



Contract Number

SAP Number

Public Works

Department Contract Representative	Johnny D. Gayman, P.E. Engineering Manager
Telephone Number	(909) 387-7997
Contractor	City of Highland
Contractor Representative	Octavio Duran Jr., P.E.
Telephone Number	(909) 864-6861
Contract Term	September 10, 2024 through September 30, 2029
Original Contract Amount	Not to exceed \$60,000 per project and \$100,000 for each party per fiscal year
Amendment Amount	
Total Contract Amount	\$100,000 annually
Cost Center	6650002000
Grant Number (if applicable)	

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, City of Highland (**CITY**) has observed that many of its street facilities and related appurtenances within its jurisdictional area need occasional maintenance and repair; and

WHEREAS, Streets and Highways Code sections 1685 and 1803 authorize **CITY** to contract with San Bernardino County (**COUNTY**) for the maintenance, construction or repair of **CITY** streets, if the legislative body of **CITY** determines that it is necessary for the more efficient maintenance, construction, or repair of said streets; and

WHEREAS, **COUNTY** and **CITY** are sometimes individually referred to in this Agreement as **PARTY** and collectively referred to as **PARTIES**; and

WHEREAS, the legislative body of **CITY** determines that it is necessary for the more efficient maintenance and repair of its street facilities and related appurtenances within **CITY** to contract with **COUNTY** for **COUNTY** to sometimes perform said work, including emergency work, on **CITY** street facilities and related appurtenances located within the incorporated area of **CITY** (hereinafter referred to as "**CONTRACT WORK**"); and

WHEREAS, **CONTRACT WORK** will be performed by **COUNTY** staff and/or **COUNTY** contractors; and

WHEREAS, **CONTRACT WORK** will not exceed sixty thousand dollars (\$60,000) per project and **CITY** will reimburse **COUNTY** for all costs incurred by **COUNTY** in performing such **CONTRACT WORK** requested by **CITY** and completed by **COUNTY**; and

WHEREAS, Streets and Highways Code section 1710 authorizes **COUNTY** to contract with **CITY** for the **CITY's** maintenance, construction or repair of **COUNTY** highways; and

WHEREAS, **COUNTY** has determined that it is necessary for the more efficient maintenance and repair of its highway facilities and related appurtenances to contract with **CITY** for **CITY** to sometimes perform **CONTRACT WORK**, which includes emergency work, on **COUNTY** highway facilities and related appurtenances located within **CITY's** sphere of influence as defined by the San Bernardino County Local Agency Formation Commission; and

WHEREAS, **CONTRACT WORK** will be performed by **CITY** staff and/or **CITY** contractors; and

WHEREAS, **CONTRACT WORK** will not exceed sixty thousand dollars (\$60,000) per project and **COUNTY** will reimburse **CITY** for all costs incurred by **CITY** in carrying-out **CONTRACT WORK** requested by **COUNTY** and completed by **CITY**; and

WHEREAS, **COUNTY** and **CITY** desire to set forth the responsibilities and obligations of each as they pertain to the work described in this Agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

SECTION I

1.0 For CONTRACT WORK provided to CITY:

COUNTY AGREES TO:

- 1.1 Schedule requested work upon receipt of a written "Notice to Proceed" from **CITY** and to provide to **CITY** a schedule of work days anticipated for the work for **CITY** concurrence. **COUNTY**, through its authorized representative identified in Paragraph 4.5 and in its sole discretion, shall decide whether to approve or disapprove an individual "Notice to Proceed" and provide specific services to **CITY**.
- 1.2 Utilize **COUNTY's** Department of Public Works labor force and/or contractors in providing services under this Agreement.
- 1.3 Obtain a no-cost permit from **CITY** for any **CONTRACT WORK** to be performed within **CITY's** right-of-way. **COUNTY's** Director of Public Works, or the Director's designee, shall have the authority to obtain a permit from **CITY** for **CONTRACT WORK**.
- 1.4 Upon completion of each individual work assignment, submit to **CITY** an itemized accounting of actual **CONTRACT WORK** costs incurred by **COUNTY** and an invoice for such costs.
- 1.5 **COUNTY** shall require all contractors and vendors providing **CONTRACT WORK** to have appropriate and adequate insurance coverage for the mutual protection and benefit of the **PARTIES**.
- 1.6 Enforce **COUNTY's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages. When applicable, **COUNTY** shall fill out and submit to the California Department of Industrial Relations a PWC-100 form.

CITY AGREES TO:

- 1.7 Provide **COUNTY** a written "Notice to Proceed" for any authorized work requested by **CITY**.
- 1.8 Provide a no-cost permit to **COUNTY** for its work within **CITY's** right-of-way.

- 1.9 After **COUNTY** completes each individual **CONTRACT WORK** assignment and submits an itemized accounting of actual **CONTRACT WORK** costs incurred by **COUNTY** along with an invoice, to reimburse **COUNTY** for **CONTRACT WORK** costs within sixty (60) calendar days after receipt of invoice.
- 1.10 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **CONTRACT WORK** with the **COUNTY**.
- 1.11 Comply with any applicable California Environmental Quality Act (CEQA) requirements as well as completing the required CEQA documents.
- 1.12 When applicable, fill out and submit to the California Department of Industrial Relations a PWC-100 form.

SECTION II

2.0 For CONTRACT WORK provided to COUNTY:

CITY AGREES TO:

- 2.1 Schedule the **COUNTY** requested **CONTRACT WORK** upon receipt of a written "Notice to Proceed" from the **COUNTY** and provide to **COUNTY** a schedule of work days anticipated for the **CONTRACT WORK** for **COUNTY's** concurrence. **CITY**, through its authorized representative identified in Paragraph 4.5 and in its sole discretion, shall decide whether to approve or disapprove an individual "Notice to Proceed" and provide specific services to **COUNTY**.
- 2.2 Utilize **CITY's** labor force and/or contractors in providing services under this Agreement.
- 2.3 Obtain a no-cost permit from **COUNTY** for work within **COUNTY's** right-of-way.
- 2.4 Upon completion of each **CONTRACT WORK** assignment, submit to **COUNTY** an itemized accounting of **CONTRACT WORK** costs incurred by **CITY** and an invoice for such costs.
- 2.5 Enforce **CITY's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages.
- 2.6 Accept all payments from **COUNTY** via electronic funds transfer (EFT) directly deposited into the **CITY's** designated checking or other bank account. **CITY** shall promptly comply with directions and accurately complete forms provided by **COUNTY** required to process EFT payments.
- 2.7 When applicable, **CITY** shall fill out and submit to the California Department of Industrial Relations a PWC-100 form.

COUNTY AGREES TO:

- 2.8 Provide **CITY** a written "Notice to Proceed" for any authorized work requested by **COUNTY**.
- 2.9 Provide a no-cost permit to **CITY** for its work within **COUNTY's** right-of-way.
- 2.10 After **CITY** completes each individual **CONTRACT WORK** assignment and submits an itemized accounting of actual **CONTRACT WORK** costs incurred by **CITY** along with an invoice, to reimburse **CITY** for **CONTRACT WORK** costs within sixty (60) calendar days after receipt of invoice.
- 2.11 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **CONTRACT WORK** with the **CITY**.
- 2.12 Comply with any applicable CEQA requirements as well as completing the required CEQA documents.
- 2.13 When applicable, fill out and submit to the California Department of Industrial Relations a PWC-100 form.

SECTION III

3.0 IT IS MUTUALLY AGREED:

- 3.1 The types of **CONTRACT WORK** shall include, but not be limited to: maintenance or emergency repair of streets/highways, appurtenant fencing, culvert or drainage facilities, grading and application of soil stabilization product on dirt roads, as well as providing heavy equipment for storm debris cleanup, striping, chip sealing, maintenance or emergency paving.
- 3.2 **COUNTY** and **CITY** will accept payment from each other for **CONTRACT WORK** requested by **CITY** or **COUNTY** for up to sixty thousand dollars (\$60,000) per project.

- 3.3 The cost for each project shall not exceed sixty thousand dollars (\$60,000).
- 3.4 The total cost for all work performed pursuant to Section 1.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement. The total cost for all work performed pursuant to Section 2.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement.
- 3.5 **CITY** or **COUNTY** is only responsible to provide the **CONTRACT WORK** of facilities identified in the "Notice to Proceed" from the requesting party (**CITY** or **COUNTY**) and agreed to by the non-requesting party (**CITY** or **COUNTY**). After completion of **CONTRACT WORK** on any particular facility, the requesting party (**CITY** or **COUNTY**) shall be responsible for all future maintenance and repair work associated with the **CONTRACT WORK**, unless the non-requesting party (**CITY** or **COUNTY**) receives a future request to provide additional **CONTRACT WORK** under this Agreement, followed by an approval of a written "Notice to Proceed."
- 3.6 The **PARTIES** shall comply with all applicable laws and regulations, including, but not limited to, all applicable Public Contract Code (e.g. bidding requirements), Labor Code (e.g. prevailing wage requirements), Business and Professions Code (e.g. licensing requirements), and Civil Code requirements (e.g. payment bond requirements).

SECTION IV

4.0 IT IS FURTHER UNDERSTOOD AND AGREED:

4.1 The requesting party (**CITY** or **COUNTY**) shall prepare and submit to the non-requesting party (**CITY** or **COUNTY**) a "Notice to Proceed" that outlines the work requested within the scope and budget limitations of this Agreement. The Notice to Proceed shall include the location (street(s) or highway(s)) the work shall take place on, the scope of the work, the requested schedule, the level of service required (if necessary), and other pertinent terms and details for the project within the scope of this Agreement. The **COUNTY** Director of Public Works and the **CITY** Director of Public Works/City Engineer shall have the authority to prepare and submit a "Notice to Proceed," as well as provide estimates and approve **CONTRACT WORK** projects up to \$60,000 each. The non-requesting party shall develop cost estimates and project schedules for review by the requesting party using **COUNTY/CITY**-approved labor and equipment rates that include fringe and overhead for actual employee classifications, equipment rates that will recover the depreciation expenses and the maintenance and repair cost of the equipment used for the proposed work assignment and estimated material costs. If requested, the estimate of cost will be provided to the requesting party prior to the commencement of work. The non-requesting party is under no obligation to perform work tasks and the non-requesting party's representative identified in Paragraph 4.5 may decline to perform the requested work for any reason or for no reason.

4.2 The Effective Date of this Agreement shall be the first date on which all of the following has occurred: (1) the **CITY's** Council and **COUNTY's** Board have approved the Agreement; and (2) the authorized representative of each has signed the Agreement.

4.3 Insurance and Indemnification

COUNTY and **CITY** are authorized self-insured or partially self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance and insurance, they have adequate coverage or resources to protect against liabilities arising out of performance of the terms, conditions or obligations of this Agreement.

Neither **CITY** nor any officer, employee, agent, or volunteer of **CITY** shall be responsible for any damage or liability arising out of, pertaining to, or relating to any acts or omissions on the part of **COUNTY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **COUNTY** or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, **COUNTY** shall fully indemnify, defend (with counsel approved by **CITY**) and hold **CITY** and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of **COUNTY** or

its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **COUNTY** or its contractors under this Agreement.

Neither **COUNTY** nor any officer, employee, agent or volunteer of **COUNTY** shall be responsible for any damage or liability arising out of, pertaining to, or relating to any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **CITY** or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, **CITY** shall fully indemnify, defend (with counsel approved by **COUNTY**) and hold **COUNTY** and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **CITY** or its contractors under this Agreement.

In the event **COUNTY** and/or **CITY** is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, **COUNTY** and/or **CITY** shall indemnify the other to the extent of its comparative fault.

CITY and **COUNTY** agree to waive all rights of subrogation against each other.

- 4.4 No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by **CITY** and **COUNTY**.
- 4.5 All notices, approvals, consents or other documents required or permitted under this Agreement shall be in writing and, except as otherwise provided herein, shall be effective upon personal delivery or three calendar days after deposit in the United States mail, certified, with first class postage, fully prepaid, addressed as follows:

City of Highland
27215 Base Line
Highland, CA 92346
Authorized Representative:
Public Works Director/City
Engineer

San Bernardino County
825 East Third Street
San Bernardino, CA 92415
Authorized Representative:
Director of Public Works

- 4.6 No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a **PARTY** shall give the other **PARTY** any contractual rights by custom, estoppel, or otherwise.
- 4.7 This Agreement shall be governed by the laws of the State of California. If a court of competent jurisdiction declares any portion of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, unless the purpose of this Agreement is frustrated. Any dispute or action to enforce any obligation under this Agreement shall be filed and resolved in the appropriate Superior Court in San Bernardino County, California. In the event of litigation arising from this Agreement, each **PARTY** to the Agreement shall bear its own costs, including attorney's fees. This provision concerning costs shall not apply to costs or attorney's fees relative to paragraphs 4.3.
- 4.8 This Agreement contains the entire Agreement of the **PARTIES** with respect to subject matter hereof, and supersedes all other prior negotiations, understandings or contracts. This Agreement may only be modified in writing, signed by authorized representatives of both **CITY** and **COUNTY**.
- 4.9 This Agreement may be terminated, with or without cause, by either **CITY** or **COUNTY** upon thirty (30) calendar days advance written notice by the party wishing to terminate, provided however, that any such cancellation shall not be effective as to any existing obligations pursuant to any **CONTRACT WORK** authorized prior to notice of cancellation. In the event of cancellation as

provided herein, all **CONTRACT WORK** costs required to be paid by the **PARTIES** prior to the effective date of cancellation shall be paid by the **PARTIES** as provided in this Agreement.

- 4.10 Except with respect to the indemnification obligations contained herein which shall survive the termination of this Agreement, this Agreement shall commence on the date it is approved by both **PARTIES**, and shall terminate on September 30, 2029, unless it is terminated early as provided in Paragraph 4.9.
- 4.11 This Agreement may be signed electronically and in counterparts, each of which shall constitute an original.
- 4.12 The Recitals preceding the terms of this Agreement are incorporated into the terms hereof by this reference and constitute constructive terms of this Agreement.
- 4.13 Since the **PARTIES** or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for any or against any party.

IN WITNESS WHEREOF, **COUNTY** and **CITY** have each caused this Agreement to be subscribed by its respective duly authorized officers on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

City of Highland
(Print or type name of corporation, company, contractor, etc.)

By ► _____
(Authorized signature - sign in blue ink)

Name Penny Lilburn
(Print or type name of person signing contract)

Title Mayor
(Print or Type)

Dated: _____

Address 27215 Base Line
Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form
►

Aaron Gest, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►

Andy Silao, P.E.
Date _____

Reviewed/Approved by Department
►

Noel Castillo, Director
Date _____