CITY OF WATSONVILLE
PARKS AND COMMUNITY SERVICES DEPARTMENT

Request for Proposals for
SOUND AND ENTERTAINMENT MANAGEMENT

PROPOSALS DUE:
Friday, March 1, 2024 by 5:00 pm
City of Watsonville
231 Union Street
Watsonville, CA 95076
REQUEST FOR PROPOSAL (RFP)

Table of Contents

SECTION 1 REQUEST FOR PROPOSAL PAGE 3
SECTION 2 BACKGROUND PAGE 3
SECTION 3 PROJECT OBJECTIVES PAGE 4
SECTION 4 SCOPE OF WORK PAGE 4
SECTION 5 CONTENTS OF PROPOSAL PAGE 6
SECTION 6 GENERAL REQUIREMENTS & INFORMATION PAGE 7
SECTION 7 SELECTION PROCESS PAGE 7
SECTION 8 ACCEPTANCE/REJECTION & NEGOTIATION OF PROPOSAL PAGE 8
SECTION 9 SELECTION TIMETABLE PAGE 9
SECTION 10 QUESTIONS PAGE 9
SECTION 11 RESERVATIONS PAGE 9

ATTACHMENTS

A. Attachment A- Sample Contract for Consultant Services
SECTION 1 | REQUEST FOR PROPOSAL

The City of Watsonville is requesting proposals from qualified individuals or firms for sound and entertainment management for the City of Watsonville Special Events, including the Music in the Plaza Concert Series and Watsonville Strawberry Festival for a period of one (1) year, with the option to renew for two (2) additional one (1) year terms. The required services and performance conditions are described in the Scope of Work. This set of services will ideally be awarded to one contractor, but may be separately awarded to multiple contractors.

SECTION 2 | BACKGROUND

The City of Watsonville is a growing community in southern Santa Cruz County with a population of 51,199, according to the last census, and at least 81% of the City’s population is Hispanic. Watsonville is known all over the world for its long and rich heritage as a center for agriculture – especially berries. Watsonville is also a proving ground for entrepreneurs and businesses from all types of industries and emerging technologies. Its central location, nestled between the Monterey Bay and the Santa Cruz mountains, offers growing companies quick and easy highway access. Watsonville’s location is topped only by its ideal climate and the rustic, small town charm of a close-knit rural community.

The Parks and Community Services Department is responsible for delivering quality parks and recreation programs, services and facilities and improving the quality of life of residents. The Department accomplishes this by providing recreational experiences, fostering human development, promoting health and wellness, increasing cultural awareness, facilitating community problem-solving, protecting natural resources, strengthening safety and security, strengthening community building and supporting economic development. The Department is comprised of a Parks Division and a Recreation Division.

The Parks Division strives to provide a safe, clean and green environment for the community to enjoy. Staff will protect environmental resources and strengthen community image and sense of place within the City’s neighborhoods by maintaining Watsonville’s 26 public parks for a total of 143.34 acres, maintain street median islands, City trees and landscaping and public grounds.

The Recreation Division provides recreation and leisure services at five recreation centers and through youth development programs, youth and adults sports, aquatics, adult programs, camps, classes and facility rentals. The Recreation Division also oversees the production of City and Department special events including the Music in the Plaza Concert Series and the Watsonville Strawberry Festival. The Music in the Plaza concert series features a variety of bands that play to the enjoyment of the community. The series consists of 6 concerts held at the Watsonville City Plaza and gathering an attendance average of 85+ community members who join us for the music and dancing. The Watsonville Strawberry Festival is held the first weekend in August in downtown Watsonville. The event features live entertainment, food, arts and crafts vendors and a family-oriented carnival. This event attracts over 30,000 people to downtown Watsonville for this 2-day event.
SECTION 3  PROJECT OBJECTIVES

A. To provide quality sound and entertainment at City of Watsonville Special Events:
   a. Music in the Plaza Concert Series, and
   b. Watsonville Strawberry Festival
B. Work collaboratively with City Staff to ensure quality entertainment for the above-mentioned special events by providing a variety of family-friendly acts (e.g., original performers for each concert within one year cycle, lyrics free of profanity) with intention of meeting increased event attendance goal.

SECTION 4  SCOPE OF WORK

The scope of services to be performed by the CONTRACTOR shall include the following:

**For All Events**
1. Serve as the coordinator for the entertainment of the event. Develop schedules (“Run of Show”) for the entertainment portion of the events for review and approval by the Parks and Community Services Department at least two months prior to event series start date in 2024 and at least four months prior to event series start date in subsequent years.
2. Provide relevant event information upon request from the Parks and Community Services Department or other City Department on or before the respective Department’s due date.
3. Dedicate as necessary the appropriate staff members or volunteers to assist with the event production.
4. Provide all necessary sound equipment required for implementation of the entertainment, including set up/tear down of equipment.
5. Contractor may solicit event sponsors to lower/subsidize production costs. Contractor’s sponsors may not sell any merchandise. They may not display or distribute promotional material that contains any images or wording that is provocative, demeaning, that references drugs, alcohol, tobacco or sex or that contradict the values of the City. Contractor shall provide the list of sponsors to the City 30 days or more prior to the event for review and approval.
6. The City is interested in proposals that include new and creative event elements that enhance attendee experience, add value to the event and limit costs to the City. Please include specifics regarding services (e.g., marketing, advertising services, provision of event infrastructure or A/V equipment, recruitment and management of food and/or retail vendors for Strawberry Festival).

**Music in the Plaza**
A. Contractor shall recruit, book and schedule performances for the concerts, consisting of one (1) performer for each concert date beginning the third Friday in June and recurring on every first and third Fridays through early September (6 concerts). Each performance shall consist of two (2) 55-minute sets between 6-8 p.m., with a 10-minute intermission. In order to ensure a variety of music that appeals to the entire community, musical genres shall include, but not be limited to, Rock and Roll, Blues, R&B/Soul, Banda, Pop, Country, Oldies and others. Each genre should be offered only once during the series.
B. All performances shall be approved in advance by the City. Contractor shall provide the City with final schedule 60 days prior to the first event.

C. Provide a min. 20’ wide x 16’ deep x 2’ high stage for concert events beginning the third Friday in June and recurring on every first and third Fridays through early September (6 events) and for two (2) additional events in mid-September and on the last Friday in October and make all necessary arrangements for set up and breakdown of the performance platform. (Please note: performers will not be required for mid-September and October events, however stage will be).

D. Provide jpeg photos of selected bands and three-line descriptions to be used for concert advertising.

E. Provide onsite production manager for the Music in the Plaza Concert Series. Manager will act as a point of contact on show day for performers, production staff and sponsors for each of the six concerts in the Concert Series (beginning the third Friday in June and recurring on every first and third Fridays through early September) from 6pm – 8pm at the Watsonville City Plaza.

**Watsonville Strawberry Festival**

A. Contractor shall recruit, book and schedule five (5) live performances each day for the main stage between 11 a.m. and 7 p.m. on August 2 and 3, 2024 and on the first Saturday and Sunday in August of any years in which contract may be renewed. This shall include both Spanish Language and English Language musical performance and at least one headliner shall be scheduled on each day of the festival.

B. Contractor shall provide a minimum of four (4) live performances each day in the Beer and Wine Garden between 12:30 p.m. and 6:30 p.m. on August 2 and 3, 2024 and on the first Saturday and Sunday in August of any years in which contract may be renewed. Performances should be diverse and represent all demographics of the community.

C. All performances shall be approved in advance by the City. Contractor shall provide the City with final entertainment schedule 60 days in advance.

D. Contractor shall provide management for the stages during the Festival. This includes a host emcee, DJ, and stage crew.

The CITY shall provide the following resources for events:

A. Electricity
B. City Coordinating Staff

**Watsonville Strawberry Festival ONLY**

A. A min. 12’ wide x 16’ x 1’ stage for the Beer and Wine Garden and all necessary arrangements for set up and breakdown of the performance platform.

B. A min. 20’ wide x 40’ deep x 4’ high main stage in the City Plaza and all necessary arrangements for set up and breakdown of the performance platform.

C. Green room area (2) 10’x10’ canopies w/ 4 walls

D. Private restroom and handwashing facilities for performers at Main Stage.
Please provide an electronic copy of the proposal to jessica.beebe@watsonville.gov. All proposals must include the following information in order to be considered:

1. Cover Letter: Provide a brief cover letter that includes all of the following information:
   a. Respondent's name, address, phone number, and website address;
   b. Type of organization (e.g. corporation, partnership, etc.);
   c. A summary of general information about Respondent and the types of services it provides in relation to the Services required by the City;
   d. Contact information, including name, title, address, phone number, and email of Respondent's primary representative for purposes of this RFP.

   The cover letter must be signed by a representative that is authorized to bind Respondent by contract and must state his or her name, title, and email address.

2. General Qualifications: Provide a brief description of the Respondent's business, including the number of years in business under the current name. Describe the size of the business, including total number of employees and offices, and identify and briefly describe each local office that will be involved in providing the Services if awarded the Agreement. Describe how and why Respondent is qualified to provide the Services.

3. Experience. Identify services respondent has provided in the last five years that are similar in scope and nature to the Services required by this RFP, particularly with respect to services provided to other cities or public agencies. For each example, provide (1) a brief description of the services provided, (2) an explanation of why this experience is relevant to the required Services, and (3) the name and address of the contracting agency, including contact information for a reference check (name, title, phone number, and email address).

4. Staffing. Identify by name and title respondent’s key personnel that will be assigned to provide the services and for each, include a resume with his or her education, training, and experience. Identify by name, address, and website, each sub-consultant or subcontractor, if any, that will be involved with providing the Services, including the proposed role for each such subconsultant or subcontractor. Include all applicable license numbers for any license required to perform the Services.

5. Proposed Approach. A detailed description of the proposer’s approach for managing the project. The description should include, at a minimum, all tasks listed in the "Scope of Work". In addition, the proposer should include any steps/tasks not included in “Scope of Work” that proposer thinks would materially affect the quality of the project. The quality and thoroughness of the proposer’s description of project tasks is an evaluation criterion. Please include any additional new or creative event elements proposed that enhance attendee experience, add value to the event and limit costs to the City.

6. Price. Provide a detailed price proposal that is fully inclusive of all costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of the Agreement. Provide a total "not to exceed" amount for the project.
7. References: Three professional references for which the CONTRACTOR has performed services of similar size, scope and complexity including name, email, address and phone number and description of service performed and date of performance.

8. Statement of agreement to standard City contract for Consultant Services and insurance requirements. Changes to the standard City contract will not be considered.

Proposals are due by **5:00 pm Friday, March 1, 2024**. Late submittals will not be considered and will be returned unopened. The proposals must be emailed to:

jessica.beebe@watsonville.gov

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**SECTION 6  GENERAL REQUIREMENTS AND INFORMATION**

The consultant selected pursuant to this request for proposal will be required to comply with the following requirements:

1. A City of Watsonville business license - All consultants must possess a City of Watsonville business license.
2. Consultant should possess all applicable licenses and certifications required by the State of California and the City of Watsonville. Consultant shall also maintain all other business and professional licenses that may be required by Federal, State and local codes.
3. W-9
4. Must be able to satisfy all requirements pertaining to insurance (See Section 9 of Consultant agreement).

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**SECTION 7  SELECTION PROCESS**

City staff will review all submitted proposals to determine those Contractors that best meet the requirements of this RFP and the evaluation criteria listed below.

<table>
<thead>
<tr>
<th>#</th>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost Proposal</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>Understanding of the scope of work to be performed</td>
<td>15</td>
</tr>
</tbody>
</table>
3. Response to the project objectives and scope outlined in this RFP

4. Creativity and problem solving provided in proposal

5. Qualifications and experience as it relates to the scope of work in this RFP

6. References and satisfactory record of performance

7. Project Schedule

Total Points Possible: 100

All proposals submitted shall be valid for a minimum period of one-hundred and twenty (120) calendar days following the last date established for proposal submission. Proposals may be withdrawn on written request from the proposer at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the time set for proposal submission.

It is the intent of the City to enter into a contract for services with the selected consultant no later than sixty (60) days of the last date established for proposal submission. The City reserves the right to reject any and all proposals. The final selection will not be based on the lowest-bid, but rather the best value.

SECTION 8  ACCEPTANCE OR REJECTION AND NEGOTIATION OF PROPOSAL

The City of Watsonville reserves the right to accept or reject any or all proposals, or select more than one firm to complete this work. After selection by the City, the contents of the submitted proposal will become a contractual obligation. Failure to agree to include the proposal as part of the contractual agreement will result in cancellation of the award.

The City of Watsonville reserves the right to negotiate a modification to, or accept any part of the proposal, and will not be obligated in any way to accept those parts that do not meet the approval of the City. Terms and conditions of the contract will be subject to the approval of the City Attorney. The proposal, draft report, and final report shall become the property of the City of Watsonville.

SECTION 9  SELECTION TIMETABLE
Questions regarding this RFP should be submitted in writing and directed to Jessica Beebe, Recreation Supervisor, via e-mail at jessica.beebe@watsonville.gov no later than February 12, 2024. As necessary, responses to questions will be issued via an addendum. The City of Watsonville reserves the right to reject any and all proposals. The City looks forward to your response to this Request for Proposals.

*PLEASE NOTE: *This RFP, subsequent addendums, and all attachments are available online at the City of Watsonville’s website at [www.watsonville.gov](http://www.watsonville.gov).

### SECTION 10  QUESTIONS

#### Questions:

1. All proposals will become the property of the City of Watsonville and will not be returned to Consultants. Consultants are advised that all documents submitted with their proposals are public records open to inspection without redaction, and are directed to California Government Code Section 6250 (Public Records Act), which is available on the State Internet site ([www.ca.gov](http://www.ca.gov)).

2. The City of Watsonville reserves the right to reject any and all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, without liability, obligation, or commitment to any party, Consultant, or organization.

3. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal, and to negotiate the final scope of services with the selected consultant. The City is not liable for any costs incurred by consultants prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the consultant in responding to the RFP are entirely the responsibility of the consultant, and shall not be reimbursed in any manner by the City of Watsonville. No materials or labor will be furnished by the City.

4. The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and
negotiations with any qualified respondent in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

5) If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected.

6) The City reserves the right to obtain written clarification of any point in a Consultant's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Consultant to respond to such a request for additional information or clarification may result in rejection of the Consultant's proposal.

7) Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Consultant’s proposal not being reviewed.

8) City of Watsonville reserves the right, without qualification, to select a Consultant for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent’s respective records of past performance.

9) The consultant's proposal shall not be made contingent upon uncertain events, which shall not have occurred until after the RFP is completed.

10) In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFP will be provided to Consultants who received an original invitation to bid via email OR responded to us with their contact information as described on the cover letter of this RFP. Changes to the RFP shall be accomplished by an amended page or pages.
ATTACHMENT A

CONTRACT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF WATSONVILLE AND _______________

THIS CONTRACT, is made and entered into this ____________________, by
and between the City of Watsonville, a municipal corporation, hereinafter called "City,"
and ____________________________, hereinafter called "Consultant."

WITNESSETH

WHEREAS, the City needs to obtain certain professional, technical and/or specialized
services of an independent contractor to assist the City in the most economical manner; and

WHEREAS, Consultant has the requisite skill, training, qualifications, and experience to
render such services called for under this Contract to City.

THE PARTIES HEREBY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICES. Consultant shall perform those services as
specified in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which is attached
hereto and incorporated herein.

SECTION 2. TERM OF CONTRACT. The term of this Contract shall be from
____________, 20__ to ____________, 20__, inclusive.

SECTION 3. SCHEDULE OF PERFORMANCE. The services of Consultant are
to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE
OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant
will diligently proceed with the agreed Scope of Services and will provide such services in a
timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

SECTION 4. COMPENSATION. The compensation to be paid to Consultant
including both payment for professional services and reimbursable expenses as well as
the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION,"
which is attached hereto and incorporated herein.

SECTION 5. METHOD OF PAYMENT. Except as otherwise provided in Exhibit
"C," each month, Consultant shall furnish to the City a statement of the work performed
for compensation during the preceding month. Such statement shall also include a
detailed record of the month's actual reimbursable expenditures.

SECTION 6. INDEPENDENT CONSULTANT. It is understood and agreed that
Consultant, in the performance of the work and services agreed to be performed by
Consultant, shall act as and be an independent Consultant and not an agent or
employee of City, and as an independent Consultant, shall obtain no rights to retirement
benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

SECTION 7. ASSIGNABILITY. Consultant shall not assign or transfer any interest in this Contract nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect.

SECTION 8. INDEMNIFICATION.

To the full extent permitted by law (subject to the limitations of Civil Code section 2782.8 for any "design professional services" performed under this Contract), Consultant will indemnify, hold harmless, release and defend the City (including its officers, elected or appointed officials, employees, volunteers or agents) from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses or costs [including legal costs and attorney's fees]) (collectively "Liability") of any nature, to the extent arising out of, pertaining to, or relating to Consultant's negligence, recklessness, or willful misconduct in the performance of this Contract. In no event shall the cost to defend charged to the Consultant exceed the Consultant's proportionate percentage of fault. Consultant's indemnification obligations under this Contract are not limited by any limitations of any insurance held by Consultant, including, but not limited to, workers compensation insurance.

SECTION 9. INSURANCE.

A. Errors and Omissions Insurance. Consultant shall obtain and maintain in full force throughout the term of this Contract a professional liability insurance policy (Errors and Omissions), in a company authorized to issue such insurance in the State of California, with limits of liability of not less than One Million Dollars ($1,000,000.00) to cover all professional services rendered pursuant to this Contract.

B. Auto and Commercial General Liability Insurance. Consultant shall also maintain in full force and effect for the term of this Contract, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Contract. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than $500,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and elected officials, and its employees as insureds; and (b) be primary with respect to insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a
combined single limit of not less than $500,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Workers’ Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant shall be insured against liability for Workers’ Compensation or undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of any work under this Contract.

D. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide certificates and endorsements of insurance to the City Clerk before Notice to Proceed to Work of this Contract will be issued. Certificates and policies shall state that the policy shall not be canceled or reduced in coverage without thirty (30) days written notice to City. Approval of insurance by City shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from services or operations performed pursuant to this Contract. Consultant shall not perform any work under this Contract until Consultant has obtained the required insurance and until the required certificates have been submitted to the City and approved by the City Attorney. If Consultant fails or refuses to produce or maintain the insurance required by these provisions, or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Contract immediately without any financial or contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

E. Written notice. Contractor shall provide immediate written notice if (1) any insurance policy required by this Contract is terminated; (2) any policy limit is reduced; (3) or any deductible or self insured retention is increased.

SECTION 10. NON-DISCRIMINATION. Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin or disability in connection with or related to the performance of this Contract.

SECTION 11. TERMINATION.

A. City and Consultant shall have the right to terminate this Contract, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, City may terminate this Contract immediately upon written notice.

C. The City Manager is empowered to terminate this Contract on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon
receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 12. COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Consultant shall obtain and maintain a City of Watsonville business license during the term of this Contract.

**SECTION 13. GOVERNING LAW.** City and Consultant agree that the law governing this Contract shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Contract shall be filed and maintained in the Municipal or Superior Court of the County of Santa Cruz.

**SECTION 14. PRIOR CONTRACTS AND AMENDMENTS.** This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment.

**SECTION 15. CONFIDENTIAL INFORMATION.** All data, documents, discussions or other information developed or received by or for Consultant in performance of this Contract are confidential and not to be disclosed to any person except as authorized by the City Manager or his designee, or as required by law.

**SECTION 16. OWNERSHIP OF MATERIALS.** All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

**SECTION 17. COVENANT AGAINST CONTINGENT FEES.** The Consultant covenants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure the Contract, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract, for breach or violation of this covenant, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

**SECTION 18. WAIVER.** Consultant agrees that waiver by City or any one or more of the conditions of performance under this Contract shall not be construed as waiver of any other condition of performance under this Contract.

**SECTION 19. CONFLICT OF INTEREST.**
A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Contract. Consultant shall file a disclosure statement, if required by City Council Resolution, which shall be filed within thirty (30) days from the effective date of this Contract or such Resolution, as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer, or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

SECTION 20. AUDIT BOOKS AND RECORDS. Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

SECTION 21. NOTICES. All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

CITY
City Clerk’s Office
275 Main Street, Suite 400
Watsonville, CA 95076
(831) 768-3040

CONSULTANT
ADD INFORMATION

SECTION 22. EXHIBITS:

Exhibit A: Scope of Services
Exhibit B: Schedule of Performance
Exhibit C: Compensation

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WITNESS THE EXECUTION HEREOF, on the day and year first hereinabove written.
EXHIBIT "A"

SCOPE OF SERVICES

The scope of services is as follows:
Services shall commence immediately upon execution of this Contract. All services performed under the provisions of this Contract shall be completed in accordance with the following schedule:
EXHIBIT “C”

COMPENSATION

a. Total Compensation. The total obligation of City under this Contract shall not exceed___________________________.

b. Basis for Payment. Payment(s) to Consultant for services performed under this Contract shall be made as follows and shall [not] include payment for reimbursable expenses:

c. Payment Request. Consultant shall submit a request for payment for services on a monthly basis by letter to Director, or said Director's designated representative. Such request for payment shall cover the preceding monthly period during the term hereof, shall note the City's purchase order number for this Contract, shall contain a detailed listing of the total number of items or tasks or hours for which payment is requested, the individual dates on which such services were rendered, and invoices for reimbursable expenses, if any. Upon receipt in the Office of Director of said payment request, Director shall cause payment to be initiated to Consultant for appropriate compensation.