

REQUEST FOR PROPOSALS
LAFCo Municipal Service Review and Sphere of Influence Update
for the
San Mateo County Harbor District
December 4, 2014

Overview

San Mateo Local Agency Formation Commission (LAFCo) invites proposals from qualified consultants to perform a fiscal analysis, municipal service review (MSR) and sphere of influence (SOI) update for the San Mateo County Harbor District (District).

This work is to be completed in compliance with California Government Code Section 56430 (see [Attachment B](#)).

Background

The mandate for LAFCos to conduct service reviews is part of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) contained in Section 56000 et seq. LAFCos are required to conduct service reviews prior to or in conjunction with SOI updates, and are required to review and update as necessary the SOI for each city and special district every five years or as needed.

San Mateo County Harbor District is an independent district with countywide boundaries operating pursuant to Section 6000 et seq. of the California Harbor and Navigations Code. The District receives a share of countywide property tax, fees, rental, and interest income and operates Pillar Point Harbor in El Granada and Oyster Point Marina in South San Francisco. More information about the District can be found at www.smharbor.com.

Scope of Services

An MSR and SOI update would study District finances and operations in the three areas of District administration, Pillar Point Harbor operations, and Oyster Point Marina operations in the context of District enabling legislation (Harbors and Navigation Code Section 6000 et seq.) and the following mandated determinations contained in Government Code Section 56430 for MSRs and Section 56425 for SOI reviews.

Government Code Section 56430

In preparing the MSR for each local agency, the Commission shall consider and prepare a written statement of its determinations with respect to each of the following areas:

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs or deficiencies related to sewers,

municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the SOI

4. Financial ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery as required by LAFCo policy

Government Code Section 56425(e)

In determining the SOI of each local agency, the Commission shall consider and prepare a written statement of its determinations with respect to each of the following areas:

1. The present and planned land uses in the area, including agricultural and open-space lands
2. The present and probable need for public facilities and services in the area
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency

Areas of Analysis

Based on these areas of determination and the scope of services (SOS), the proposal should break down proposed costs for Fiscal Analysis and Management/Governance separately as detailed below:

Fiscal

1. In the areas of District administration, Pillar Point Harbor operations, and Oyster Point Marina operations:
 - a. Three-year Revenue/Expenditure Budget Trends, Ratios of Revenue Sources, Ratio of Reserve/Fund Balance to Annual Expenditures, Annual Debt Service Expenditures to Total Annual Expenditures, and Capital Improvement Program based on current and three previous budgets and audits. (San Mateo LAFCo will compile audits, budgets and resolutions related to budgets, rate setting, and appropriations limit.)
 - b. Analysis of the District's current obligations and the extent to which the successor would be obligated to continue to perform those obligations after dissolution (e.g., retiree health benefits), the allocation/distribution of assets (e.g., property, records, funding), disposition of liabilities, et cetera;
2. Calculation of appropriations limit

3. Fiscal analysis of existing and alternative means of funding services specific to each facility (rate setting, cost recovery, and cost savings from recommended efficiencies)
4. Analysis of the current and future need for services at District facilities and a description of the value of these services to the County as a whole given the countywide boundaries for property tax collection and the number of other marina facilities located in the County.
5. Analysis of fiscal controls, accountability, and transparency

Management and Governance

1. Analysis of transparency in the area’s website and Ralph M. Brown Act compliance
2. Identification of governance options, including status quo, reorganization of the District (dissolution with long-term successor(s), alternative boundaries (detachment of areas that do not directly or indirectly benefit from the facilities and operations of the District), and any other viable service options

Budget

Proposals that demonstrate that the final product will meet the requirements of the CKH Act and provide useful information in a concise format at the lowest cost will be considered more favorably. Proposals should break down the proposed cost of services related to both sections under [Areas of Analysis](#) above.

Schedule

Proposals due	Monday, January 5, 2014, 5:00 pm PST
Screening	Week of January 5, 2014
Commission consideration of contract approval	Wednesday, January 21, 2015
Consulting work begins	Monday, February 2, 2015

Proposal Requirements

Responses to this Request for Proposals (RFP) must include all the following items:

1. A statement regarding the anticipated approach for this project, discussing and identifying suggested changes and/or additional details to the draft SOS (see [Attachment D](#)).
2. An overall project schedule, including the timing of major work tasks.
3. Identification of the lead staff responsible for the project and identification of the staff that will be performing the day-to-day work.
4. Identification of any subcontractors who will be involved and a description of the work they will perform. Please include the information outlined in Items 1 and 2 above for each subcontractor.
5. References of similar work performed for past projects by the proposing firm.

6. Documentation from the proposing firm’s insurance carrier confirming the coverage outlined below:

Insurance Type	Coverage Limit
General Liability	\$1,000,000
Professional Liability	\$1,000,000
Motor Vehicle Liability	\$1,000,000
Workers’ Compensation	Statutory

7. Completion of the Equal Benefits Compliance Declaration Form (see [Attachment F](#))
8. The anticipated project cost, including:
 - a. The total cost (not to exceed the total budget amount)
 - b. The cost for each major subtask identified under Topics A and B in the draft SOS as outlined in the proposal.
 - c. The hourly rate for each staff member who will be involved in the work, including the rates for any subcontractors.
9. A copy of a completed MSR or similar study prepared by the proposing firm

Submittal Requirements

Deadline: Complete proposals must be received by LAFCo by **5:00 pm on or before Monday, January 5, 2015.**

Number of Copies: Please submit four (4) bound copies and one (1) unbound, fully reproducible copy.

Mail/Shipping and Contact Information

Martha Poyatos, Executive Officer

San Mateo LAFCo

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-4224 voice

(650) 363-4849 fax

mpoyatos@smcgov.org

Attachment B. California Government Code Section 56430

(a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) Growth and population projections for the affected area.
- (2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
- (4) Financial ability of agencies to provide services.
- (5) Status of, and opportunities for, shared facilities.
- (6) Accountability for community service needs, including governmental structure and operational efficiencies.
- (7) Any other matter related to effective or efficient service delivery, as required by commission policy

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with Section 56425 or Section 56426.5 or to update a sphere of influence pursuant to Section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.

Attachment C. San Mateo LAFCo Municipal Service Review Policies

Purpose

These policies are intended to provide guidance to the San Mateo Local Agency Formation Commission (LAFCo) and staff in the preparation and implementation of municipal service reviews (MSRs) as required by Government Code Section 56430.

Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires that, in order for LAFCo to review and update spheres of influence, LAFCo shall conduct MSRs. The mandate for MSRs is the product of the Commission on Local Governance of the 21st Century report *Growth Within Bounds*. The report identified a need to comprehensively study existing and future public service conditions, evaluate organizational options for accommodating growth and preventing urban sprawl, and ensuring that critical services are provided in an efficient and cost-effective manner. *Growth Within Bounds* identified service reviews as an opportunity for LAFCos to encourage agencies to work cooperatively to more effectively accomplish their shared public service objectives, including public participation in decision-making.

Goals and Objectives

Effective January 1, 2000, Section 56430 required LAFCo to conduct MSRs and prepare a written statement of determination with respect to *nine determinations and effective January 1, 2008, amended the determinations as follows:*

1. Growth and population projections

Analysis will include Census population, California Department of Finance, and Association of Bay Area Government population projections and other information where appropriate in assessing existing and future service needs.

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (SOI)

“Disadvantaged unincorporated community” means inhabited territory, as defined by Section 56046, that constitutes all or a portion of a “disadvantaged community,” a community with an annual median household income that is less than 80 percent of the statewide annual median household income as defined by Section 79505.5 of the Water Code.

3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the SOI

4. Financial ability of agencies to provide services

Analysis will include agency budgets, budget trends, audits, fee schedules, revenue sources, and other information necessary to assess the fiscal viability/health of the agency.

5. Status of and opportunities for shared facilities

Replaces former determinations of shared resources and cost-avoidance opportunities. Analysis will include existing practices and potential opportunities in regard to sharing common facilities and/or contracting for services, et cetera, with other agencies.

6. Accountability for community service needs, including governmental structure and operational efficiencies

Replaces management efficiencies and government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, local accountability, and governance.

Analysis will include public availability of agency budget, agenda, reports, and other documents; source data such as organizational charts, budgets, website, and survey information provided by agencies; and potential reorganization pursuant to the CKH Act, enabling legislation, and State legislative policies that encourage efficient delivery of services and logical boundaries.

7. Any other matter related to effective or efficient service delivery, as required by Commission policy

This is a new determination that permits the Commission to adopt other determinations on a case-by-case basis based on unique local conditions. These may vary based on changes in enabling legislation, operations, or regulatory requirements since agency formation; unusual events impacting the agency; or other unforeseen factors.

Section 56430 does not require LAFCo to initiate changes of organization based on service review findings, but rather that LAFCo make determinations regarding the provision of public services pursuant to Section 56430 (1) through (7). The Commission's MSR determinations may be used by LAFCo and affected public agencies or the community to initiate changes to services, local jurisdictions, or spheres of influence. However, in adopting these policies, San Mateo LAFCo acknowledges that the preferred form of initiation of a change of organization is an application submitted by affected agencies, residents, property owners, or voters. Service reviews shall therefore be conducted in a manner to inform and to serve as a tool for any actions a public agency or community may wish to initiate by application to LAFCo.

Conduct of Municipal Service Reviews in Conjunction with Sphere of Influence Reviews

Generally, reviews will be prepared in conjunction with SOI studies or updates; however, service reviews may also be conducted independent of the SOI process. Minor amendments to a sphere of influence, as determined by LAFCo, will not require an MSR.

Services to be Included

The term “municipal service” refers to the full range of services an agency is authorized to provide. Municipal service reviews will include water, sewer, drainage, harbor, libraries, roads, parks, police, and fire protection. General government services such as courts, social services, human resources, treasury, tax collection, and administrative services will generally not be included. LAFCo will determine which services will be included in each service review.

Agencies to be Included

Local agencies that are subject to LAFCo review, or are required to have an SOI, are subject to MSRs. Whenever possible, data on services provided by other agencies providing the same services will also be included. These agencies include private water utilities, mutual water companies and county-governed districts that are not subject to LAFCo SOI designations.

Boundaries

LAFCo will determine the final geographic boundary and agency(ies) that will be the subject of a service review. Factors that may be considered in determining a service review boundary include, but are not limited to: existing city and special district jurisdictional and sphere boundaries; topography; geography; community boundaries; tax/assessment zones; infrastructure locations; transportation systems and roads; areas with shared facilities; areas with shared social and economic communities of interest, plus other factors as determined by LAFCo.

With the exception of single-purpose, countywide special districts, service reviews will generally be conducted for subregional areas within the County of San Mateo. However, as determined by the Commission, a service review may be done for a single agency or multiple agencies as the need may arise.

Data Collection Criteria

Categories set forth in (1) through (6) of Section 56430 will require input from affected agencies based on budgets, capital improvement plans, engineering studies, general plans and other agency documents. Information shall also be gathered from the Association of Bay Area Government (ABAG) projections reports and the California Department of Finance (DOF). Data will be presented to the extent possible in comparative format showing rates per unit, cost per capita, et cetera, according to industry standards. Analysis shall also acknowledge unique circumstances that may exist for a specific agency or type of agencies. Examples include challenges posed by topography or external influences or challenges such as those faced by the County’s water agencies.

California Environmental Quality Act

Local agencies that submit applications for SOI amendments requiring MSRs will be considered lead agencies for purposes of environmental review and should approve whatever environmental determination is appropriate under the California Environmental Quality Act (CEQA), i.e., exemption, negative declaration, or environmental impact report.

For MSRs conducted as part of periodic SOI review, LAFCo shall determine the necessary environmental review or exemption under CEQA.

Municipal Service Review Process

- A. LAFCo will determine the priority, schedule, procedure and content for service reviews as required for SOI reviews for the County’s 20 cities and 23 independent special districts. LAFCo will develop a priority work plan of service reviews to be addressed during the fiscal year.
- B. MSRs will be prepared by staff unless the Commission finds that due to complexity, controversy or staff resources, the review should be conducted by an independent consultant.
- C. LAFCo will mail a survey/questionnaire to the affected agency(ies) identified in the service review work plan. The survey/questionnaire shall contain questions related to Section 56430 (1) through (6).
- D. Staff shall prepare a preliminary report for review and comment by affected agencies, residents, property owners, or other interested parties.
- E. LAFCo may hold public scoping meetings or study sessions, as necessary, for selected service reviews to gather additional input.
- F. LAFCo may establish a service review committee to provide technical and/or policy advice to LAFCo staff. The service review committee may consist of LAFCo Commissioners from each representative category (county, cities, special districts and the public).
- G. LAFCo staff will prepare a final MSR report that includes the determinations required by State Law. The report may identify future studies or actions, which LAFCo or other agencies may take to implement the recommendations of the report.
- H. The Commission will consider the MSR report and determinations at a noticed public hearing prior to reaffirming or amending an SOI. The report will be available for a public review period prior to the hearing.

Adopted March 20, 2002

Revised February 20, 2008

Updated April 2014 to incorporate revised areas of determination

Attachment D. Scope of Services

The area under study includes the San Mateo County Harbor District (District) and the two facilities operated by the District. San Mateo County, several cities, and private entities operate marina facilities within Harbor District boundaries. LAFCo will collect rate information from these entities for use in analyzing rates of the Harbor District.

TASK 1 – Preparation

Based on the survey responses (see [Attachment E](#)) and preliminary information provided, prepare supplemental survey instrument(s) for additional comments or materials needed from the District. (Initial materials provided to the contractor will include current and previous fiscal year budget and financial statements.)

Data collection should include:

1. The total assessed valuation, total population, and total number of current users for each service.
2. All areas currently receiving services that are (a) outside the existing boundaries and (b) that are outside the existing SOI for the District.
3. Enumeration of the services provided by the District.
4. The level of service standards, service policies, or service objectives for the District.
5. The existing and projected demand for services.
6. The approximate cost for provision of each service provided.
7. Any contracted services provided by the District, including services provided by agreement/contract.
8. The major service related issues facing the District and potential actions by LAFCo (e.g., SOI changes or initiation of mergers, consolidations, or dissolutions) that could address these issues, if any.

TASK 2 – Supplemental Information Collection and Verification

San Mateo LAFCo will have distributed and received survey data and relevant source documents for the District such as applicable statutes, service area maps, master service plan, general plan, and other information relevant to completing an MSR.

1. Gather growth projection information from relevant state, regional, subregional, and local agencies, e.g., Association of Bay Area Governments (ABAG), California Department of Finance (DOF).
2. In conjunction with LAFCo, hold a “kick-off” meeting with the District.
3. Contact or meet as necessary with the appropriate District representative(s) to ensure that all necessary information has been collected.
4. Enter all information collected in profile format.

TASK 3 – Working Draft Service Review

1. Prepare a working draft service review report that includes:
 - a. A summary description about the District, including applicable maps (to be provided by LAFCo), tables, and graphs.
 - b. Quantitative information concerning budgets, fees, et cetera.
2. Prepare a working draft summary service review report for the subregion that summarizes and compares the data collected for the District and includes the following:
 - a. Recommended written determinations for each of the nine factors in Section 56430.
 - b. Recommendations for SOI update actions, mergers, consolidations or dissolutions, if any, and any other significant observations.
3. In conjunction with LAFCo staff, distribute the working draft service review and summary comparison reports to the District for review and comment; meet with the District and LAFCo staff to discuss.

TASK 4 – Final Draft Service Review

1. Based on the input received on the working draft service review report, prepare a final draft service review that includes all updated information from [Task 3](#).
2. In conjunction with LAFCo staff, distribute or make available the final draft service review to the District, LAFCo, and the general public.
3. Present the public draft report to LAFCo for review and comment at a public hearing.

TASK 5 – Final Service Review Report

Based on direction from LAFCo subsequent to the public hearing on the draft service review report, create a final service review report.

Attachment E. San Mateo LAFCo Municipal Service Review Survey

Date issued: _____

Response requested by: _____

Agency Profile

1. Agency name, address, and website
2. District Principal Act
3. Incorporation/formation date
4. Services provided
5. Total number of employees
6. Acreage or square miles within agency
7. Total population within agency (specify source of information)
8. Please provide links to the following items:
 - a. Strategic plan
 - b. Current organizational chart
 - c. Annual report
 - d. Mission statement
 - e. Copy of three most recent adopted budgets
 - f. Copy of three most recent financial audits
 - g. Copies of newsletters or other regular correspondence to users/ratepayersIf any of the above items are not available, please explain.
9. Agency contact, e-mail, and phone
10. Approving official's signature (e.g., district manager, finance director)

Infrastructure – Facilities and Services

1. Provide an inventory of District assets including lands, buildings, equipment, apparatus and vehicles/vessels.
2. How are infrastructure needs determined? If needs are addressed in the agency's Capital Improvement Program (CIP) or Master Plan, please provide links to these documents.
3. If additional or upgraded infrastructure is required to accommodate growth, how will it be financed?
4. Provide infrastructure upgrade and replacement schedules. Describe how the schedules are being met.

5. List and describe infrastructure deficiencies. Explain how deficiencies will be addressed; indicate if the deficiencies have resulted in any permit or other regulatory violations.
6. Describe any capital facilities that are underutilized, or facilities that could be shared by another agency.
7. How are service needs forecasted?
8. How are growth and population projections integrated with the agency's plans for future service needs?
9. If a particular service is provided less than district-wide, provide a map showing the geographic area where the service is provided.
10. Describe any inequities (variations) in service levels within your agency. Explain why the inequities (variations) exist.
11. Identify areas within the agency that might be more efficiently served by another agency.
12. Identify areas outside the agency boundaries that your agency could provide services in an efficient manner.
13. List planned or pending development and jurisdictional boundary changes that may require agency services. Provide description and location.
14. Describe any joint power agreements or arrangements with other agencies regarding shared facilities, infrastructure, or services.

Management Efficiencies and Accountability

1. What awards or recognition has the agency received?
2. List the total number of employees in your agency by category (e.g., executive, management, administrative, professional, operations), the number of vacant positions for the last three years, and the number of new hires each year for the last three years.
3. Describe staff reorganizations that have occurred within the last three years.
4. What administrative, management, and operations functions are provided to the agency by private companies or other public agencies? Explain any management efficiencies and/or cost avoidance opportunities associated with these arrangements.
5. Describe cooperative arrangements with other agencies that produce administrative, management, and/or operational efficiencies.
6. Describe policies covering employee and contractor performance incentives, both financial and otherwise.

7. Explain agency policies and procedures pertaining to competitive bidding and sole-source procurement. List and describe the services provided to the agency on a sole-source procurement basis for the last three years. Identify the cost of each contract.

Finance

1. Describe all revenue sources (e.g., property taxes, special taxes, service charges, fees, assessments, grants).
2. Please explain your agency's policy and practice in budgeting Education Revenue Augmentation Fund (ERAF) revenues, i.e., are these revenues included as annual property tax revenue or designated as revenues for one-time expenditures?
3. Please describe the impact of dissolution of redevelopment agencies, if applicable.
4. Explain any constraints associated with your agency's ability to generate revenue.
5. Provide and describe agency policies establishing limitations on the level of expenditures that staff may make without obtaining approval from the board of directors.
6. Describe policies and procedures in place to provide for segregation of duties in areas of accounting, purchasing, and finance.
7. Indicate your agency's bond rating and provide a discussion of the rating.
8. Describe your agency's investment policies and practices.
9. Discuss your agency's policies and procedures for maintaining and establishing reserves/retained earnings. What is the ratio of undesignated/contingency/emergency reserves to annual gross revenues? In your discussion, please indicate if your agency limits the amount of reserves/retained earnings that may be accumulated.
10. Explain any variances within your agency regarding differing rates, fees, taxes, charges, et cetera, including nonresident fees for services.
11. Explain agency policies and procedures regarding fee rebates, tax credits, or other relief provided to service users. Discuss any rebates, credits, et cetera, that have been issued during the past three years and the circumstances and conditions under which they occurred.
12. Describe and discuss any increases or decreases that your agency has implemented regarding rates, fees, taxes, or other charges during the past three years. Explain any opportunities for rate restructuring within your agency.
13. Discuss your agency's financial policies and practices for depreciation and replacement of infrastructure.
14. Please explain any weaknesses identified in the three most recent audits of your agency.

Governance

1. Explain the composition of your agency's governing body. Discuss whether board members are elected or appointed, at large or by district.
2. Explain the compensation and benefits package provided to members of the governing body.
3. How frequently does the governing body of your agency meet? Indicate the number of cancelled meetings by year in last three years.
4. How far in advance of meeting dates are meeting agendas made available to your agency's governing body and to the public? Are meetings accessible to the public, i.e., are there evening meetings, is there adequate meeting space, advance notice?
5. Explain agency rules, procedures, programs for public notification of agency operations, meetings, programs, et cetera. How is public participation encouraged (e.g., open meetings, access to staff, service user suggestion opportunities)?
6. List and describe any violations or investigations within the past three years related to the Ralph M. Brown Act and the Political Reform Act. Include in your response any grand jury or law enforcement agency violations and investigations.
7. Explain opportunities for and obstacles to future functional (departmental) or structural (e.g., consolidation, merger) reorganizations. Provide copies of any relevant studies that your agency has conducted on reorganization and discuss the outcome.
8. Provide additional information that LAFCo should evaluate as part of the service review. If you believe LAFCo should obtain any additional information from other agencies, please list the information in your response.

Road Maintenance and Development

1. How many lane-miles of roads are maintained by your agency?
2. What is the average maintenance cost per lane-mile?
3. Is road maintenance subsidized by the general fund?
4. How are new roads financed?
5. What is the average Pavement Condition Index (PCI) of your agency's roadways?
6. What percentage of your agency's roads is above the PCI target minimum?
7. Discuss any issues, problems, or incompatibilities associated with the circulation element or maintenance standards of your agency with the circulation elements or maintenance standards of adjacent jurisdictions. Also describe any areas where road segments that are split between jurisdictions might be maintained more efficiently.

Please email this survey as a Word document attachment to Martha Poyatos, Executive Officer, San Mateo LAFCo at mpoyatos@smcgov.org.

Attachment F. Equal Benefits Compliance Declaration Form

COUNTY OF SAN MATEO
Equal Benefits Compliance Declaration Form

I. Vendor Identification

Name of Contractor: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

II. Employees

Does the Contractor have any employees? Yes No

Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III. Equal Benefits Compliance (Check one)

Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.

Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.

No, the Contractor does not comply.

The Contractor is under a collective bargaining agreement which began on or before **July 1, 2001** and expires on _____ (date). (Section 2.93.050)
If this box is checked, attach a complete copy of the collective bargaining agreement relied upon for this exemption.

IV. Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, _____ at _____ (City) _____ (State)

Signature

Name (Please Print)

Title

Contractor Tax Identification Number