch to the renewable diesel index at that time.

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would authorize OCA to enter into a contract with Golden Gate Petroleum to supply City departments, which utilize diesel equipment and vehicles, with renewable diesel for a three-year term from April 1, 2016, through March 31, 2019, in an amount not to exceed \$60,000,000. The contract will have two one-year options to extend for a total of five years through March 31, 2021.

Under the proposed contract, Golden Gate Petroleum will deliver renewable diesel to Central Shops, the San Francisco Municipal Transportation Agency (SFMTA), San Francisco Fire Department (SFFD), the San Francisco Public Utilities Commission (PUC), San Francisco International Airport (SFO), and the Recreation and Park Department (RPD).

### FISCAL IMPACT

According to Ms. Domingo, funding for the proposed fuel contract was included in the FY 2015-16 budgets of the City departments that will utilize renewable diesel, as previously appropriated by the Board of Supervisors. City departments that will use renewable diesel will request funding in their FY 2016-17 through FY 2018-19 fuel budgets, subject to appropriation approval by the Board of Supervisors.

The \$60,000,000 initial three year not-to-exceed contract amount is based on the gallons of diesel usage in FY 2014-15 and includes a 10 percent contingency for fluctuations in fuel price or usage, as shown in Table 1 below.

**Table 1: Proposed Contract Amount**

Gallons Used in FY 2014-15	Total Estimated Annual Cost	Three-year Cost	10 Percent Contingency	Proposed Contract Amount
5,800,000	\$18,000,000	\$54,000,000	\$6,000,000	\$60,000,000

<sup>2</sup> The OPIS purchase price is a standard market purchase price for a particular fuel and is not controlled by the City or the fuel distribution vendor.

The proposed contract assumes a continued average annual consumption of an estimated 5,800,000 gallons of diesel. Actual fuel consumption over the next three to five years could be higher or lower than this amount.

At this time, the average price per gallon that will be paid for renewable diesel over the term of the contract is unknown because fuel prices fluctuate daily and are tied to delivery quantities.

The proposed contract is an indefinite quantity contract, such that the City is not obligated to purchase any specific quantities of renewable diesel.

#### **POLICY CONSIDERATION**

The proposed contract with Golden Gate Petroleum for renewable diesel would take effect prior to expiration of the City's existing contract, for petroleum diesel and biodiesel, with Golden Gate Petroleum. According to Ms. Domingo, OCA is seeking to enter into the proposed contract at this time in response to requests from City departments for a greener fuel alternative. Although the existing contract with Golden Gate Petroleum for petroleum diesel and biodiesel will still be in place, the City is not obligated to continue purchasing petroleum diesel or biodiesel, as noted above.

#### **RECOMMENDATION**

Approve the proposed resolution.

City and County of San Francisco

Office of Contract Administration



Edwin M. Lee  
Mayor

Jaci Fong  
Director and Purchaser  
Purchasing

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2016 JAN 14 PM 1:46

*JHB*

January 13, 2016

**To:** Angelo Calvillo, Clerk of the Board

**From:** Jaci Fong, Director of the Office of Contract Administration (OCA) and Purchaser

**Subject:** Result of Citywide multi-year contract for Renewable Diesel solicitation, OCA recommendation and resulting Resolution.

Enclosed, please find the resolution and supporting documentation designating Golden Gate Petroleum as the supplier of Renewable Diesel to City Departments.

OCA solicited bids from various diesel suppliers, and received one (1) responsive bid from Golden Gate Petroleum. The total estimated contract value for the 3 year term of the Agreement is \$60,000,000.

If you have any questions or require additional information please contact Kofo Domingo, Assistant Director at (415)554-6714 or [kofo.domingo@sfgov.org](mailto:kofo.domingo@sfgov.org).

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**COMPANY INFORMATION**

**WARNING**

Do not use any term contracts to purchase goods and/or services when using Federal, State or Special Funds. Term contracts may contain provisions that conflict with Federal or State provisions.

City departments must contact their assigned City Attorney for applicable provisions, procedures and relevant fund requirements.

**Name of Company:** Golden Gate Petroleum  
**Address:** 1340 Arnold Drive #231  
**City, State, Zip:** Martinez, CA 94553  
**Contact:** Pat O'Keefe  
**Telephone Number:** (925) 228-2222  
**Fax Number:** (925) 957-9587  
**E-mail:** [Pat@GGPetroleum.com](mailto:Pat@GGPetroleum.com)

**Company Representative:** Pat O'Keefe

**To request service:** Phone: (925) 228-2222  
Fax: (925) 957-9587  
Toll Free: (800) 244-4516

**24-Hour Emergency Number:** (800) 244-4516

**Facility Location:** Golden Gate Petroleum Terminal  
Richmond, CA

**Business Hours:**  
**Monday through Friday**

**Payment Terms:** N30  
**Vendor Number:** 03051

**CBPO Number:** **BPSF0000XXXX**

**AWARD**  
 Renewable Diesel  
 For the Term April 1, 2016 Through March 31, 2019

**AWARD SHEET**

(Delivery Areas)	Fuel Type	Item No.	Delivery Quantity	Bid Price	
				+ or -	\$
Aggregate I: San Francisco SFMTA	Renewable Diesel (99%)	101	<= 7,400	+	0.08
	Renewable Diesel (99%)	102	> 7,401	-	0.045
	Renewable Diesel (99%)	201	<= 200	+	0
Aggregate II: San Francisco Fire Dept and PUC	Renewable Diesel (99%)	202	201-500	+	0
	Renewable Diesel (99%)	203	501-1,000	+	0.22
	Renewable Diesel (99%)	204	1,001-1,500	+	0.18
	Renewable Diesel (99%)	205	1,501-3,000	-	0.02
	Renewable Diesel (99%)	206	> 3,000	-	0.04
	Red Dye Renewable Diesel (99%)	207	<= 200	-	0.02
	Red Dye Renewable Diesel (99%)	208	201-500	-	0.04
	Red Dye Renewable Diesel (99%)	209	501-1,000	+	0.22
	Red Dye Renewable Diesel (99%)	210	1,001-2,000	+	0.18
	Red Dye Renewable Diesel (99%)	211	> 2,000	-	0.04

**AWARD**  
 Renewable Diesel  
 For the Term April 1, 2016 Through March 31, 2019

**AWARD SHEET**

(Delivery Areas)	Fuel Type	Item No.	Delivery Quantity	Bid Price	
				+ or -	\$
Aggregate III: San Francisco Central Shops, and other Dept.	Renewable Diesel (99%)	301	<= 200	+	0.35
	Renewable Diesel (99%)	302	201-500	+	0.25
	Renewable Diesel (99%)	303	501-2000	-	0.06
	Renewable Diesel (99%)	304	2001-3500	-	0.06
	Renewable Diesel (99%)	305	3501-5000	-	0.06
	Renewable Diesel (99%)	306	5,001-7,400	-	0.08
	Renewable Diesel (99%)	307	> 7,400	+	0.05
	Red Dye Renewable Diesel (99%)	308	<= 200	+	0.35
	Red Dye Renewable Diesel (99%)	309	201-500	-	0.06
	Red Dye Renewable Diesel (99%)	310	501-1,000	+	0.25
	Red Dye Renewable Diesel (99%)	311	1,001-2,000	+	0.21
	Red Dye Renewable Diesel (99%)	312	> 2,000	-	0.06

**AWARD**  
 Renewable Diesel  
 For the Term April 1, 2016 Through March 31, 2019

**AWARD SHEET**

(Delivery Areas)	Fuel Type	Item No.	Delivery Quantity	Bid Price	
				+ or -	\$
Aggregate IV: East Bay	Renewable Diesel (99%)	401	<= 200	+	0
	Renewable Diesel (99%)	402	201-500	+	0.35
	Renewable Diesel (99%)	403	> 500	+	0.21
	Red Dye Renewable Diesel (99%)	404	< =2,000	+	0.25
	Red Dye Renewable Diesel (99%)	405	> 2,000	+	0.15
Aggregate V: Peninsula	Renewable Diesel (99%)	501	<= 200	+	0.55
	Renewable Diesel (99%)	502	201-500	-	0.06
	Renewable Diesel (99%)	503	501-1,000	-	0.06
	Renewable Diesel (99%)	504	1,001-1,500	+	0.25
	Renewable Diesel (99%)	505	>1,500	+	0.21
	Red Dye Renewable Diesel (99%)	506	<= 200	-	0.06
	Red Dye Renewable Diesel (99%)	507	201-500	+	0.06
	Red Dye Renewable Diesel (99%)	508	> 500	+	0.2
Aggregate VI: PUC Sierra	Renewable Diesel (99%)	601	<= 200	+	0.1
	Renewable Diesel (99%)	602	201 - 400	+	0.65
	Renewable Diesel (99%)	603	401 - 800	+	0.65
	Renewable Diesel (99%)	604	810 - 1,600	+	0.48
	Renewable Diesel (99%)	605	> 1,600	+	0.37

End of Award Sheet(s)

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

**Getting paid for goods and/or services from the City:**

1. Beginning January 2012, all City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through Paymode-X, the City's third party service that provides Automated Clearing House (ACH) payments.
2. Electronic payments are processed every business day and are safe and secure.
3. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach).
4. The following information is required to sign up:
  - a. The enroller must be their company's authorized financial representative.
  - b. The company's legal name, main telephone number and all physical and remittance addresses used by the company
  - c. The company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor)
  - d. The company's bank account information, including routing and account numbers

If you have questions, please email: [ACH.Support@sfgov.org](mailto:ACH.Support@sfgov.org)

**Terms Related To Bidding**

**1. When Bids Are Due; Bid Opening Procedures**

Bids must be delivered before time set for bid opening. Bids will be opened by Purchasing at the hour and place stated on the first page of this bid in the presence of bidders who attend, and bid prices will be read upon request as time permits. Bidders may inspect the bids after award.

**2. Alternates**

When the name of a manufacturer, brand or make, with or without model number, is used in describing any item in this document, bids for similar articles will be considered unless otherwise stated. Purchasing shall be the sole judge as to whether such alternate articles are acceptable. Unless bidder states to the contrary, articles offered will be assumed to be the specific articles named in this document. If not offering the specific article named, bidder should enclose with its bid full information, specifications and descriptive data on items offered. Purchasing reserves the right to permit deviations from the specifications if any article offered is substantially in accord with Purchasing's specifications and is deemed by Purchasing to be of as good quality and as fully satisfactory for its intended use. Bidder is responsible for identifying any deviations from Purchasing's specifications.

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

**3. Articles Furnished**

Articles and services must comply with applicable laws, ordinances and other legal requirements, including (among others) the Cal-OSHA regulations in Title 8 of the Code of Regulations and, for electrical products, Sections 110.2 and 110.3 (B) of the S.F. Electrical Code. In addition, if an electrical item has not been tested by a lab approved by City's Department of Building Inspection (DBI) or Department of Public Works (DPW), Contractor shall notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are posted on Purchasing's website at <http://www.sfgov.org/oca/>. When a non-tested item is delivered, the department will request approval from DPW. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.

**4. Place of Manufacture**

No article furnished shall have been made in prison or by convict labor, except, for articles purchased for use by City's detention facilities.

**5. Condition of Article**

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

**6. Samples**

Articles offered as equal to "City sample" must fully conform thereto; "City samples" may be inspected at the place designated by Purchasing. Samples must be furnished as required in this document. Those submitted by successful bidders may be retained for testing or checked against deliveries, in which case allowance will be made to Contractor. Each sample shall be plainly marked in a durable manner with the name of the bidder, the contract proposal number, and the item number. Submitted sample will be deemed to be exactly what bidder proposes to furnish unless otherwise clearly indicated by the bidder in writing with the submittal of the sample. Sufficiency of sample will be determined by Purchasing. Do not enclose sample with bid, and do not wrap bid in package with sample.

**7. FOB Point**

F.O.B. destination in San Francisco, freight prepaid and allowed.

**8. Price List Discounts**

When bids are based on prices from a catalog or price list, bidder shall furnish copies of the catalog or price list as required herein. Contractor shall furnish additional lists as required. Bids will be considered for price lists offered other than specified provided the alternate price list can be readily

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

compared on an overall basis with the specified price list. Bidder's price list discounts must remain firm during the term of the contract.

**9. Bidding on Separate Items and in the Aggregate**

Bidders may bid separately for any item unless otherwise provided. Bidders may make an offer on one, some or all items, unless otherwise provided.

**10. Prices**

Prices quoted must be fixed except as otherwise specified in this document. Any bid requiring receipt of order in less than 30 days will be unacceptable unless otherwise specified herein.

**11. Awards; Rejection of Bids**

Purchasing may make awards on one, some or all items in a bid. Purchasing reserves the right to reject any and all bids.

**12. Cash Discounts; Terms of Payment (Commodities and Equipment only)**

Cash discount (discount for prompt payment) will be taken into consideration in determining the low bid under the following conditions:

- Discount period must be at least 30 days. Example: "1%, 30 days. Net 31."
- The maximum cash payment discount that will be considered when determining the lowest bid will be 2%.
- The discount period will start upon date of completion or delivery of all items on any Purchase Order or other authorization certified by Controller, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later.
- Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City's check.

Whether or not the discount is taken into consideration in determining the low bid, it will be deducted from the invoice amount in accordance with the provisions above, unless otherwise provided by bidder. No additional charge shall accrue against City in the event that City does not make payment within any time specified by bidder.

**13. Sunshine Ordinance**

In accordance with Sec. 67.24(e) of the San Francisco Administrative Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded.

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**Terms Related to the Contract**

**14. Inspection**

All articles supplied shall be subject to inspection and rejection by Purchasing or any department official responsible for inspection.

**15. Contract Interpretation; Choice of Law/Venue; Assignment**

Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of, the State of California; the venue for all claims arising out of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.

**16. Hold Harmless and Indemnification**

Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Contract, including but not limited to, the use of Contractor's facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Contract, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequences of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Contract.

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

**17. Failure to Deliver**

If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract, such article or service may be bought from any source by Purchasing and if a greater price than the contract price be paid, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required.

**18. Budget and Fiscal Provisions**

This Contract is subject to the budget and fiscal provisions of City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Contract will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Contract in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Contract.

**19. Default; Remedies**

On and after any event of default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Contract or to seek specific performance of all or any part of this Contract. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any event of default. Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Contract or any other contract between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such event of default and any liquidated damages due from Contractor pursuant to the terms of this Contract or any other contract. All remedies provided for in this Contract may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

**20. Termination for Convenience**

City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City.

**AWARD**  
Renewable Diesel  
For the Term April 1, 2016 Through March 31, 2019

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**BID AND CONTRACT CONDITIONS**

**21. Guaranteed Maximum Costs**

The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, the City and its employees and officers are not authorized to request Contractor to perform services or to provide materials, equipment and supplies that would result in Contractor performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract unless the agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. The City is not required to reimburse Contractor for services, materials, equipment or supplies that are provided by Contractor which are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract and which were not approved by a written amendment to the agreement having been lawfully executed by the City. The City and its employees and officers are not authorized to offer or promise to Contractor additional funding for the contract which would exceed the maximum amount of funding provided for in the contract for Contractor's performance under the contract. Additional funding for the contract in excess of the maximum provided in the contract shall require lawful approval and certification by the Controller of the City. The City is not required to honor any offered or promised additional funding for a contract which exceeds the maximum provided in the contract which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

**22. Taxes**

Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Contract, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Contract may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Contract entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

- A. Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest.
- B. Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extensions, renewal, or assignment of this Contract may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest by this Contract. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

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**BID AND CONTRACT CONDITIONS**

- C. Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.
- D. Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

**23. Use of City Opinion**

Contractor shall not quote, paraphrase, or otherwise refer to or use any opinion of City, its officers or agents, regarding Contractor or Contractor's performance under this contract without prior written permission of Purchasing.

**24. Nondiscrimination; Penalties**

- A. **Contractor Shall Not Discriminate.** In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- B. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- C. **Nondiscrimination in Benefits.** Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law

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**BID AND CONTRACT CONDITIONS**

authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

- D. Condition to Contract.** As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division (formerly San Francisco Human Rights Commission).
- E. Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

**25. Local Business Enterprise Utilization; Liquidated Damages**

- A. The LBE Ordinance.** Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.
- B. Compliance and Enforcement**
- (1) Enforcement.** If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is

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**BID AND CONTRACT CONDITIONS**

greatest. The Director of the City's Contract Monitoring Division (CMD) or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of CMD") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of CMD will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17. By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the CMD shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City. Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of CMD or the Controller upon request.

**26. MacBride Principles – Northern Ireland**

The City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

**27. Tropical Hardwood and Virgin Redwood Ban**

The City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood product, virgin redwood or virgin redwood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Sections 802(B), 803(B), and 804(B) of the Environment Code, Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood products, virgin redwood or virgin redwood products. (c) Failure of Contractor to comply with any of the requirements of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

**28. Resource Conservation**

Contractor agrees to comply fully with the provisions of Chapter 5 of the San Francisco Environment Code ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference

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**BID AND CONTRACT CONDITIONS**

**29. Submitting False Claims; Monetary Penalties**

Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at [http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$sync=1](http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1). A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**30. Liability of City**

CITY'S PAYMENT OBLIGATIONS UNDER THIS CONTRACT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR UNDER THIS CONTRACT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CONTRACT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS CONTRACT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS CONTRACT.

**31. Drug-Free Workplace Policy**

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Contract.

**32. Compliance with Americans with Disabilities Act**

Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Contract and

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**BID AND CONTRACT CONDITIONS**

further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Contract.

**33. Compliance with Laws**

Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Contract, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

**34. Bid Protests**

Bid protests for purchases of Commodities in excess of \$50,000 shall be submitted and responded to in accordance with Rules and Regulations 21.3(i) pertaining to the San Francisco Administrative Code, Chapter 21.

**35. Food Service Waste Reduction Requirements**

Effective June 1, 2007, Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

**END OF BID AND CONTRACT CONDITIONS**

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**GENERAL CONDITIONS**

These terms and conditions supplement the City's Bid and Contract Conditions. In the event of a conflict between these conditions and the preceding Bid and Contract Conditions, these conditions take precedence.

**36. Contract Term**

The contract period shall be for three (3) months with options to extend. The initial term of this contract is the period from award execution date, approximately April 1, 2016, or the above stated term date whichever is later, through the last day of the month of a three (3) consecutive month period.

**37. Contract Extension**

This contract may be extended, all or in part, for a maximum contract period of three (3) years.

**38. Toll-Free Telephone Number**

A contractor located outside of San Francisco is encouraged to provide free telephone services for placing orders. This requirement can be met by providing a toll-free telephone number or accepting collect calls. The free service will be a consideration in evaluating this bid.

**39. Cooperative Agreement**

Contractor agrees  X  that during the term of this agreement and any authorized extension, the Director of Purchasing may allow other public agencies or non-profits made up of multiple public agencies to utilize this agreement to obtain some or all of the services and/or commodities to be provided by Contractor under the same terms and conditions as the City, pursuant to a Board of Supervisor Resolution.

**40. Not used**

**41. LBE Ordinance**

To qualify for a bid discount under the provisions of Administrative Code Chapter 14B, an LBE must be certified by the Contracts Monitoring Division (formerly 'Human Rights Commission') by the Bid Due date. The certification application is available from CMD (415) 581-2310, and on the web. CMD's home page is:

<http://sfgsa.org/index.aspx?page=6130>

Click on the "LBE Certification" tab.

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**GENERAL CONDITIONS**

**42. Claim for Preference**

To claim preference under the LBE Ordinance, see Bid Questionnaire attached.

**43. LBE Bid Discount; Brokerage Services**

Pursuant to Section 14B.7 of the Administrative Code, a bid discount will only be awarded to an LBE directly responsible for providing materials, equipment, supplies or services to the City as required by the Bid solicitation. An LBE will be deemed to be directly responsible for providing the required commodity or service only if it regularly does business as a manufacturer, or authorized manufacturer's representative, dealer or distributor, stocking distributor, franchisee, licensee, service provider, or has another direct agency relationship with the manufacturer or provider of the solicited commodity or service, and has been so certified by the Contracts Monitoring Division. An LBE will be considered to be "regularly doing business", as that term is used in the foregoing paragraph, if in the normal course of business, it stocks, warehouses or distributes commodities to businesses or entities other than public entities having a local business preference program. Such a determination will be subject to audit by CMD. No preference will be given to an LBE engaging in brokerage, referral or temporary employment services not meeting this definition, unless those services are required and specifically requested by the department.

**44. LBE Subcontracting.**

- A. Subcontracting to LBEs.** Bidder is encouraged to make good faith efforts to award subcontracts to City and County of San Francisco-certified LBEs. This can be achieved through subcontracting, sub-consulting or supply opportunities. With the bid, the bidder is encouraged to provide a description of the type of good faith efforts the bidder estimates it may make under the contract.
- B. Examples of Good Faith Efforts.** "Good Faith Efforts" include but are not limited to the following:
- (1) Identifying and selecting specific products or services which can be subcontracted to certified LBEs.
  - (2) Providing written notice to potential LBE subcontractors that Bidder will be bidding on this Contract and will be seeking subcontractors.
  - (3) Advertising in one or more daily or weekly newspapers, trade association publications, trade oriented publications, trade journals, or other media specified by the City, for LBEs that are interested in participating in the project.
  - (4) Following up on initial notices the Contractor sent to LBEs by contacting the LBEs to determine whether they were interested in performing specific parts of the project.

**AWARD**  
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**GENERAL CONDITIONS**

- (5) Providing interested LBEs with information about the scope of work.
  - (6) Negotiating in good faith with the LBEs, and not unjustifiably rejecting as unsatisfactory proposals prepared by any LBEs, as determined by the City.
  - (7) Where applicable, advising and making efforts to assist interested LBEs in obtaining insurance required by the City and the prime contractor.
  - (8) Making efforts to obtain LBE participation that the City could reasonably expect would produce a level of participation sufficient to meet the City's goals and requirements.
- C. Examples of Subcontracting.** The following are examples of products which could be subcontracted under this Contract. The list is not intended to be exhaustive:
- (1) the products or services which the vendor in turn sells to the City, or components of those products; (see Page 1 of the bid sheet);
  - (2) packing containers and materials used to ship the City's order;
  - (3) services of the carrier who delivers the City's orders;
  - (4) Pro rata share of LBE spending which is part of the vendor's general and administrative expenses, if the vendor can show that the pro rata share can be reasonably allocated to this contract.
- D. Reports.** On a quarterly (January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31) basis, the Contractor will provide Purchasing with reports on LBE subcontracting under this Contract. The report must include a narrative description of the good faith efforts, if any, the Contractor has made during the quarter to provide subcontracting opportunities to LBEs and to meet the percentage goal.
- E. CMD Data on LBEs.** Contractor will obtain from CMD a copy of CMD's database of LBEs, and this or other information from CMD, shall be the basis for determining whether a LBE is confirmed with CMD. Contractor will obtain an updated copy of CMD's database at least quarterly. Please call CMD at (415) 581-2310.
- 45. Audit and Inspection of Records**
- Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period

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**GENERAL CONDITIONS**

of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

**46. Conflict of Interest**

Through its execution of this Contract, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Contract.

**47. Non-Waiver of Rights**

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall in any way affect the right of the party to enforce such provisions thereafter.

**48. Contractor's Default**

If Contractor fails to fulfill its obligations under this contract proposal, whether or not said obligations are specified in this section, Purchasing reserves the right to: (a) terminate this contract at no cost to the City; (b) take action in accordance with Sections 17 and 19, or (c) exercise any other legal or equitable remedy.

**49. Bankruptcy**

In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this contract shall terminate and be of no further force and effect, and any property or rights of such other party, tangible or intangible, shall forthwith be returned to it.

**50. Incidental and Consequential Damages**

Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights which City may have under applicable law.

**AWARD**  
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**GENERAL CONDITIONS**

**51. Reports by Contractor.**

Each year, no later than February 15; Contractor shall submit a soft copy report of the total items ordered, by month, under this contract during the preceding calendar year (January 1 – December 31). The report must be in a format acceptable to City and must list by department or location the following: (1) all items awarded under this contract; and (2) total quantity and dollar value of each item ordered, including items for which there were no orders. Contractor must also furnish a separate similar report for the total of all items ordered by City which are not part of this Contract, and any usage reports required prior to the extension of a Contract or Contract Modification. Emailed reports must not be larger than **10MB**.

Contractor shall email reports to:

[OCAVendor.Reports@sfgov.org](mailto:OCAVendor.Reports@sfgov.org)

Any report files larger than **10MB** must be submitted in electronic format on CD-ROM or USB drive and mailed to the address shown below with the term contract number and "Annual Vendor Reporting" clearly marked on the envelope/packaging.

Contractor shall mail the reports to:

OCA Vendor Reporting  
Re: Term Contract No. **70884**  
City and County of San Francisco  
Office of Contract Administration – Purchasing  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4685

**52. Notice to Parties**

All notices to be given by the parties hereto shall be in writing, and served by depositing same in the United States Post Office, postage paid and registered as follows:

Director of Purchasing  
City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4685

**AWARD**  
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**GENERAL CONDITIONS**

**53. Subcontracting**

Contractor is prohibited from subcontracting the direct supply of commodities under this contract unless such subcontracting is agreed to in writing by Purchasing. No party on the basis of this contract shall in any way contract on behalf of or in the name of the other party of this contract, and violation of this provision shall confer no rights on any party and any action taken shall be void.

**54. Independent Contractor**

Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Contract. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Contract shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Contract referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Contract.

**55. Severability**

Should the application of any provision of this Contract to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Contract shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the 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.

**56. Emergency - Priority 1 Service**

In case of an emergency that affects any part of the San Francisco Bay Area, Contractor will give the City and County of San Francisco Priority 1 service. Contractor will make every good faith effort in attempting to deliver products using all modes of transportation available. Contractor shall provide a 24-hour emergency telephone number of a company representative who is able to receive and process orders for immediate delivery or will call in the event of an emergency. In addition, the Contractor shall charge fair and competitive prices for items and services ordered during an emergency and not covered under the awarded contract.

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**GENERAL CONDITIONS**

**57. Not used**

**58. Term Bid – Quantities**

This is a term, indefinite quantities contract. Unless otherwise specified herein, deliveries will be required in quantities and at times as ordered during the period of the contract. Estimated quantities are approximate only. City, in its sole discretion, may purchase any greater or lesser quantity. Purchasing may make minor purchases of items requested in City's advertisement for bids or contractor's bid from other vendors when Purchasing determines, in its sole discretion, that the City has an immediate need for such items or that it is not practical to purchase against this contract.

**59. First Source Hiring Program**

**A. Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

**B. First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

- (1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.
- (2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening

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criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

- (3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.
- (4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be non-duplicative, and facilitate a coordinated flow of information and referrals.
- (5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.
- (6) Set the term of the requirements.
- (7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.
- (8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

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- (9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.
- C. Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.
- D. Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.
- E. Liquidated Damages.** Contractor agrees:
- (1) To be liable to the City for liquidated damages as provided in this section;
  - (2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;
  - (3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.
  - (4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;
  - (5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

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- a. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and
  - b. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.
- (6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.
- F. Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.
- 60. Consideration of Criminal History in Hiring and Employment Decisions.**
- A. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

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- B. The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, and shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement.
- C. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- D. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.
- E. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection XX(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.
- F. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.
- G. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.
- H. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter

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12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

**61. Limitations on Contributions**

Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126.

**62. Prohibition on Political Activity with City Funds**

In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

**63. Preservative-Treated Wood Containing Arsenic**

Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under

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Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**64. Not used**

**65. Protection of Private Information**

Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

**66. Sugar-Sweetened Beverage Prohibition**

Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

**67. Modification of Agreement**

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

**END OF GENERAL CONDITIONS**

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**68. Purpose**

The purpose of this contract is to provide the City with reliable sources of supply for renewable diesel fuel for the City's buses, trucks, cars, vehicles, and equipment.

**69. Bidder Questions**

- A. All bidders are encouraged to carefully review all pages of this contract proposal. All questions, comments, and concerns should be immediately be directed to the buyer by Oct. 1, 2015. All questions and/or concerns should be sent to the buyer listed below:

Hermilo Rodis, Purchaser  
City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Goodlett Place  
San Francisco, CA 94102-4685  
Fax No. 415-554-6717 Attn: Hermilo Rodis  
E-mail: [Hermilo.Rodis@sfgov.org](mailto:Hermilo.Rodis@sfgov.org)

Please reference Contract Proposal No. 70884.

- B. Any bidder's failure to raise concerns, in writing, related to this contract proposal requirements or failure to report an incorrect reference by Oct. 1, 2015 will be deemed a waiver of the bidder's right to protest any decision for contract award relating to the contract proposal's requirements.
- C. For informational purposes: Questions and Answers of the bidder's questions sent by Oct. 1, 2015 may be posted on the OCA web site.
- D. It is the bidder's responsibility to check the web site for any additional Bid Addendums, questions and answer, and any other information that might be posted in connection to this contract proposal. They will be posted on the City's Bid and Contracts website:

**<http://mission.sfgov.org/OCABidPublication>**

**70. Specifications**

The fuel delivered must be at least 99% Renewable Diesel and meet the latest versions of the following standards:

- A. ASTM - D975: Defines diesel fuel used as a motor vehicle fuel.
- B. ASTM - D6866: This test utilizes Carbon 14 dating to verify the percentage of bio-based of a fuel and petroleum.

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- C. Carbon Intensity (CI) #: Only fuels with approved CI pathways that achieve a 60% or greater GHG reduction compared to conventional diesel will be accepted. The CI is a method of quantifying the overall carbon impact of a fuel as defined by the California Air Resources Board Low Carbon Fuel Standard (LCFS). It is the supplier's responsibility to provide documentation acceptable to the City.
- D. Must meet the definition as described in the California Air Resources Board Alternative Diesel Fuel regulations and California diesel fuel regulations under Title 13, California Code of Regulations, Sections 2281-2285.

**71. Bidder's/Contractors Qualifications and Requirements**

- A. In order to receive consideration, Bidder/Contractor must have in-depth technical knowledge and experience in the products covered by the contract. Contractor must have and maintain, throughout the contract term, and any extension thereof, an adequate stocking level of on all products required by all City departments to ensure delivery, on a regular basis and when there are emergency requirements. Failure to maintain adequate stock may result in the Purchaser invoking the Contractor's Default clause (General Condition No. 48) of the contract.
- B. Contractor will be responsible for providing technical support and assistance to the City through Contractor's own personnel, equipment and facilities as well as through manufacturer's technical representatives. As part of this technical support and assistance, the Contractor must provide personnel with in-depth technical knowledge of the products the Contractor is providing under this contract, to answer questions and offer any assistance required by City personnel, during City business hours (7:00 A.M. – 5:00 P.M.).
- C. Contractor must maintain stock as specified in other sections of this contract and adequate facilities to allow for immediate deliveries of orders placed by the City Departments on an emergency basis.
- D. The City may require Contractor to provide within seven (7) working business days from the date they are requested to do so, information and documentation requested by Purchaser, including but not limited to: sources of supply, distribution, dealership or agency agreements and authorizations from manufacturer's they claim to represent, lines of credit with financial institutions from manufacturer's they claim to represent, lines of credit with financial institutions and suppliers, numbers of employees, trade references and any other information to determine the Contractor's fitness to supply the contract requirements.
- E. The City reserves the right to reject any bid on which information submitted by Bidder fails to satisfy the City and/or Bidder is unable to supply information and documentation within the period of time requested.

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- F. The City reserves the right to inspect Contractor's place of business, including Contractor's existing stock prior to award or during the contract term, to aid Purchaser in determining Contractor's ability to satisfy the terms and conditions of the contract.
- G. Contractor must maintain normal business hours of at least 7:00 A.M. to 5:00 P.M., Monday through Friday throughout the term of the contract, and be open at all times during that period.
- H. Contractor must be capable of producing usage reports required under General Condition No. 51 of this contract.

**72. Delivery**

- A. Contractor shall provide lead time needed for first Renewable Diesel delivery upon contract award.
- B. Contractor shall provide written notice to the City and SFMTA no less than 3 business days prior to delivery whenever there is a change in the Renewable Diesel's Carbon Intensity Value and/or Pathway as defined by California Air Resources Board Low Carbon Fuel Standard.
- C. Contractor making deliveries to locations situated over Marine Waters (see locations listed in Special Condition (73)) must comply with the following:
  - (1) California Department of Fish and Game, Office of Oil Spill prevention, must be notified no less than four (4) hours and no more than twelve (12) hours prior to any fuel transfer over Marine Waters.
  - (2) Contractor must have valid California State Department of Fish and Game Certificate of Financial Responsibility.
  - (3) Contractor must have an approved "Oil Spill Contingency Plan" filed with the Office of Oil Spill Prevention of the California Department of Fish and Game.
  - (4) Contractor must have an "Oil Spill Response Organization" under contract or proof of ownership in enough equipment to contain and clean-up entire contents of tank truck.
  - (5) Contractor must be in compliance with the oil transfer regulations of the California Department of Fish and Game (OSPR).
  - (6) Contractor must provide a 150 foot flexible hose to make deliveries to the two Fire Boats docked at Pier 22 ½.
- D. Contractor shall make deliveries as required by various City departments to the locations listed in this document, in the quantities and frequencies individually requested and within the time required, so as not to interrupt City services and operations. The City has many delivery

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locations. Contractor must be able to deliver to all the locations within the aggregate bid upon that are listed in this document. Additional locations may be added during the term of the contract.

Any failure to deliver the fuels as requested will be subject to General Condition 17, Failure to Deliver. If Contractor fails to deliver Renewable Diesel in the manner or within the time frame called for by this contract or, as requested by the City department, the City may purchase the fuel from another source on the open market. If the City has to pay a greater price, the excess price will be charged to and collected from the Contractor.

When deliveries of several products are combined to provide for a full-tank trailer-load to one location, the full-tank trailer price shall apply.

- E. Deliveries to be made by tank truck (The words "tank truck" as used herein shall be understood to mean a tractor trailer unit with trailer-mounted metal tank suitably constructed to contain the fuels as described above). The tank truck shall be labeled and constructed to meet all the requirements of the California State Highway Patrol, the Interstate Commerce Commission and any and all federal, state and local jurisdictions having control over said tank truck operation.

Designated tank trucks will be mandated for only the purpose of Renewable Diesel to assure quality control. The vendor shall provide the City with documentation certifying that the Renewable Diesel tank truck satisfies the requirements of this paragraph.

- F. Delivery requirement for SFMTA

- (1) The San Francisco Municipal Transportation Agency (SFMTA) operates about 600 diesel coaches. To serve the public's transportation needs, SFMTA requires that adequate supplies of Renewable Diesel fuel be on hand at all times. The Contractor shall schedule deliveries of Renewable Diesel fuel under a "keep full" plan which will maintain fuel tank levels at all SFMTA delivery locations at between **three-quarters (75%) full and (90%) full**. This requirement will normally require deliveries to SFMTA locations seven (7) days a week, and may require more than one delivery per day to a specific delivery point when actual usage exceeds the average.
- (2) SFMTA uses the "Mytankgauge or other remote monitoring system as approved by the City" system to measure the fill status of its tanks. "Mytankgauge or other remote monitoring system as approved by the City" is a web based program that will be made available to the winning bidder. Vendor shall use Mytankgauge or other remote monitoring system as approved by the City to manage the SFMTA account to ensure that SFMTA tanks are kept full as described above. Vendor shall ensure that all delivery staff are trained in the use of Mytankgauge. Vendor's delivery staff shall measure the fill status of each tank before making any delivery and upon completing any delivery.

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- (3) Vendor shall immediately suspend any delivery creating an alarm condition at any SFMTA facility. Any delivery resulting in a tank exceeding 90 % capacity shall be considered an overflow.
- (4) With regards to Renewable Diesel, SFMTA and other City departments expect vendors to deliver the proper fuel, but acknowledge that a vendor may not always be able to source a sufficient supply of Renewable Diesel to meet the "keep full" levels required above. In such a circumstance, the vendor shall provide written notice to the SFMTA or other City department no less than 3 business days prior to delivery. SFMTA and the other City departments reserve the right to either satisfy the "keep full" requirement by accepting a delivery of CARB #2 Ultra-Low Sulfur fuel meeting the specifications set forth in Section 70 or by having Renewable Diesel delivered by the secondary fuel vendor. Please note that the "keep full" is an SFMTA term but all city departments retain the option to accept Carb#2 Ultra-Low Sulfur or use the secondary fuel vendor after advanced written notification that the proper fuel is not available.
- (5) When making deliveries of Renewable Diesel fuel under this contract, the Contractor shall use equipment which complies with all applicable Federal, State and local governmental regulations.
- (6) All Renewable Diesel fuel delivered to SFMTA shall be passed through a 60 mesh screen before entering SFMTA storage tanks. This may be accomplished by inserting a 60 mesh screen in the delivery line of the truck-transport or by inserting a 60 mesh screen in the fill pipe of SFMTA storage tanks. It shall be the responsibility of the Contractor to provide and use the 60 mesh screen as described in this paragraph.
- (7) Vendor shall be responsible for all City costs arising from any spill of fuel resulting from a fuel delivery under this contract.

All Renewable Diesel delivered to SFMTA shall be passed through a **three micron** filter, either from interim storage tanks to delivery trucks or from delivery trucks dispensing fuel to City fuel storage tanks.

Each delivery must be accompanied by a Loading Ticket ("rack tag") or similar document showing the quantity of fuel.

Each delivery of Renewable Diesel from new feedstock, carbon intensity value or production sources shall include a labeled, representative sample of pure Renewable Diesel for SFMTA retention. Vendor shall provide the City agency receiving the Renewable Diesel with a sample (1000 ml) of the neat (pure) Renewable Diesel for each truck load delivered. Renewable Diesel may be subject to routine testing for confirming concentrations and for compliance with specifications. This will assist the City in identifying the source of a fuel quality problem should one arise.

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73. **Delivery Locations**

**Aggregate # I: SFMTA**

<u>Locations</u>	<u>No of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
Flynn- 1900 Harrison St. San Francisco, CA 94103	(3) 20,000 gal.	Renewable Diesel	7000-7700 gal.
Kirkland- 151 Beach St San Francisco, CA 94133	(2) 20,000 gal. AST pumper truck required	Renewable Diesel	7000-7700 gal.
Woods- 1094 Indiana St San Francisco, CA 94107	(4) 20,000 gal.	Renewable Diesel	7000-7700 gal.
Islais Creek- 1301 Cesar Chavez San Francisco, CA 94124	(2) 25,000 gal.	Renewable Diesel	7000-7700 gal.
Marin- 1399 Marin St. San Francisco, CA 94124	(1) 10,000 gal. (1) 8,000 gal. AST pumper truck required	Renewable Diesel Renewable Diesel	N/A * N/A *

\*Marin currently out of service. If and when it is placed back in service, the required fuel for this location will be Renewable Diesel. Kirkland and Marin have ASTs and will require pumper trucks.

**Aggregate # II: Fire Department and PUC (San Francisco, East Bay and Peninsula)**

<u>Locations</u>	<u>No. of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
<b><u>Fire: San Francisco</u></b>			
1340 Powell 94133	(1) 1,000 gal.	Renewable Diesel	637 gal.
1301 Turk 94115	(1) 8,000 gal.	Renewable Diesel	1,064 gal.
135 Sanchez 94114	(1) 3,000 gal.	Renewable Diesel	,114 gal.
2300 Folsom 94110	(1) 3,000 gal.	Renewable Diesel	1,104 gal.
36 Bluxome 94107	(1) 3,000 gal.	Renewable Diesel	1,088 gal.
2245 Jerrold 94124	(1) 3,000 gal.	Renewable Diesel	577 gal.
2880 26 <sup>th</sup> 94131	(1) 3,000 gal.	Renewable Diesel	644 gal.
530 Sansome 94111	(1) 6,000 gal.	Renewable Diesel	747 gal.
551 26 <sup>th</sup> 94121	(1) 3,000 gal.	Renewable Diesel	739 gal.
1000 Ocean 94112	(1) 3,000 gal.	Renewable Diesel	849 gal.
2251 Greenwich 94112	(1) 3,000 gal.	Renewable Diesel	1,536 gal.
1935 32 <sup>nd</sup> 94116	(1) 3,000 gal.	Renewable Diesel	1,103 gal.
2255 18 <sup>th</sup> 94116	(1) 1,000 gal.	Renewable Diesel	870 gal.
720 Moscow 94112	(1) 3,000 gal.	Renewable Diesel	543 gal.
1298 Girard 94134	(1) 3,000 gal.	Renewable Diesel	483 gal.
Treasure Island 94130	(1) 1,000 gal.	Renewable Diesel	143 gal.
2501 25 <sup>th</sup> St. 94110	(1) 3,000 gal.	Renewable Diesel	800 gal.

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1415 Evans	92124	(1)	2,100 gal.	Renewable Diesel	N/A
Fire boats: Pier 22 ½		(2)	2,600 gal.	Red Dye Renewable Diesel	1,000 gal.

(over marine waters)

**PUC:**

1990 Newcomb	94124	(1)	2,000 gal.	Renewable Diesel	1,036 gal.
San Francisco, CA		(1)	2,400 gal.	Renewable Diesel	940 gal.
698 2 <sup>nd</sup> St.	94107	(2)	1,000 gal.	Renewable Diesel	N/A
3545 Van Ness		(2)	1,000 gal.	Renewable Diesel	N/A

**Aggregate # III: Central Shops and other departments**

<u>Locations</u>	<u>No. of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
2323 Cesar Chavez	(1) 12,000 gal.	Renewable Diesel	7,500 gal.
100 Martin Luther King	(1) 6,000 gal.	Renewable Diesel	7,500 gal.
1001 Potrero 94110	(7) Varied	Red Dye Renewable Diesel	1,000 gal.
375 Laguna Honda Blvd.	(1) 15,000 gal.	Red Dye Renewable Diesel	500 gal.
120 14 <sup>th</sup> St. 94103	(1) 500 gal.	Red Dye Renewable Diesel	100 gal.
425 7 <sup>th</sup> St. 94103	(2) 12,000 gal.	Red Dye Renewable Diesel	600 gal.
Harding	(1) 350 gal.	Renewable Diesel	200 gal.
Lincoln	(1) 350 gal.	Renewable Diesel	150 gal.
Port of SF Pier 80	(2) 1,500 gal.	Red Dye Renewable Diesel	2,000 gal.
Port of SF Pile Driver Rigs	(2) 3,500 gal.	Red Dye Renewable Diesel	2,000 gal.

(over marine waters)

**Aggregate # IV: East Bay**

<u>Locations</u>	<u>No. of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
505 Paloma Way	(1) 2,000 gal.	Renewable Diesel	600 gal.
Sunol, CA 94586	(1) 500 gal.	Renewable Diesel	200 gal.
5555 Calaveras (Sunol)	(2) 9,000 gal.	Red Dye Renewable Diesel	4,000 gal.
8653 Calaveras (Sunol)	(1) 3,000 gal.	Red Dye Renewable Diesel	600 gal.
	(1) 10,000 gal.	Red Dye Renewable Diesel	
	(1) 1,000 gal.	Red Dye Renewable Diesel	400 gal.

**Aggregate # V: Peninsula**

<u>Locations</u>	<u>No. of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
1000 El Camino Real Millbrae CA 94030	(1) 5,000 gal.	Renewable Diesel	1,600 gal.
Harry Tracy San Bruno	(2) 12,000 gal.	Red Dye Renewable Diesel	400 gal.
Sharp Park	(1) 350 gal.	Renewable Diesel	150 gal.

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 Renewable Diesel  
 For the Term April 1, 2016 Through March 31, 2019

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1 Moreland Dr. 94066 San Bruno, CA	(4)	Varied	Red Dye Renewable Diesel	8,000 gal.
San Francisco Airport	(1)	12,000 gal.	Renewable Diesel	6,000 gal.
	(34)	Varied	Red Dye Renewable Diesel	2,500 gal.
Log Cabin Ranch La Honda, CA 94020	(1)	2,000 gal.	Red Dye Renewable Diesel	1,000 gal.

**Aggregate # VI: PUC Sierra**

<u>Locations</u>	<u>No. of Tank(s) &amp; Size</u>	<u>Type Fuel</u>	<u>Aver Delivery</u>
Moccasin	(1) 2,000 gal.	Renewable Diesel	500 gal.
	(1) 2,000 gal.	Renewable Diesel	800 gal.
South Fork	(1) 500 gal.	Renewable Diesel	300 gal.
Early Intake	(1) 1,000 gal.	Renewable Diesel	500 gal.
Warnerville	(1) 1,000 gal.	Renewable Diesel	700 gal.
	(1) 1,000 gal.	Renewable Diesel	700 gal.
Camp Mather	(1) 500 gal.	Renewable Diesel	250 gal.
Tesla Portal (Tracy, CA.)	(1) 8,000 gal	Red Dye Renewable Diesel	1,700 gal.

**Note The City has listed as many of the address locations as possible for all fuels. Please be aware that there may be same locations that will need to be added within any of the aggregates. As well there may be conditions where some of the locations will be deleted from any of the aggregates.**

**74. Price**

- A. Bid prices are to be firm for the term from award date approximately November 1, 2015 as well as for any and all extensions.
- B. The contract price will be based on three factors: San Francisco Closing B5 SME Biodiesel Non-Tax Adjusted without RIN Market Index without CAR Cost, CAR Cost Fee and Differential. The following formula outlines the contract price to be paid by the City.

$$\text{SAN FRANCISCO MARKET PRICE} + \text{CAR COST FEE} + \text{DIFFERENTIAL} = \text{COMPOSITE PRICE}$$

(Based on OPIS data)                      (OPIS data)                      (Provided by Bidder)

Note: For the base price of renewable diesel the City will use the daily "Time of Delivery" "Rack Average" price quoted for B5 in the Oil Price Information Service (OPIS) for product description OPIS GROSS SME BIODIESEL NON-TAX ADJUSTED W/OUT RIN MARKET INDEX WITHOUT CAR COST.



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- C. Purchasing will attempt to evaluate this ("bid package" or "contract proposal" package) within thirty (30) days after receipt of bids(s). If Purchasing requires additional evaluation time, all bidders will be notified in writing of the new expected award date.

Example:

Line Item 101: Bidder's Bid is plus \$.15 for deliveries under or equal to 7,400 Estimated Annual Usage	+ \$.15 <u>X 1,000,000 gal.</u> \$150,000
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Line Item 102: Bidder's Bid is plus \$.10 for deliveries over 7,400 Estimated Annual Usage	+ \$.10 <u>X 5,000,000 gal.</u> 500,000
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TOTAL FOR AGGREGATE I:	\$650,000
Less: 1%30N31	- 6,500
Less: 10% LBE preference	- 65,000
Less: 1.25% Sales Tax Adjustment	<u>- 8,125</u>
TOTAL EVALUATED PRICE FOR AGGREGATE I:	\$570,375

- D. Purchasing will attempt to evaluate this ("bid package" or "contract proposal" package) within thirty (30) days after receipt of bids. If Purchasing requires additional evaluation time, all bidders will be notified in writing of the new expected award date.

**76. Adjustment of Bid Price for Sales Tax**

In accordance with Administrative Code Chapter 21.32, for bid purposes, Purchasing will reduce your bid based on any sales tax revenue the City would receive from this purchase.

**77. Award**

- A. Award will be made to the lowest priced, most responsive and responsible bidder in the various aggregates as noted on the bid sheets. In determining the award, Purchasing will take into consideration, but will not be limited to:

- Price (evaluated)
- Satisfactory review of bidders' qualifications.
- Any other factors deemed pertinent

- B. To ensure continuous and reliable sources of supply for fuel, the City may determine to award a primary as well as secondary and tertiary awards based on this bid # 70884 for all aggregates. The Secondary contractor's responsibility is to deliver only when the Primary contractor cannot deliver as requested by the department and in accordance with the provisions of the contract. The Tertiary contractor's responsibility is to delivery only when the Primary and the Secondary

**AWARD**  
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contractors cannot deliver as requested by the department and in accordance with the provisions of the contract. Only one award will be made to any one contractor within the same aggregate. As examples: The Prime contractor for aggregate I may not become either a Secondary or a Tertiary for aggregate I. A Secondary contractor may not become a Tertiary contractor within the same aggregate.

- C. The purchaser reserves the right to make "No award" and delete from consideration for award any item listed in the bid sheets of this Contract proposal.

**78. Awarded Items**

If during the term of the contract, a contract item is determined to be unacceptable for a particular use, and such is documented by a City Department and as determined by Purchasing, it is understood and agreed that the item will be canceled and removed from the contract without penalty to the City. The City's sole obligation to the vendor is payment of deliveries made prior to the cancellation date. City shall give the vendor ten days' notice prior to any cancellation. The City will purchase the required replacement item from any source and in the manner as determined by Purchasing. If a contracted item has been discontinued by the manufacturer or is deemed temporarily unavailable, it will be the responsibility of the Contractor to search the marketplace and find an acceptable equal substitute in the time required for delivery and at the contract price. Contractor must notify Purchasing by certified mail, 30 days in advance of any changes in the description of article, brand, product code or packaging. Any changes made without the approval of Purchasing will constitute default and result in the City invoking General Condition No. 19.

**79. Ordering**

Items to be furnished under this contract shall be ordered through a release from the appropriate Citywide Blanket Purchase Order by City departments during the effective period of the contract. All invoices for payments shall show the Citywide Blanket Purchase Order number, complete description of item, quantity and contract price.

**80. Payment**

The City agrees to pay for all products in accordance with the prices quoted in the successful bid and subject to any applicable discount provisions contained in said bid. Payments shall be made by the City to Contractor in arrears, for **completed orders**, throughout the term of the contract. Invoices submitted by the Contractor must be in a form acceptable to Purchasing and Controller. All amounts paid by the City to the Contractor shall be subject to the audit by the City.

**81. Additional Items**

If, in the satisfaction of governmental interests it is necessary to purchase additional items from Contractor, additional items may be added to this contract by mutual agreement of the parties. The aggregated cost of all additional items added to the contract, during the contract term, shall not

**AWARD**

Renewable Diesel

For the Term April 1, 2016 Through March 31, 2019

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**SPECIAL CONDITIONS**

exceed twenty percent (20%) of the total estimated value (cost) of the original contract. All requests to add additional items to the contract must be submitted by City Departments in writing to the Purchasing Division. All requests must include complete specifications, estimated quantities for the remainder of the contract period and a price quotation provided by the contractor, for each service. All additional items or services added to the contract shall be approved through issuance of a contract modification. In the event the aggregated cost of the contract increases by more than 20% of the total estimated value of the original contract, or the increase totals more than \$50,000, the amount over 20% or \$50,000, shall be bid in accordance with Standard Purchasing Procedures. The resulting bid award shall be added to the contract through a contract modification (same Contractor) or the issuance of a new contract (new Contractor) and include Contractor's name and information, complete service description, delivery information and pricing information.

**82. Material Safety Data Sheets**

Any City, state or Federal requirement for Hazardous Substance must be strictly adhered to.

- A. Successful bidder must furnish completed Material Safety Data Sheets (MSDS) within ten days of notification to do so, for any product supplied on this contract that contains or is considered to be a hazardous substance. Failure to furnish a completed MSDS for each item required may result in rejection of the bid.
- B. Contractor shall provide to the City, current updated MSDSs for required products under this agreement. MSDSs are subject to approval by the San Francisco Department of Public Health, Environmental Service Health as to form and content.

For more information, call the buyer whose name appears on the bid package.

**83. Bid Security**

Each bid must be accompanied by an original bid bond, or money order, or a cashier's check or certified check in the amount of \$ 5,000.00 payable to the City and County of San Francisco, to guarantee the filing of Performance Bond and Insurance Certificates, and proper execution of the contract. **Personal or company checks will not be accepted.** Any proposal submitted without the proper bid security shall be determined to be non-responsive and result in the rejection of the bid.

After the successful bidder has furnished the required documents or the City has rejected proposals, all bid proposal securities, except those which may have been forfeited, will be returned to the respective bidders whose proposals they accompanied.

**84. Not Used (Performance Bond)**

**85. Not Used (Fidelity Bond)**

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**86. Insurance**

- A. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:
- (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
  - (2) Commercial General Liability Insurance with limits not less than \$5,000,000 each occurrence, \$2,000,000 aggregate for bodily injury, property damage, contractual liability, personal injury, products and completed operations.
  - (3) Commercial Automobile Liability Insurance with limits not less than \$5,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- B. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:
- (1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
  - (2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.
- C. All policies shall provide thirty days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to:
- Director, Office of Contract Administration  
Purchasing Division  
City and County of San Francisco  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4685
- D. Contractor hereby agrees to waive Workers' Compensation subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor

**AWARD**

Renewable Diesel

For the Term April 1, 2016 Through March 31, 2019

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**SPECIAL CONDITIONS**

of the City for all work performed by the Contractor, its employees, agents and subcontractors.

- E. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- F. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- G. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- H. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- I. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.
- J. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents and employees and the Contractor listed as additional insured.

**87. Failure to Execute Contract**

Within ten business days of the receipt of a notice of award, the bidder to whom the contract is awarded shall deliver the performance bond and/or specified insurance certificates to City. If the bidder fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice from Purchasing, Purchasing may, at its option, determine that this bidder has abandoned its bid. Thereupon the tentative award of said contract to this bidder shall be canceled and City shall notify the bidder's surety and collect on the bidder's bond (or the check accompanying its bid shall be deposited with the Treasurer of the City and County of San Francisco for collection) and the proceeds thereof shall be retained by City as partial liquidated damages for failure of such bidder to

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**SPECIAL CONDITIONS**

properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

**88. Not Used (Sweatfree Procurement)**

**89. Entire Agreement**

This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions.

**90. Questions**

Any questions or clarifications concerning the requirements in this bid proposal must be submitted, in writing, and received by OCA no less than five business days prior to the bid opening date and time. Bidders who fail to do so will waive all further rights to protest, based on these specifications and conditions

**91. Bid Submittal Instructions**

Bids **must** be received at Central Purchasing, City Hall, Room 430, indicated on Page 1 of the Contract Proposal. Bids transmitted by fax or any type of electronic mail will not be accepted.

**Return all required documents, which include:**

- Page 1 of the Contract Proposal completed and signed.
- Bid Sheets for items being bid on only.
- Specifications on alternate items bid.
- All questionnaires and forms including completed and signed, bid addendum or change notice receipts, if applicable.
- Bid Security.
- Bidders shall mail bid in an envelope clearly marked with the bid number and due date (lower left corner).

**Bids must be made on the enclosed bid sheets.**

**To receive full consideration, your bid should be unqualified and unconditional.**

FOR MORE INFORMATION, call:

Hermilo Rodis, Purchaser

(415) 554-6263

**END OF SPECIAL CONDITIONS**

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>Golden Gate Petroleum</b>	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
Dennis O'Keefe; CEO and President/Owner John Bailey; CFO	
Contractor address: 1340 Arnold Drive Suite 231 Martinez, CA 94553	
Date that contract was approved:	Amount of contract: Not to exceed \$60,000,000
Describe the nature of the contract that was approved: Citywide Renewable Diesel Contract	
Comments: Contract Term – April 1, 2016 through March 31, 2016.	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors  
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94402	E-mail: Board.of.Supervisors@sfgov.org

\_\_\_\_\_  
Signature of City Elective Officer (if submitted by City elective officer)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

\_\_\_\_\_  
Date Signed

