

**City and County of San Francisco
Human Services Agency**

Emergency Agreement between the City and County of San Francisco

and

1231 Market Street Owner L.P.

**Hotel Whitcomb
1231 Market Street
San Francisco, CA 94103**

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Preamble

This Agreement is made this 4th day of April, 2020, in the City and County of San Francisco, State of California, by and between 1231 Market Street Owner L.P. (“**Hotel**”), as the owner of the Hotel Whitcomb, located at 1231 Market Street, San Francisco, CA 94103 (“**Property**”), and City (as defined below).

Recitals

WHEREAS, this Agreement is an emergency services contract awarded pursuant to procedures applicable under the Local Emergency declared by Mayor London Breed on Tuesday, February 25, 2020 (the “**Local Emergency**”), and Chapter 21 of the San Francisco Administrative Code; and

WHEREAS, the City’s Human Services Agency (“**Department**”) wishes to procure the following emergency services in support of the Local Emergency: provision of hotel rooms and related services in the Hotel as more particularly described herein and in Appendix A (Rooms and Scope of Services); and,

WHEREAS, City will use the Rooms and Services (as hereinafter defined) to further the public health and safety in connection with its response to the Local Emergency by sheltering and serving persons (a) who have come in close contact with a COVID-19 positive individual but have not been tested, or who have been tested and are awaiting results (14 day quarantine), or (b) who have tested positive for COVID-19 but do not have a medical need to be hospitalized (each of the foregoing, a “**Guest**”, and collectively, the “**Group**”), all as further described in Appendix A; and

WHEREAS, the Parties understand and acknowledge that Department will allow persons described in the foregoing recital to use the Rooms and Services, as invitees, for shelter as a necessary response to the Emergency, and such persons will have no right to exclusively occupy the Rooms as tenants under State or local laws, including the City’s Rent Ordinance.

Now, **THEREFORE**, the parties agree as follows:

Article 1 Definitions

The following definitions apply to this Agreement:

1.1 “**Agreement**” means this contract document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements which are specifically incorporated into this Agreement by reference as provided herein.

1.2 “**City**” means the City and County of San Francisco, a municipal corporation, acting by and through the Executive Director of the Human Services Agency.

1.3 “**Hotel**” has the meaning set forth in the Preamble.

1.4 “**Effective Date**” means the date this Agreement is fully executed and delivered by both Parties.

1.5 “**Party**” and “**Parties**” mean the City and Hotel either collectively or individually.

1.6 “**Rooms and Services**” means collectively the hotel rooms and related services to be provided by Hotel as described in Appendix A (Rooms and Scope of Services).

Article 2 Term of the Agreement

2.1 Term.

2.1.1 The term of this Agreement shall be for four months, commencing on April 8, 2020, and expiring of its own accord on August 7, 2020 (the “**Booking Period**”), unless earlier terminated as otherwise provided herein.

2.1.2 City shall have the right to extend the Booking Period on a month-to month basis by providing no less than 30 days prior written notice to Hotel; *provided*, that (i) in no event shall any extension extend beyond April 7, 2021 and (ii) after August 7, 2020, either party may terminate this Agreement by providing thirty (30) days written notice to the other party of such termination. Any such extension shall be on the terms and conditions set forth in this Agreement and subject to any required approval by the City’s Mayor and Board of Supervisors.

2.2 Reserved.

Article 3 Financial Matters

3.1 Certification of Funds; Budget and Fiscal Provisions.

This Agreement is subject to the budget and fiscal provisions of the City’s Charter. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. This Agreement 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 Agreement 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 Agreement 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. Hotel’s assumption of risk of possible non-appropriation is part of the consideration for this Agreement. Notwithstanding anything herein to the contrary, Hotel shall have no obligation to provide Services if no appropriation has been made for the City’s payment obligations hereunder.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

3.2 Guaranteed Maximum Costs.

The City’s payment obligation to Hotel cannot at any time exceed the amount certified by City’s Controller for the purpose and period stated in such certification. Absent an authorized Emergency per the City Charter or applicable Code, no City representative is authorized to offer or promise, nor is the City required to honor, any offered or promised payments to Hotel under this Agreement in excess of the certified maximum amount without the Controller having first certified the additional promised amount and the Parties having modified this Agreement as provided in Section 11.5, “Modification of this Agreement.”

3.3 Compensation.

3.3.1 **Payment.** The flat monthly rate for the Rooms and Services is \$1,460,950.50. At the beginning of each month of the Booking Period, Hotel shall provide an invoice to the City for the monthly rate due under this Agreement for the Rooms and Services for such month (“**Compensation**”)

and any additional charges and reimbursement payable by City under this Agreement for the immediately preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges." Payment of the Compensation shall be made within 10 calendar days after receipt of the invoice, and payment for all other charges shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Hotel that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Nine Million Six Hundred Seventy-Five Thousand Three Hundred Seventy-Two Dollars (\$9,675,372). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. In the event that the Hotel incurs any additional costs or expenses for additional services provided at the Property in order to accommodate special requests of the City to assist it in handling the COVID-19 pandemic at the Hotel and agreed upon in writing by the City and Hotel, which such additional services are not included in the Services, then the City shall reimburse Hotel for all such actual and reasonable additional costs and expenses.

3.3.2 Payment Limited to Satisfactory Services. If the City notifies Hotel that one of the Rooms is not usable by a Guest due to an engineering issue not caused by the City or a Guest, then the City shall (i) clean the Room in accordance with its obligations in Exhibit A, and (ii) after the Room has been cleaned, notify Hotel in writing of the problem with the Room and certifying that it has been cleaned. Hotel shall then be given access to the Room in order to resolve the issue. If the Room remains unavailable more than 24 hours after Hotel's receipt of such Notice, the amount of the Compensation for that month shall be reduced by \$99 for each day thereafter until Hotel resolves the issue and notifies the City of the same.

3.3.3 Last Month's Rent. Upon execution of this Agreement, the City shall pay to the Hotel the amount of \$1,460,950.50 (the "**Last Month's Rent**") by wire transfer or ACH to an account designated by the Hotel, which amount shall be applied to the Compensation payable for the last month of the Booking Period, except as otherwise provided in this Section. If, at any time during or at the end of the Booking Period there is any damage (other than ordinary wear and tear) caused to the Property by the City or any of its Guests ("**Property Damage**"), the City shall promptly repair such Property Damage at its sole cost and expense. If, at the end of the Booking Period, the City has not repaired any Property Damage, and such Property Damage is not repaired within three (3) days after the end of the Booking Period, the Hotel may use any and all of the Last Month's Rent as necessary to pay for the repair of any Property Damage. To the extent there is no Property Damage, the Hotel shall apply the Last Month's Rent to any other amounts owed to it by the City, including arising from any breach by the City. The Hotel hereby reserves all other rights and remedies available to it at law or in equity for any Property Damage. The Last Month's Rent will be held by the Hotel and may be commingled with other funds; any interest earned on the Last Month's Rent, if any, shall be the property of the Hotel.

3.3.4 Withhold Payments. If Hotel fails to provide Rooms and Services in accordance with Hotel's obligations under this Agreement, following written notice from City to Hotel of such failure the City may withhold any and all payments due Hotel until such failure to perform is cured, and Hotel shall not stop performance under this Agreement as a result of City's withholding of payments as provided herein.

3.3.5 Invoice Format. Invoices furnished by Hotel under this Agreement must be in a form acceptable to the Controller and City, and must include a unique invoice number. Payment shall be

made by City as specified in Section 3.4, or in such alternate manner as the Parties have mutually agreed upon in writing.

3.3.6 LBE Payment and Utilization Tracking System. (Reserved)

3.4 Getting paid by the City for goods and/or services.

3.4.1 All City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through, the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach.

3.4.2 The following information is required to sign up: (i) The enroller must be their company's authorized financial representative, (ii) the company's legal name, main telephone number and all physical and remittance addresses used by the company, (iii) the company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor), and (iv) the company's bank account information, including routing and account numbers.

3.5 Federal and/or State Funded Contracts. (Reserved)

3.6 Contract Amendments.

3.6.1 **Formal Contract Amendment:** Except as expressly set forth herein, Hotel shall not be entitled to an increase in the Compensation or an extension of the Booking Period unless the Parties agree to a Formal Amendment in accordance with the San Francisco Administrative Code and Section 11.5 (Modifications of this Agreement).

3.6.2 City Revisions to Program Budgets (Reserved)

3.7 Audit and Inspection of Records.

Hotel agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to the Rooms and Services. Hotel 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. Hotel shall maintain such data and records in an accessible location and condition for a period of not fewer than five years, unless required for a longer duration due to Federal, State, or local requirements of which the City will notify Hotel in writing, 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 as conferred upon City by this Section.

3.8 Submitting False Claims.

The full text of San Francisco Administrative Code Chapter 21, Section 21.35, including the enforcement and penalty provisions, is incorporated into this Agreement. Pursuant to San Francisco Administrative Code §21.35, any entity who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. An entity will be deemed to have submitted a false claim to the City if the entity: (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.

3.9 **Payment of Prevailing Wages (Reserved)**

Article 4 Services Hotel and City Agrees to Perform.

Hotel agrees to provide the Rooms and perform the Services provided for in Appendix A, “Rooms and Scope of Services.” Hotel agrees that all spaces within the Property that are not included in the Rooms provided to City under this Agreement, including, but not limited to, conference and meeting rooms and the offices located on the 8th floor of the Property (the “**Offices**”), shall remain secured and unoccupied during the Booking Period, and the City shall have no right to use or enter the same at any time without the prior written consent of Hotel in its sole discretion; *provided, however*, that, notwithstanding the foregoing, at all times during the Booking Period the tenants occupying the Offices (the “**Office Tenants**”) shall continue to have the right to use and access the Offices in accordance with the leases thereof. City shall be responsible for and perform all obligations and services set forth in Appendix A to be provided by or on behalf of City. Hotel shall have no responsibility to provide the same. The City shall not perform any alterations (including, for example, any modification, demolition or reconfiguration of, or any improvement) to the Rooms or other portions of the Property, without the prior written consent of the Hotel, which such consent shall be at Hotel’s sole discretion. Hotel shall make the Office Tenants aware, and shall ensure, that the Office Tenants will not have access to the Rooms or the floors containing the Rooms, and shall indemnify City against any claims by Office Tenants that access the floors containing the Rooms, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except to the extent such claim was caused by the gross negligence or willful misconduct of the City or its Invitees, in which case damages shall be apportioned pro rata under the California doctrine of comparative fault. City shall ensure that City’s Invitees will not be able to access the Offices, and shall indemnify the Hotel Parties against any claims by Office Tenants that result from City’s Invitees access the Offices, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except to the extent such claim was caused by the gross negligence or willful misconduct of the Hotel, in which case damages shall be apportioned pro rata under the California doctrine of comparative fault. For the avoidance of doubt, the City shall have no obligation to directly indemnify the Office Tenants, and the Office Tenants shall have no right to make a claim against the City.

4.1 **Qualified Personnel. (Reserved)**

4.2 **Subcontracting. (Reserved)**

4.3 **Independent Contractor; Payment of Employment Taxes and Other Expenses. (Reserved)**

4.4 **Assignment.**

4.4.1. The Rooms and Services to be provided and performed by Hotel are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by Hotel unless first approved by City by written instrument executed and approved in the same

manner as this Agreement. Any purported assignment made in violation of this provision shall be null and void. Notwithstanding the foregoing, City acknowledges that this Agreement may have been, and may be, collaterally assigned to any mortgage lender to Hotel.

4.4.2 City shall not assign all or any part of its interest under this Agreement, and shall not sublease, license or permit the use of the Property by any person or entity except City in strict accordance with the provisions of this Agreement. Any such assignment, sublease, license or permission to use shall be void *ab initio*. Such prohibition shall not preclude City from entering into service contracts and similar agreements to perform City services required under this Agreement

4.5 **Warranty.** Hotel agrees to provide the Services to a standard that is commercially reasonable for hotel operations during the Local Emergency, subject to (i) the availability of sufficient Hotel employees to provide the Services and (ii) any changes in applicable law, rule, or regulation.

4.6 **Liquidated Damages. (Reserved)**

4.7 **Bonding Requirements. (Reserved)**

Article 5 Insurance and Indemnity

5.1 Insurance.

5.1.1 **Required Hotel Coverages.** Without in any way limiting Hotel's liability pursuant to the "Indemnification" Section of this Agreement, Hotel must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(b) Commercial General Liability Insurance with limits not less than \$5,000,000 each occurrence (which may include umbrella or excess liability coverage) for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(c) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

(d) Professional liability insurance **(Reserved)**

(e) Technology Errors and Omissions Liability coverage **(Reserved)**

(f) Cyber and Privacy Insurance **(Reserved)**.

5.1.2 Hotel's Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to name as Additional Insured the City and County of San Francisco; *provided, however*, that City acknowledges and agrees that such endorsement shall not apply for any claims relating to losses arising from COVID-19.

5.1.3 All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in Section 11.1, entitled "Notices to the Parties."

5.1.4 **(Reserved)**

5.1.5 **(Reserved)**

5.1.6 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.

5.1.7 Before providing any Hotels and Services, Hotel shall furnish to City certificates of insurance from insurance companies that are authorized to do business in the State of California, evidencing all coverages set forth above.

5.1.8 If City or Hotel will use any subcontractor(s) to provide services at or to the Property, such Party shall require the subcontractor(s) to provide all reasonably necessary insurance and to name the other Party as an additional insured.

5.1.9 **Required City Coverages.** Without in any way limiting City's liability pursuant to the "Indemnification" Section of this Agreement, City shall carry and maintain for the mutual benefit of the Hotel and the other Hotel Parties (as defined below) general public liability insurance against claims for personal injury, wrongful death or property damage occurring on or about the Property (as defined below), in an amount of at least \$1 Million per occurrence and \$3 Million aggregate, and such insurance policy (if the City is not self-insured as provided below) must be endorsed to name as Additional Insured the Hotel and Highgate. City shall obtain and maintain at all times during the Booking Period workers compensation coverage up to statutory limits covering all City employees providing services or working in the hotel Property. Any claims made by City employees shall be made to City under its established worker's compensation process and City will administer those claims. Any insurance maintained by City shall be primary and non-contributory to any insurance maintained by Hotel or any of the other Hotel Parties. In lieu of maintaining commercial insurance coverage, City may adopt alternative risk management programs, including self-insurance up to the limits required in the Section.

5.2 **Indemnification.**

5.2.1 **Indemnification by City.** City shall completely and unconditionally indemnify, defend and hold Hotel; its manager, Highgate Hotels, L.P. ("**Highgate**"); their respective direct or indirect members (including, but not limited to, RF Whitcomb Partner LLC, RF Whitcomb LLC, RFR Holding LLC, and The Brood, LLC, Sub-Fund No. 1); any lender to Hotel; and any managers, officers, directors, employees, contractors, agents and representatives and their successors and assigns of the foregoing (collectively, the "**Hotel Parties**") harmless from and against any and all liabilities, losses, damages, causes of action, suits, claims, judgments or expenses, including reasonable attorneys' fees and court costs and expenses, including without limitation any of the foregoing resulting from COVID-19 (collectively, "**Claims**"), asserted or arising out of or relating in any way, directly or indirectly from the use or occupancy of any part of the Property or the use of any hotel services or facilities at the Property, by City or any of City's servants, agents, licensees, employees, contractors, volunteers, or invitees (including without limitation any Guests or any other persons City permits or causes to occupy any rooms at the Property) (collectively, "**Invitees**") including without limitation Claims made or asserted by any third parties (including any employees of the Hotel) for bodily injury, sickness (including without

limitation sickness or death resulting from COVID-19), disease, loss of consortium or services, death or damage to property, by reason of or incident to City's or its Invitees' use of the Property, the Rooms or the Services, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except to the extent such Claim was caused by the gross negligence or willful misconduct of the Hotel Parties, in which case damages shall be apportioned pro rata under the California doctrine of comparative fault. For clarity, the City's liability does not extend to Claims covered by Hotel's workers compensation insurance; *provided, however*, that if any Hotel employee makes a workers compensation claim due to COVID-19, and such claim is denied, the City will reimburse Hotel in an amount equal to fourteen (14) days of such employee's salary or average daily pay, In addition, if any Hotel employee makes a claim under such employee's health insurance for reimbursement or payment for testing for COVID-19, and such claim is denied, the City shall reimburse Hotel in an amount equal to the employee's out-of-pocket cost for such test. The City acknowledges and agrees that, notwithstanding anything herein to the contrary, Highgate, the manager of the Property, (i) is included as a Hotel Party the City is obligated to indemnify under this Section 5.2.1, and (ii) shall have a direct right of action against the City to enforce the City's obligation to indemnify it hereunder. Hotel acknowledges and agrees that the City's is not obligated under this Section 5.2.1 to indemnify the Office Tenants against any Claims made by or against such Office Tenants.

5.2.2 Indemnification by Hotel. Hotel shall defend, indemnify, and hold City harmless from and against any and all Claims arising from Hotel's breach of Hotel's obligations under this Agreement, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except to the extent such Claim was caused by the gross negligence or willful misconduct of the City or its Invitees, in which case damages shall be apportioned pro rata under the California doctrine of comparative fault.

5.2.3 Infringement Indemnity. Hotel shall indemnify and hold City harmless from all loss and liability, including reasonable attorneys' 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, lawsuits, and/or demands of any kind of any person or persons arising directly or indirectly from the receipt by City, or any of its officers or agents, of Hotel's Rooms and Services, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except to the extent such Claim was caused by the gross negligence or willful misconduct of the City or its Invitees, in which case damages shall be apportioned pro rata under the California doctrine of comparative fault.

Article 6 Liability of the Parties

6.1 Liability of City.

CITY'S PAYMENT OBLIGATIONS FOR THE COMPENSATION UNDER THIS AGREEMENT SHALL BE LIMITED TO THE NOT-TO-EXCEED AMOUNT PROVIDED FOR IN SECTION 3.3.1, "PAYMENT," OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, 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 AGREEMENT OR THE SERVICES

PERFORMED IN CONNECTION WITH THIS AGREEMENT; PROVIDED, HOWEVER, THAT THIRD-PARTY CLAIMS SHALL NOT BE CONSIDERED “CONSEQUENTIAL” CLAIMS.

6.2 Liability for Use of Equipment. (Reserved)

6.3 Liability of Hotel.

6.3.1 INCIDENTAL AND CONSEQUENTIAL DAMAGES.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL HOTEL 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 AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

6.3.2 COVID-19. HOTEL SHALL HAVE NO LIABILITY FOR THIRD-PARTY CLAIMS, LOSSES OR EXPENSES RELATED TO COVID-19 ILLNESSES, EXCEPT TO THE EXTENT CONCLUSIVELY DETERMINED BY A FINAL, NON-APPEALABLE JUDGMENT FROM A COURT OF COMPETENT JURISDICTION, THAT HOTEL’S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT WAS THE PROXIMATE CAUSE OF THE COVID-19 INFECTION GIVING RISE TO SUCH CLAIM, UNLESS OTHERWISE MUTUALLY AGREED BY HOTEL AND THE CITY.

6.3.3 EXCLUSIONS. HOTEL’S LIABILITY LIMIT SET FORTH ABOVE SHALL NOT APPLY TO CLAIMS COVERED BY HOTEL’S INSURANCE.

Article 7 Payment of Taxes

City shall, within 30 days after receipt of an invoice from Hotel, reimburse Hotel for all hotel, temporary occupancy taxes, sales and use taxes actually due and owing as a result of the City’s rental of Rooms hereunder. Real property taxes shall remain the responsibility of Hotel. Payment of any taxes, including real property taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Hotel, subject to City’s obligation to reimburse the Hotel for any and all occupancy taxes, sales and use taxes incurred by the Hotel during the Booking Period. Hotel shall include a line item in its invoice for taxes.

7.1 Withholding. (Reserved)

Article 8 Termination and Default

8.1 Expiration of Local Emergency / Termination

8.1.1 This Agreement shall expire of its own accord at the end of the Booking Period.

8.1.2 Upon receipt of any notice of termination, City and Hotel shall commence and perform, with diligence, all actions necessary on the part of City and Hotel to effect the termination of this Agreement on the date specified by City and to minimize the liability of Hotel and City to third parties as a result of termination. Within 30 days after the specified termination date, Hotel shall submit to City an invoice. City’s payment obligation under this Section shall survive termination of this Agreement.

8.1.3 Upon expiration (or earlier termination) of this Agreement, the City shall peacefully surrender the Property to the Hotel in as good order and condition and repair as when received, except for reasonable, ordinary use and wear thereof. The City shall ensure, at no cost to the Hotel, that all its employees, guests, and invitees have completely vacated the Property prior to the expiration (or earlier termination) of this Agreement. If the City fails to surrender the Property to Hotel (a) on the date required, and (b) in the condition required hereunder (including cleaning as required by Exhibit A), the City will be liable for (i) all costs incurred by the Hotel (or third parties under contract with the Hotel) to repair or restore the Property to the required condition to satisfy City's surrender obligations hereunder, and (ii) if the Hotel is unable to rent a Room to a paying guest as a result of such failure and there is no other Room of the same class available, an amount for each day such Room is unavailable equal to the best available published daily rate per Room that was not timely surrendered until such Room has been surrendered in accordance with the terms hereof.

8.2 Termination for Default; Remedies.

8.2.1 Either party may terminate this Agreement for default in the event that the other party fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement in any material respect, including any obligation imposed by ordinance or statute and incorporated by reference herein, and such default is not cured within thirty (30) calendar days after written notice thereof to such defaulting party to Hotel ("**Event of Default**").

8.2.2 On and after any Event of Default, each party shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, where applicable, each party shall have the right (but no obligation) to cure (or cause to be cured) on behalf of the other party any Event of Default that continues past the applicable notice and cure period.

8.3 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 it in any way affect the right of the party to enforce such provisions thereafter.

8.4 Rights and Duties upon Termination or Expiration.

8.4.1 This Section and the following Sections of this Agreement listed below, shall survive termination or expiration of this Agreement:

Article 3	Financial Provisions		11.9	Agreement Made in California; Venue
Article 5	Insurance and Indemnity		11.10	Construction
6.1	Liability of Hotel and City		11.11	Entire Agreement
Article 7	Payment of Taxes		11.12	Compliance with Laws
Article 8	Termination and Default		11.13	Severability
			Article 13	Data and Security

8.4.2 Subject to the survival of the Sections identified in Section 8.4.1, above, if this Agreement is terminated prior to expiration of the term specified in Article 2, this Agreement shall be of no further force or effect.

Article 9 Rights In Deliverables (Reserved)

Article 10 Additional Requirements Incorporated by Reference

10.1 Laws Incorporated by Reference.

The full text of the laws listed in this Article 10, including enforcement and penalty provisions, are incorporated by reference into this Agreement. The full text of the San Francisco Municipal Code provisions incorporated by reference in this Article and elsewhere in the Agreement (“**Mandatory City Requirements**”) are available at http://www.amlegal.com/codes/client/san-francisco_ca/

10.2 Conflict of Interest.

By executing this Agreement, Hotel certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City’s Charter; Article III, Chapter 2 of City’s Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 *et seq.*), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 *et seq.*), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this Agreement.

10.3 Prohibition on Use of Public Funds for Political Activity. (Reserved)

10.4 Consideration of Salary History. (Reserved)

10.5 Nondiscrimination Requirements.

In the performance of this Agreement, Hotel covenants and agrees that it will not discriminate against an applicant for employment because of race, color, religion, sex, age, ancestry, national origin, sexual orientation, handicap, veteran’s status, medical condition, marital status, or citizenship because of habit, local custom, or otherwise. All applicants for employment and employees are to be treated without regard to their race, color, religion, sex, age, ancestry, and national origin, sexual orientation, handicap, veteran’s status, medical condition, marital status, or citizenship. Such equal treatment shall apply, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.6 LBE and Non-Discrimination in Contracting Ordinance. (Reserved)

10.7 Minimum Compensation Ordinance. (Reserved)

10.8 Health Care Accountability Ordinance.

10.9 First Source Hiring Program. (Reserved)

10.10 Alcohol and Drug-Free Workplace.

City reserves the right to deny access to, or require Hotel to remove from, City facilities personnel of any Hotel or subcontractor who City has reasonable grounds to believe has engaged in alcohol abuse or illegal drug activity which in any way impairs City’s ability to maintain safe work facilities or to protect the health and well-being of City employees and the general public. City shall have the right of final approval for the entry or re-entry of any such person previously denied access to, or removed from, City facilities. Illegal drug activity means possessing, furnishing, selling, offering, purchasing, using or being under the

influence of illegal drugs or other controlled substances for which the individual lacks a valid prescription. Alcohol abuse means possessing, furnishing, selling, offering, or using alcoholic beverages, or being under the influence of alcohol.

- 10.11 **Limitations on Contributions. (Reserved)**
- 10.12 **Slavery Era Disclosure. (Reserved)**
- 10.13 **Working with Minors. (Reserved)**
- 10.14 **Consideration of Criminal History in Hiring. (Reserved)**
- 10.15 **Public Access to Nonprofit Records and Meetings. (Reserved)**
- 10.16 **Food Service Waste Reduction Requirements. (Reserved)**
- 10.17 **Distribution of Beverages and Water. (Reserved)**
- 10.18 **Tropical Hardwood and Virgin Redwood Ban. (Reserved)**
- 10.19 **Preservative Treated Wood Products. (Reserved)**

Article 11 General Provisions

11.1 Notices to the Parties.

Unless otherwise indicated in this Agreement, all written communications sent by the Parties may be by U.S. mail, registered or certified, return receipt requested, overnight courier, or e-mail, and shall be addressed as follows:

To CITY:	Human Services Agency 170 Otis Street San Francisco, CA 94103 Attn: Robert E. Walsh	e-mail:	Robert.walsh@sfgov.org
And:	City Attorney's Office 1390 MARKET STREET 7TH FLOOR SAN FRANCISCO, CA 94102 ATTN.: HEALTH TEAM	e-mail:	<PM e-mail>

To Hotel: 1231 Market Street Owner L.P.
d/b/a Hotel Whitcomb
c/o RFR Holding LLC
390 Park Avenue, 3rd Floor
New York, NY 10022
Attn: Benjamin Davison
e-mail: bdavison@rfr.com

And to: Hotel Whitcomb
1231 Market Street
San Francisco, CA 94103
Attn: General Manager
e-mail: jtrudeau@highgate.com

And to: Sheppard Mullin Richter &
Hampton LLP
70 West Madison Street, 48th Floor
Chicago, Illinois, 60602
Attn: Lawrence C. Eppley, Esq.
e-mail: leppley@sheppardmullin.com

Any notice of default must be sent by registered mail. Either Party may change the address to which notice is to be sent by giving written notice thereof to the other Party. If email notification is used, the sender must specify a receipt notice.

11.2 Compliance with Americans with Disabilities Act.

Hotel represents and warrants that the Rooms listed on Exhibit A as being “ADA Accessible Single Occupancy w/full bathroom” comply in all material respects with the Americans with Disabilities Act (ADA).

11.3 Incorporation of Recitals.

The matters recited above are hereby incorporated into and made part of this Agreement.

11.4 Sunshine Ordinance.

Hotel acknowledges that this Agreement and all records related to its formation, Hotel’s performance of Services, and City’s payment are subject to the California Public Records Act, (California Government Code §6250 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under federal, state or local law.

11.5 Modification of this Agreement.

This Agreement may not be modified, nor may compliance with any of its terms be waived, except as noted in Section 11.1, “Notices to Parties,” regarding change in personnel or place, and except by written instrument executed and approved in the same manner as this Agreement.

11.6 Dispute Resolution Procedure.

The Parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement. If the Parties are unable to resolve the dispute, then, pursuant to San Francisco Administrative Code Section 21.36, Hotel may submit to the Contracting Officer a written request for administrative review and documentation of the Hotel's claim(s). Upon such request, the Contracting Officer shall promptly issue an administrative decision in writing, stating the reasons for the action taken and informing the Hotel of its right to judicial review. If agreed by both Parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. If the parties do not mutually agree to an alternative dispute resolution process or such efforts do not resolve the dispute, then either Party may pursue any remedy available under California law. The status of any dispute or controversy notwithstanding, Hotel shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement. Neither Party will be entitled to legal fees or costs for matters resolved under this section.

11.7 Government Code Claim Requirement.

No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive or excuse Hotel's compliance with the California Government Code Claim requirements set forth in San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq.

11.8 Health and Human Service Dispute Resolution Procedure. (Reserved)

11.9 Agreement Made in California; Venue.

The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

11.10 Construction.

All paragraph captions are for reference only and shall not be considered in construing this Agreement.

11.11 Entire Agreement.

This contract, including the Exhibits hereto, sets forth the entire Agreement between the Parties, and supersedes all other oral or written provisions. This Agreement may be modified only as provided in Section 11.5, "Modification of this Agreement."

11.12 Compliance with Laws.

Hotel shall keep itself fully informed of the City's Charter, codes, ordinances and duly adopted rules and regulations of the City and of all state, and federal laws in any manner affecting the performance of Hotel under this Agreement, and Hotel and City 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.

11.13 Severability.

Should the application of any provision of this Agreement 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 Agreement 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.

11.14 Cooperative Drafting.

This Agreement has been drafted through a cooperative effort of City and Hotel, and both Parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

11.15 Order of Precedence.

Hotel agrees to perform the Services in accordance with the terms and conditions of this Agreement, implementing task orders, and the attached Appendices. If the Appendices to this Agreement include any standard printed terms from the Hotel, Hotel agrees that in the event of discrepancy, inconsistency, gap, ambiguity, or conflicting language between the City's terms and Hotel's printed terms attached, the City's terms shall take precedence.

11.16 Notification of Legal Requests.

Each party shall immediately notify the other upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("**Legal Requests**") related to all data given to the other party in the performance of this Agreement ("**Data**"), or which in any way might reasonably require access to Data, and in no event later than 24 hours after it receives the request. Each party shall not respond to Legal Requests related to this Agreement without first notifying the other, other than to notify the requestor that the information sought is potentially covered under a non-disclosure agreement.

11.17 No Representations or Warranties Regarding Property.

Hotel represents and warrants that the Property is in good working order (ordinary wear and tear excepted) to operate as a hotel during the Booking Period. Except as provided in the previous sentence, notwithstanding anything herein to the contrary, Hotel makes no representations or warranties regarding the condition of the Property or the health of its employees (including whether or not any employee is, has been, or will be exposed to or infected with the novel coronavirus that causes COVID-19). City accepts the Property in its "AS IS, WHERE IS" condition with all faults. In particular, Hotel makes no representation or warranty regarding the suitability of the Property for the housing of any person who has either contracted COVID-19, exposed to persons with COVID-19 or who is a member of a high risk group who needs to be protected from exposure to COVID-19, or whether occupancy of the Property is beneficial to the Group. City acknowledges that it has entered into this Agreement, and has decided to book the Group at the Property, based on its own determination and judgment.

11.18 Licenses and Permits.

Hotel represents and warrants that the Property has, and will maintain at all times during the Booking Period, all permits, licenses, and other approvals necessary to operate the Property as a hotel, subject to

any inability to obtain or renew any such permits, licenses, and other approvals resulting from the Local Emergency. City shall, at its sole cost and expense, obtain any and all permits, licenses, and other approvals necessary for any activities or services it will conduct or provide on the Property. Nothing contained herein shall be deemed a representation by Hotel that such use is allowable or that such permits, licenses, and other approvals are obtainable. Hotel shall reasonably cooperate with City, upon request, to obtain any such permits, licenses, and other approvals, provided that Hotel shall not incur any cost or expense in connection therewith. City shall have no right to create or place any liens on the Property.

Article 12 Department Specific Terms

12.1 Third Party Beneficiaries.

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

12.2 Federal and State Financial Participation (Reserved)

Article 13 Data and Security

13.1 Nondisclosure of Private, Proprietary or Confidential Information.

13.1.1 Protection of Private Information and Protected Health Information.

City covenants and agrees that it shall not disclose to Hotel any “Private Information” within the meaning of San Francisco Administrative Code Chapter 12M or any “Protected Health Information” (as such term is defined by the Health Insurance Portability and Accountability Act of 1996 (as amended) (“HIPAA”)), and shall take all reasonable precautions to avoid inadvertent disclosure of Private Information or Protected Health Information to Hotel. To the extent the Hotel comes into possession of any Private Information or Protected Health Information, Hotel shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Hotel is subject to the enforcement and penalty provisions in Chapter 12M. For the avoidance of doubt, the Hotel shall not be deemed a Business Associate (as such term is defined by HIPAA) and shall not be subject to the rules and regulations of HIPAA.

13.1.2 Confidential Information. In the performance of Services, a party may have access to the other party’s proprietary or Confidential Information, the disclosure of which to third parties may damage such party. If a party discloses proprietary or Confidential Information to the other, such information must be held by the receiving party in confidence and used only in performing the Agreement. Each party shall exercise the same standard of care to protect such information as a reasonably prudent person would use to protect its own proprietary or Confidential Information, subject to the requirements under the Sunshine Ordinance and any other applicable laws.

13.1.3 Proprietary Information. The City agrees not to use, without the express prior written approval of the Hotel (which such consent shall be at Hotel’s sole discretion), the name of Owner, the name of the Property, or any other trade names, trademarks, service marks, or other intellectual property belonging to the Hotel or its property manager, or any of their affiliates, which approval may be withheld in the sole discretion of the Hotel.

13.2 Payment Card Industry (“PCI”) Requirements. (Reserved)

13.3 Relationship.

The relationship between Hotel and the City is solely that of owner and temporary occupant, and will not be deemed a partnership, joint venture, agency or tenancy. In no event will this Agreement be deemed or construed to run with the land or create any tenancy or other permanent possessory rights on the part of the City or its invitees. This Agreement does not create any recordable interest and will not be recorded in any land records.

Article 14 MacBride And Signature

14.1 MacBride Principles -Northern Ireland.

The provisions of San Francisco Administrative Code §12F are incorporated herein by this reference and made part of this Agreement. By signing this Agreement, Hotel confirms that Hotel has read and understood that the City urges companies doing business in Northern Ireland to resolve employment inequities and to abide by the MacBride Principles, and urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

HOTEL

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

1231 MARKET STREET OWNER L.P.,
a Delaware limited partnership

DocuSigned by:
Trent Rhorer
By: _____
0753A8870BB74EE...
Trent Rhorer
Executive Director
Human Services Agency

By: 1231 Market Owner GP LLC, a Delaware
limited liability company
Its: General Partner

Recommended by:

DocuSigned by:
Benjamin Davison
By: _____
83C48B401B1A413...
Name: Benjamin Davison
Its: Authorized Signatory

DocuSigned by:
Andrico Penick

3441150C0287459...
Andrico Q. Penick
Director of Property

Supplier ID: _____

Approved as to Form:

Dennis J. Herrera
City Attorney

DocuSigned by:
David Ries
By: _____
EFF1B6C5BE4244A...
David K. Ries
Deputy City Attorney

Appendices

- A: Rooms and Scope of Services
- B: Calculation of Charges
- C: Invoice (if applicable)
- D: Food Service

APPENDIX A – STATEMENT OF WORK

459 ROOMS - ISOLATION

COMMON AREA SERVICES

Summary

The City and County of San Francisco (the “City”) is taking aggressive steps to slow the spread of the COVID-19 virus. At the same time, the City is making preparations for the expected increase in the number of affected people in the City and has identified a need to arrange for the use of at least 4,250 hotel rooms for a minimum of the next four months to further the health and safety of (a) approximately 3,500 people who have been exposed to COVID-19 or are under medical quarantine and (b) approximately 750 COVID-19 front-line responders, all as further described below.

This need arises against the backdrop of sharply dropping hotel occupancy and, in some cases, closure of hotels and furloughed hotel workforces. The City recognizes the importance of the hospitality industry to San Francisco’s economy and eventual recovery and would like to structure this public-private partnership as a win-win-win: responsibly addressing the COVID-19 outbreak, providing participating civic-minded hotels with a revenue stream in excess of what the private market can offer during this time, and ensuring work and wages to the City’s hotel labor force to the maximum extent possible.

Populations to be Housed

Hotel will house the following populations during the Term:

1. **Isolation Rooms:** In order to minimize the spread of the COVID-19 virus, the City plans to provide quarantine rooms to individuals whose current housing situation does not allow them to self-quarantine at home (the “**Isolation Rooms**”).
 - a. **Not Positive:** Those residents who have come in close contact with a COVID-19 positive individual but have not been tested, or who have been tested and are awaiting results (14 day quarantine); and
 - b. **Positive:** Those residents who have been tested positive for COVID-19 but do not have a medical need to be hospitalized.

These two populations will require different health protocols which will be set forth and agreed in detail prior to any occupancy.

Definitions

As used in this Exhibit A, the following terms have the following meanings:

1. “**Contractor**” anyone employed by City to perform under this Agreement.
2. “**Guest**” means a person housed in an Isolation Room.
3. “**Invitee**” means any person other than a Guest permitted by City to enter the Property.
4. “**Property**” means the interior and exterior of the Hotel property.

HOTEL SCOPE OF SERVICE

In no event shall the Hotel Services exceed the limits of any applicable collective bargaining agreement with respect to Hotel employees described herein.

<p>a. Hotel Contact</p>	<p>Name: John D Trudeau Phone Number: 760.285.1957 Email: jtrudeau@highgate.com Emergency Contact: Andrew Casperson, 972.922.9766</p>
<p>b. Guest Rooms</p>	<p>Hotel shall provide the following number(s) of Guest rooms</p> <p><input checked="" type="checkbox"/> Standard Single Occupancy w/full bathroom 445</p> <p><input type="checkbox"/> Standard Single Occupancy w/out full bathroom _____</p> <p><input checked="" type="checkbox"/> ADA Accessible Single Occupancy w/full bathroom 14</p> <p><input type="checkbox"/> Smoking permitted</p> <p><input type="checkbox"/> Other</p> <p>_____</p> <p>_____</p>
<p>c. Staff Rooms</p>	<p>Hotel shall provide the following number(s) of Staff rooms for City's use:</p> <p><input checked="" type="checkbox"/> Administrative/Office(s) _____</p> <p><input checked="" type="checkbox"/> Storage Space(s) _____</p> <p><input type="checkbox"/> Basement _____</p> <p><input type="checkbox"/> Other</p> <p>_____</p> <p>_____</p>
<p>d. Guest Room Access</p>	<p>Guest Rooms are accessed by:</p> <p><input checked="" type="checkbox"/> Elevator</p>

	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Other <hr/> <hr/>
<p>e.</p> <p>Hotel Staff Guest Room Access</p>	<p>Hotel on-site staff will have the following access to Guest rooms</p> <input type="checkbox"/> NO ACCESS <input type="checkbox"/> Access For Cleaning <input type="checkbox"/> Access For Food Service (delivered outside in corridor) <input checked="" type="checkbox"/> Access For Emergency Maintenance As-Needed <input type="checkbox"/> Other <hr/> <hr/>
<p>f.</p> <p>Utilities</p>	<p>Hotel to provide:</p> <input checked="" type="checkbox"/> Air Conditioning – Central <input checked="" type="checkbox"/> Air Conditioning – In Room <input checked="" type="checkbox"/> Heating <input checked="" type="checkbox"/> Ventilation <input checked="" type="checkbox"/> Cable Television <input checked="" type="checkbox"/> Internet Access <input checked="" type="checkbox"/> Refrigerator (20 available total to be located as requested) <input checked="" type="checkbox"/> Inter-Hotel Room Telephone Service (by room number, not guest name) <input checked="" type="checkbox"/> Inbound calling (by room number, not guest name) <input checked="" type="checkbox"/> Outbound calling capability (no calls resulting in charges)

	<input type="checkbox"/> Other <hr/> <hr/>
<p>g. Common Area Maintenance</p>	<p>Hotel to provide exterior, common area, and public restroom maintenance and cleaning</p> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> As needed, at least 3x Weekly, including corridors and pick-up and disposal of trash bagged and/or in receptacles left in public hallway outside Guest rooms and in common areas <input type="checkbox"/> Other <hr/> <hr/>
<p>h. Guest Room Maintenance</p>	<p>Hotel to provide Guest room maintenance upon request. Before performing work, City will vacate and clean room where repairs are to occur.</p> <input type="checkbox"/> Other <hr/> <hr/>
<p>i. Service Desk</p>	<p>Hotel to provide off-site 24/7 Service Desk for public area maintenance and repairs. On site within 1 hour of service call</p> <input type="checkbox"/> Other <hr/> <hr/>
<p>j. Room Blocks</p>	<p>Hotel to provide guestroom keys to be created in group batches and handed to the on-site City representative for check-in and check-out purposes.</p> <input type="checkbox"/> Other <hr/> <hr/>
<p>k.</p>	<p>Hotel to provide food service as follows:</p>

<p>Food Service</p>	<p><input type="checkbox"/> Restaurant/Common Room Service</p> <p><input type="checkbox"/> In-Room Service</p> <p><input checked="" type="checkbox"/> Other Food Service Meal Plan</p>
<p>l. Linen Service</p>	<p>Hotel to provide linen service as follows:</p> <p><input type="checkbox"/> Daily Laundry</p> <p><input type="checkbox"/> In-Room Service</p> <p><input checked="" type="checkbox"/> Other As-needed Linen Service for Guest Rooms</p>
<p>m. Room Cleaning</p>	<p>Hotel to provide room cleaning service as follows:</p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> 3x Weekly</p> <p><input type="checkbox"/> Other</p> <p>_____</p> <p>_____</p>
<p>n. Garbage Removal</p>	<p><input checked="" type="checkbox"/> Hotel to provide as-needed regular trash removal from the Property</p>
<p>o. Supplies</p>	<p>Hotel to provide access to the following:</p> <p><input checked="" type="checkbox"/> Contract Laundry Services</p> <p><input checked="" type="checkbox"/> Housekeeping supplies (carts, vacuums, cleaning supplies)</p> <p><input type="checkbox"/> Other</p> <p>_____</p> <p>_____</p>
<p>p. Guest Amenities</p>	<p>Hotel to provide Guests with access to the following amenities:</p> <p><input type="checkbox"/> Business Center</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Spa</p>

	<input type="checkbox"/> Fitness Center <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Grab and Go/Vending Machines <input type="checkbox"/> Ice Machines <input type="checkbox"/> Storage Facilities <input type="checkbox"/> Other <hr/> <hr/>
<p>q. City Staff Amenities</p>	<p>Hotel to provide City Staff with access to the following amenities:</p> <input type="checkbox"/> Business Center <input type="checkbox"/> Pool <input type="checkbox"/> Spa <input checked="" type="checkbox"/> Fitness Center <input checked="" type="checkbox"/> Public Restrooms <input checked="" type="checkbox"/> Grab and Go/Vending Machines <input checked="" type="checkbox"/> Ice Machines on Guest Room Floors <input type="checkbox"/> Storage Facilities <input type="checkbox"/> Other <hr/> <hr/>
<p>r. Security</p>	<input checked="" type="checkbox"/> Hotel to provide standard Hotel security
<p>s. Parking</p>	<input checked="" type="checkbox"/> Hotel shall provide up to 40 parking spaces for City's use, except that City will reasonably accommodate Hotel staff parking as needed. <input type="checkbox"/> Other <hr/> <hr/>

<p>t.</p> <p>Room Condition Documentation</p>	<p>City must notify Hotel in writing (Damage Form Attached) of any needed repairs before the initial occupancy of a Guest room and within 48 hours of occupying any other Hotel Space.</p> <p><input checked="" type="checkbox"/> Guest Rooms</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Spa</p> <p><input type="checkbox"/> Fitness Center</p> <p><input type="checkbox"/> Public Restrooms</p> <p><input type="checkbox"/> Grab and Go/Vending Machines</p> <p><input type="checkbox"/> Ice Machines</p> <p><input type="checkbox"/> Storage Facilities:</p> <p><input type="checkbox"/> Other</p> <p>_____</p> <p>_____</p>
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CITY SCOPE OF SERVICE

<p>a.</p> <p>City Site Manager</p> <p><i>Note: City may send notice if it intends to change any Manager's contact information</i></p>	<input checked="" type="checkbox"/>	<p>Name: Robert Walsh</p> <p>Phone Number: (415) 271-1201</p> <p>Email: Robert.walsh@sfgov.org</p> <p>Emergency Contact: Same</p>
<p>b.</p> <p>Clinical Manager</p> <p><i>Note: City may send notice if it intends to change any Manager's contact information</i></p>	<input checked="" type="checkbox"/>	<p>Name: Alice Moughamian</p> <p>Phone Number: TBD</p> <p>Email: TBD</p> <p>Emergency Contact: TBD</p>
<p>c.</p> <p>Training</p>	<input checked="" type="checkbox"/>	<p>City will provide on-site safety training as appropriate for City staff and Hotel staff</p>
<p>d.</p>	<input checked="" type="checkbox"/>	<p>City will provide PPE as</p>

PPE		appropriate for City staff and Hotel staff.
e. Staff Dining	<input checked="" type="checkbox"/>	City will provide staff dining, as appropriate.
f. On-Site Staff	<input checked="" type="checkbox"/>	City will provide on-site staff, as appropriate. A designated lead person or “Manager or Duty” will be identified and on site at all times.
g. Security	<input checked="" type="checkbox"/>	City will provide supplemental on-site security, as appropriate.
h. Guest List	<input checked="" type="checkbox"/>	City will maintain a Guest list. As appropriate, City personnel will be responsible for assigning Guest rooms. City’s HSA specialists will solely make all determinations regarding those persons who are eligible to be Guests, including without limitation those persons who do not need hospital or acute health care services or procedures.
i. Emergency Plan	<input checked="" type="checkbox"/>	City will develop an emergency evacuation plan and protocol, which shall be subject to Hotel’s reasonable review and approval, and it will implement such plan and protocol with respect to all Guests, Invitees, and Contractors.
j. Linens/Towels	<input checked="" type="checkbox"/>	As necessary, City or its Guests will place all linens, towels and similar products used in the Rooms outside the Guest Rooms in containers supplied by Hotel.
k. Third-Party Vendors	<input checked="" type="checkbox"/>	City may contract with the following third-party vendors

	<p>for the following services:</p> <p><input type="checkbox"/> Hotel Laundry (linens and towels) –<i>Hotel will likely contract</i></p> <p><input checked="" type="checkbox"/> Guest Laundry (clothing)</p> <p><input checked="" type="checkbox"/> Guest Room Transition Cleaning</p> <p><input type="checkbox"/> Guest Room Daily Garbage Pickup</p> <p><input type="checkbox"/> Food Service – <i>Hotel will contract</i></p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Garbage Disposal</p> <p><input checked="" type="checkbox"/> Other: City to remove all garbage from guest rooms and deposit in a designated area.</p>
<p>l. Guest Room Use</p>	<p><input checked="" type="checkbox"/> The City will only use the Guest Rooms as Isolation Rooms unless mutually agreed otherwise by Hotel and the City. There will be no general visitation by outsiders permitted. The City will make all determinations, acting in its sole discretion, regarding who may be Guests and appropriate visitation policies.</p>
<p>m. Property Cleaning</p>	<p><input checked="" type="checkbox"/> Before the end of the Booking Period, City shall, at its sole expense, clean any portion of the Property occupied or used by City, as indicated in this SOW (including all Guest Rooms and any and all laundry facilities), to</p>

	<p>be cleaned and sanitized to the highest government recommended standards by a third party industrial cleaning company reasonably acceptable to Hotel.</p>
<p>n. Linen Cleaning</p>	<p><input type="checkbox"/> Before the end of the Booking Period, City shall, at its sole expense, clean all linens used by the City, as deemed appropriate by the City acting in its sole discretion.</p>
<p>o. Hotel Improvements</p>	<p><input checked="" type="checkbox"/> Hotel shall permit City to make improvements as needed to the Property. Any improvements made by City to the Property (which may only be made with the prior written consent of the Hotel) shall inure to and remain the property of Hotel.</p>
<p>p. Permitted Activities; Medical Supplies and Waste</p>	<p><input checked="" type="checkbox"/> City will use the Rooms only for accommodations, or in a manner, which does not qualify as health care or community care services for which a facility license or regulatory oversight is required under California law, as enforced during the term of the Agreement. Any health services that are provided to members of the Group while they are using any of the Rooms will be in the nature of home health services or personal assistance and care services, including observation and supervision, provided to persons in their own homes or in non-medical residential facilities and City will only permit such services to be provided by duly licensed or duly qualified</p>

	persons. City shall be responsible for ensuring that any medical supplies are stored and handled in accordance with all applicable laws and regulations, and that any medical waste is properly disposed of in accordance with all applicable laws and regulations.
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Note to Appendix A: Hotel to supply customary in-room toiletries and supplies (e.g., soaps and shampoos).

**Appendix B
Calculation of Charges**

1. Maximum Not-to-Exceed Amount of Agreement

- a. Total Not-to-Exceed Compensation - \$9,675,372.30**
- b. Not-to-Exceed Compensation for Room Nights - \$5,543,802.00** ($\$99 * 459 * 122$)
- c. Not-to-Exceed Reimbursable Amount (15% of amount in b.) - \$831,570.30**
- d. Not-to-Exceed Reimbursable Amount for Linens: \$300,000.00** ($\$75,000$ per month)
- e. Not-to-Exceed Reimbursable Amount for Food Service (Appendix D) - \$3,000,000.00**

2. Method of Payment

A. Hotel shall submit monthly invoices by the fifteenth (15th) business day of each month, in the format attached in Appendix C, based upon the number of Rooms and Services provided in the immediately preceding month (other than the Compensation, which shall be invoiced for the current month). All deliverables associated with the Rooms and Services listed in Appendix A shall be reported on the invoice(s) each month.

B. Hotel acknowledges that City cannot make any payments to Hotel unless Hotel is qualified as an approved vendor in City's financial and payment system. Therefore, City will not be in default of any monetary obligation under the Agreement and no interest or late charge will apply if Hotel is not an approved vendor with City. All Compensation that has accrued while Hotel is not an approved vendor will be payable within twenty (20) days after City receives Hotel's written notice and the Contract Monitoring Division confirms that Hotel is approved as a City Vendor.

3. Final Invoice

A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance.

4. Legal Invoices

No invoices for Services provided by law firms or attorneys, including, without limitation, as subcontractors of Hotel, will be paid unless the provider received advance written approval from the City Attorney.

Appendix C
Invoice Template

[To be inserted, if applicable]

Appendix D
Food Service by Hotel

The Hotel and City are working in good faith to develop and incorporate a food service program to not exceed the greater of \$65 per room night and/or \$3,000,000 (see Appendix B). The terms and conditions of such program, if and when mutually approved by Hotel and City, shall be attached hereto as Appendix D.