

COOPERATIVE AGREEMENT

THIS AGREEMENT 02A1649, ENTERED INTO ON **September 19, 2017**, is between the State of California, acting by and through its Department of Transportation, referred to herein as **CALTRANS** and the **County of Shasta**, a political subdivision of the State of California through its Health and Human Services Agency, **Opportunity Center**, hereinafter referred to as **LOCAL AGENCY**.

RECITALS

1. **CALTRANS** and **LOCAL AGENCY**, pursuant to Government Code (GC) 6514, are authorized to enter in this Agreement to provide employment, serving persons with disabilities, to perform work and furnish services affecting State highways within the jurisdiction of **LOCAL AGENCY**.
2. **LOCAL AGENCY** has agreed to implement **Internal Mail Services (SERVICES)**, hereinafter the Project, subject to the terms and conditions of this Agreement. The Project Description (Scope of Work and Cost Estimate) is attached hereto as **Attachment II**.
3. The **LOCAL AGENCY**'s governing body, under the authority of local ordinances, if applicable, if authorized to provide services or funding as described and specified herein pursuant to the **LOCAL AGENCY** resolution attached hereto as **Attachment I**.
4. All services performed by **LOCAL AGENCY** pursuant to this Agreement are intended to be performed in accordance with all applicable Federal, State, and **LOCAL AGENCY** laws, ordinances, regulations, and **CALTRANS** encroachment permits, published manuals, policies, and procedures.
5. Project funding is as follows:

<u>FUND TITLE</u>	<u>FUND SOURCE</u>	<u>DOLLAR AMOUNT</u>
State Highway Account	State	\$188,430.00

6. This Agreement is exempt from legal review and approval by the Department of General Services, pursuant to PCC section 10295.

SECTION I

LOCAL AGENCY AGREES:

To satisfactorily complete all Project Work described in **Attachment II**.

SECTION II

CALTRANS AGREES:

CALTRANS agrees that when conducting an audit of the costs claimed by **LOCAL AGENCY** under the provisions of this Agreement, **CALTRANS** will rely to the maximum extent possible on any prior audit of **LOCAL AGENCY** pursuant to the provisions of State and applicable Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that such work is acceptable to **CALTRANS** when planning and conducting additional audits.

SECTION III

IT IS MUTUALLY AGREED:

In consideration of the foregoing and the mutual promises of the parties hereto, **LOCAL AGENCY** and **CALTRANS** agree as follows:

1. Notification of Parties

- a. **LOCAL AGENCY's** Project Manager is Del Lockwood, (530) 225-5418.
Contract Analyst, Stephanie Schreiber (530) 245-7638
- b. **CALTRANS 's** Contract Manager is Kathleen Knepper, (530) 225-3321
- c. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

County of Shasta
HHSA Regional Services Branch Director
Attention: Contracts Unit
1506 Market Street
Redding, CA 96001-1023

California Department of Transportation
District 2/Business Management
Attention: Kathleen Knepper
1657 Riverside Drive
Redding, CA 96001

2. Period of Performance

Work under this Agreement shall begin on **September 19, 2017**, contingent upon approval of this Agreement by **CALTRANS**, and will terminate on **August 31, 2020**, unless extended by amendment.

3. Changes in Terms/Amendment

This Agreement may only be amended or modified by mutual written agreement of the parties.

4. Termination

This Agreement may be terminated by either party for any reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination by said notice, funds reimbursed to **LOCAL AGENCY** will include all authorized non-cancelable obligations and prior costs incurred.

5. Cost Limitation

- a. The total amount payable to **LOCAL AGENCY** pursuant to this Agreement by **CALTRANS** shall not exceed **\$188,430.00**.
- b. It is understood and agreed that this Agreement fund limit is an estimate and that **CALTRANS** will only reimburse the cost of services actually rendered as authorized by the **CALTRANS** Contract Manager or its designee at or below the fund limitation amount set forth in section 5a, above.

6. Allowable Costs

- a. The method of payment for this Agreement will be based on actual allowable costs. **CALTRANS** will reimburse **LOCAL AGENCY** for expended actual allowable direct and indirect costs, including, but not limited to labor costs, employee benefits, and travel (overhead is reimbursable only if the **LOCAL AGENCY** has an approved indirect cost allocation plan) and contracted consultant services costs incurred by **LOCAL AGENCY** in performance of the Project work, not to exceed the cost reimbursement limitation set forth in 5.a, above. Actual costs shall not exceed the estimated wage rates, labor costs, travel and other estimated costs and fees set forth in **Attachment II** without prior written agreement between **CALTRANS** and **LOCAL AGENCY**.
- b. Reimbursement of **LOCAL AGENCY** expenditures will be authorized only for those allowable costs actually incurred by **LOCAL AGENCY** in the performance of the Project work. **LOCAL AGENCY** must not only have incurred the expenditures on or after the Effective Date of this Agreement and before the Termination Date, but must have also paid for those costs to claim any reimbursement.
- c. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates are not commercially available to **LOCAL AGENCY**, or its contractors, its subcontractors, and/or its sub recipients, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process.
- d. **CALTRANS** will reimburse **LOCAL AGENCY** for all allowable Project costs no more frequently than monthly in arrears as promptly as **CALTRANS** fiscal procedures permit upon receipt of itemized signed invoices in triplicate. Invoices

shall reference this Agreement Number and shall be signed and submitted to the Contract Manager at the following address:

California Department of Transportation

District 2/Administration
Attention: Kathleen Knepper
1657 Riverside Drive
Redding, CA 96001

- e. Invoices shall include the following information:
1. Agreement Number 02A1649
 2. Names of the **LOCAL AGENCY** Personnel performing work
 3. Dates of Service
 4. Locations of Service (**LOCAL AGENCY** - address)
 5. Hours worked
 6. Number of individuals working

7. Reports

- a. **LOCAL AGENCY** shall submit written progress reports with each set of invoices to allow the **CALTRANS** Contract Manager to determine if **LOCAL AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.
- b. Any document or written report prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts and subcontracts relating to the preparation of those documents or reports.
- c. **LOCAL AGENCY** will provide five (5) copies and one (1) electronic version of the final written report to the **CALTRANS** Contract Manager.

8. Local Match Funds

- a. Except where expressly allowed in writing herein, reimbursement of credits for local matching funds will be made or allowed only for work performed on and after the start date and prior to the termination date of this Agreement, unless expressly permitted as local match expenditures made prior to the effective date of this Agreement pursuant to Government Code section 14529.17 or by prior executed SB 2800 Agreement for Local Match Fund Credit.
- b. **LOCAL AGENCY** agrees to contribute at least the statutorily or other required local contribution of matching funds (other than state or federal funds), if any is specified within this Agreement or in any Attachment hereto, toward the actual cost of the services described in **Attachment II** or the amount, if any described in an executed SB 2800 (Streets and Highways Code section 164.53) agreement for local match fund credit, whichever is greater. **LOCAL AGENCY** shall

contribute not less than its required match amount toward the services described herein on a proportional monthly or quarterly basis coinciding with its usual invoicing frequency.

9. Cost Principles

- a. **LOCAL AGENCY** shall comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. **LOCAL AGENCY** agrees, and will require that their contractors, subcontractors, and other sub-recipients will be obligated to agree, that 48 CFR, Part 31, Contract Cost Principles and Procedures and 2 CFR, Part 200 shall be used to determine the allowability of individual Project cost items, and shall comply with federal administrative procedures set forth in 2 CFR, Part 200.
- c. Any Project costs for which **LOCAL AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under 48 CFR, Part 31, or 2 CFR, Part 200, are subject to repayment by **LOCAL AGENCY** to **CALTRANS**. Should **LOCAL AGENCY** fail to reimburse moneys due **CALTRANS** within thirty (30) days of discovery or demand, or within such other period as may be agreed in writing between the parties hereto, **CALTRANS** is authorized to intercept and withhold future payments due **LOCAL AGENCY** from **CALTRANS** or any third-party source, including, but not limited to, the State Treasurer, the State Controller or any other funding source.
- d. **LOCAL AGENCY** agrees to include Project in the schedule of projects to be examined in **LOCAL AGENCY**'s annual audit and in the schedule of projects to be examined under its single audit prepared in compliance with 2 CFR, Part 200.
- e. Prior to **LOCAL AGENCY** seeking reimbursement of indirect costs, **LOCAL AGENCY** must: prepare an indirect cost rate proposal and a central service costs allocation plan (if any); or request the use of the de minimis rate, or request an extension of a negotiated indirect rate, in compliance with 2 CFR Part 200, Cost Principles for State, Local and Indian Tribal Governments, and Chapter 5 Local Assistance Program Procedures Manual which may be accessed at: http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch05.pdf. Proposals and requests must be submitted to, and in accordance with, Caltrans Audits and Investigations requirements which may be accessed at: www.dot.ca.gov/hq/audits/
- f. **LOCAL AGENCY** agrees and shall require that all of its agreements with consultants and sub-recipients contain provisions requiring adherence to this section in its entirety, except for section D, above.

10. Americans with Disabilities Act

By signing this Agreement **LOCAL AGENCY** assures **CALTRANS** that it complies with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990,

which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

11. Indemnification

- a. Nothing in the provisions of the Agreement is intended to create duties or obligations to or rights in third parties to this Agreement or affect the legal liability of either party to the agreement by imposing any standard of care with respect to the operation, maintenance and repair of State highways different from the standard of care imposed by law.
- b. Neither **CALTRANS** nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by **LOCAL AGENCY** under or in connection with any work, authority or conduct conferred upon **LOCAL AGENCY** under this Agreement. It is understood and agreed that, **LOCAL AGENCY** shall fully defend, indemnify and save harmless **CALTRANS** and all of its officers and employees from all claims, suits or actions of every name, kind and description arising out of this Agreement, including but not limited to, any tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **LOCAL AGENCY** under or in connection with any work, authority or conduct delegated to **LOCAL AGENCY** under this Agreement.

12. Nondiscrimination Clause (2 CCR 11105 Clause b)

- a. During the performance of this Agreement, the **LOCAL AGENCY**, and its Subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. **LOCAL AGENCY** shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- b. **LOCAL AGENCY** shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135-11139.5), and the regulations or standards adopted by Caltrans to implement such article.
- c. **LOCAL AGENCY** shall permit access by representatives of the Department of Fair Employment and Housing and Caltrans upon reasonable notice at any time during the normal business hours, but in no case less than twenty four (24) hours'

notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Caltrans shall require to ascertain compliance with this clause.

- d. **LOCAL AGENCY** and its Subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. **LOCAL AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

13. Funding Requirements

- a. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the Agreement was executed only after ascertaining the availability of a congressional or legislative appropriation of funds.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to **CALTRANS** by the United States Government and/or the California State Legislature for the purpose of this Project. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress or the State Legislature does not appropriate sufficient funds for the program and Project, this Agreement shall be amended to reflect any reduction in funds.
- d. **CALTRANS** has the option to void this Agreement under the thirty (30) day termination clause or to amend this Agreement to reflect any reduction of funds. In the event of an unscheduled termination, the **CALTRANS** Contract Manager may reimburse **LOCAL AGENCY** in accordance with the provisions of Article 4 of this Section III.

14. Records Retention

- a. **LOCAL AGENCY**, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item for the Project. The accounting system of **LOCAL AGENCY**, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of **LOCAL AGENCY**, its contractors and subcontractors connected with Project performance under this Agreement shall be maintained for a minimum of three years from the date of final payment to **LOCAL AGENCY** and shall be held open to inspection, copying, and audit by representatives of **CALTRANS**, the California State Auditor, and auditors

representing the federal government. Copies thereof will be furnished by **LOCAL AGENCY**, its contractors, and its subcontractors upon receipt of any request made by **CALTRANS** or its agents. In conducting an audit of the costs and match credits claimed under this Agreement, **CALTRANS** will rely to the maximum extent possible on any prior audit of **LOCAL AGENCY** pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by **LOCAL AGENCY**'s external and internal auditors may be relied upon and used by **CALTRANS** when planning and conducting additional audits.

- b. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of **LOCAL AGENCY**'s contracts with third parties pursuant to Government Code section 8546.7, **LOCAL AGENCY**, **LOCAL AGENCY**'s contractors and subcontractors and **CALTRANS** shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three years from the date of final payment to **LOCAL AGENCY** under this Agreement. **CALTRANS**, the California State Auditor, or any duly authorized representative of **CALTRANS** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **LOCAL AGENCY** shall furnish copies thereof if requested.
- c. **LOCAL AGENCY**, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by **CALTRANS**, for the purpose of any investigation to ascertain compliance with this Agreement.

15. Disputes

- a. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the **CALTRANS** Contract Officer, who may consider any written or verbal evidence submitted by **LOCAL AGENCY**.
- b. Neither the pendency of a dispute nor its consideration by the Contract Officer will excuse **LOCAL AGENCY** from full and timely performance in accordance with the terms of the Agreement.

16. Subcontractors

LOCAL AGENCY shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted without written authorization by **CALTRANS** Contract Manager, unless expressly included (subcontractor identified) in **Attachment II**. Any subcontract in excess of \$25,000 entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement to be applicable to **LOCAL AGENCY's** subcontractors.

17. Third Party Contracting

- a. **LOCAL AGENCY** shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this Agreement without the prior written approval of **CALTRANS**. Contracts awarded by **LOCAL AGENCY**, if intended as local match credit, must meet the requirements set forth in this Agreement regarding local match funds.
- b. Any subcontract entered into by **LOCAL AGENCY** as a result of this Agreement shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as Project costs only after those costs are incurred and paid for by the subcontractors.
- c. If local match is a requirement of these funds, **LOCAL AGENCY** must ensure that local match funds used for the Project meet the requirements outlined in this Agreement in the same manner as is required of all other Project expenditures.
- d. In addition to the above, the pre-award requirements of third party contractor/consultants with local agencies must be consistent with Local Program Policy (LPP 00-05).

18. Disabled Veterans Business Enterprise

- a. Should Military and Veterans Code sections 999 et seq. be applicable to **LOCAL AGENCY**, **LOCAL AGENCY** shall meet the 3% Disabled Veterans Business Enterprises goals (or **LOCAL AGENCY's** applicable higher goals) in the award of every contract for Project work to be performed under this Agreement.
- b. **LOCAL AGENCY** shall have the sole duty and authority under this Agreement and each amendment to determine whether these referenced code sections are applicable to **LOCAL AGENCY** and, if so, whether participation asserted by those contractors of **LOCAL AGENCY** were sufficient as outlined in Military and Veterans Code sections 999 et seq.

19. Drug-Free Workplace Certification

By signing this Agreement, **LOCAL AGENCY** hereby certifies under penalty of perjury under the laws of the State of California that **LOCAL AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code

section 8350 et seq.) and will provide a Drug-Free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
- b. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b) to inform employees about all of the following:
 1. the dangers of drug abuse in the workplace,
 2. the person's or organization's policy of maintaining a Drug-Free workplace,
 3. any available counseling, rehabilitation, and employee assistance programs, and
 4. penalties that may be imposed upon employees for drug abuse violations.
- c. Provide as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
 1. will receive a copy of the company's Drug-Free policy statement, and
 2. will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement or both, and **LOCAL AGENCY** may be ineligible for the award of any future state contracts if **CALTRANS** determines that any of the following has occurred: (1) **LOCAL AGENCY** has made a false certification or, (2) **AGENCY** violates the certification by failing to carry out the requirements as noted above.

20. Relationship of Parties

It is expressly understood that this is an agreement is executed by and between two independent governmental entities and that this is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

21. Equipment Purchase (By LOCAL AGENCY)

- a. Prior authorization in writing by the **CALTRANS** Contract Manager shall be required before **LOCAL AGENCY** enters into any non-budgeted purchase order or sub-agreement exceeding \$500 for supplies, equipment, or consultant services. **LOCAL AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs.
- b. For the purchase of any item, service or consulting work not covered in the attached Project Description (**Attachment II**) and exceeding \$500, three

competitive quotations must be submitted with the request or the absence of bidding must be adequately justified, and prior authorization must be obtained from the **CALTRANS** Contract Manager.

- c. Any equipment purchased as a result of this Agreement is subject to the following: **LOCAL AGENCY** shall maintain an inventory record for each piece of non-expendable equipment purchased or built with funds provided under the terms of this Agreement. The inventory record of each piece of such equipment shall include the date acquired, total cost, serial number, model identification (on sale, in accordance with established **CALTRANS** procedures, purchased equipment), and any other information or description necessary to identify said equipment. Non-expendable equipment so inventoried is those items of equipment that have a normal life expectancy of one year or more and an approximate unit price of \$5,000 or more. In addition, theft-sensitive items of equipment costing less than \$5,000 shall be inventoried. A copy of the inventory record must be submitted to **CALTRANS** upon request by **CALTRANS**.
- d. At the conclusion of the Agreement, or if the Agreement is terminated, **LOCAL AGENCY** may either keep the equipment and credit **CALTRANS** in an amount equal to its fair market value or sell such equipment at the best price obtainable at a public or private sale in accordance with established **CALTRANS** procedures and credit **CALTRANS** in an amount equal to the sales price. If **LOCAL AGENCY** elects to keep the equipment, fair market value shall be determined, at **LOCAL AGENCY** expense, on the basis of a competent, independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to **CALTRANS** and **LOCAL AGENCY**. If it **LOCAL AGENCY** is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by **CALTRANS**.
- e. 2 CFR, Part 200 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the Project.
- f. Any sub-agreement entered into as a result of this Agreement shall contain all of the provisions of this Article.

22. Disabled Access Review

Disabled access review by the Department of General Services (Office of State Architect) is required for the construction of all publicly funded buildings, structures, sidewalks, curbs and related facilities. No construction contract will be awarded by **LOCAL AGENCY** unless **LOCAL AGENCY** plans and specifications for such facilities conform to the provisions of sections 4450 and 4454 of the California Government Code, if applicable. Further requirements and guidance are provided in Title 24 of the California Administrative Code and the Americans with Disabilities Act (42 USC 12101, et. seq.).

23. Fire Marshal Review

The State Fire Marshal adopts building standards for fire safety and panic prevention. Such regulations pertain to fire protection design and construction, means of egress and adequacy of exits, installation of fire alarms, and fire extinguishment systems for any CALTRANS owned or CALTRANS occupied buildings per Section 13108 of the Health and Safety Code. When applicable, LOCAL AGENCY must assure that any relevant Project plans meet the standards of the State Fire Marshal to ensure consistency with CALTRANS fire protection standards.

24. Environmental Clearance

Environmental clearance of Project by LOCAL AGENCY and/or CALTRANS is required prior to requesting funds for right of way purchase or construction. No department or agency shall request funds nor shall any department/agency board or commission authorize expenditures of funds for any project, except feasibility or planning studies, which may have a significant effect on the environment unless such a request is accompanied by an environmental impact report per California Public Resources Code section 21102. The California Environmental Quality Act (CEQA), in California Public Resources Code section 21080(b)(10), does provide an exemption for rail projects which institute or increase passenger or commuter services on rail or highway rights-of-way already in use.

25. Labor Code Compliance: Prevailing Wages

If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, repair or maintenance LOCAL AGENCY must conform to the provisions of Labor Code sections 1720 through 1815, all applicable regulations and coverage determinations issued by the Director of Industrial Relations. LOCAL AGENCY agrees to include prevailing wage requirements in its contracts for public work. Work performed by LOCAL AGENCY's own forces is exempt from the Labor Code's prevailing wage requirements.

26. Prevailing Wage Requirements in Subcontracts

LOCAL AGENCY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code section 1720(a)(1). Subcontracts shall include all prevailing wage requirements set forth in LOCAL AGENCY's contracts.

27. Project Close Out

The Agreement Expiration Date refers to the last date for LOCAL AGENCY to incur valid Project costs or credits and is the date the Agreement expires. LOCAL AGENCY has sixty (60) days after that Expiration Date to make final allowable payments to Project contractors or vendors, prepare the Project Closeout Report, and submit the final invoice to CALTRANS for reimbursement for allowable Project

costs. Any unexpended Project funds not invoiced by that sixtieth (60th) day will be reverted and will no longer be accessible to reimburse late Project invoices.

28. State-Owned Data

- a. **LOCAL AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:
 1. Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **CALTRANS** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.
 2. Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.
 3. Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
 4. Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.
 5. Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.
 6. Notify the Contract Manager immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
 7. Advise the owner of the State-owned data, the agency Information Security Officer, and the agency Chief Information Officer of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.
- b. To use the State-owned data only for State purposes under this Agreement.
- c. To not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s). Reference State Administrative Manual (SAM) section 5335.1.

ATTACHMENTS:

The following attachments are incorporated into and are made a part of this Agreement by this reference and attachment.

- I. **LOCAL AGENCY** Resolution
- II. Scope of Work, Schedule, and Costs

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein above written:

**STATE OF CALIFORNIA
DEPARTMENT OF
TRANSPORTATION**

LOCAL AGENCY NAME

By: _____

By: _____ Date: _____

Title: Contract Officer

DAVID A. KEHOE, CHAIRMAN

Date: _____

Board of Supervisors

County of Shasta

ATTESTS:

LAWRENCE G. LEES

Clerk of the Board of Supervisors

By: _____ Date: _____

Approved as to form:

RUBEN CRUISE, JR

County Counsel

By:  _____ Date: 8/28/17

Alan B. Cox, Deputy Counsel

RISK MANAGEMENT APPROVAL

By:  _____ Date: 08/28/17

James Johnson, Risk Management Analyst III

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
APPROVING THE COOPERATIVE AGREEMENT BETWEEN THE HEALTH AND
HUMAN SERVICES AGENCY, REGIONAL SERVICES BRANCH, OPPORTUNITY
CENTER AND
THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION
FOR PROVIDING THE INTERNAL MAIL SERVICES**

WHEREAS, the mission of the Shasta County Health and Human Services Agency, Regional Services Branch, Opportunity Center is “developing productive and meaningful employment opportunities for people with disabilities”; and

WHEREAS, the Opportunity Center receives funding from federal and state departments for the purpose of serving the vocational needs of people with disabilities; and

WHEREAS, the Shasta County Board of Supervisors has reviewed the “Cooperative Agreement No. 02A1649” between the Health and Human Services Agency, Regional Services Branch, Opportunity Center and the State of California, Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Shasta authorizes entering into Cooperative Agreement No. 02A1649 in an amount not to exceed \$188,430 for the period September 19, 2017 through August 31, 2020, and that the Chairman of the Board listed below is authorized to sign the Cooperative Agreement No. 02A1649 on behalf of the County of Shasta.

DULY PASSED AND ADOPTED this 12th day of September, 2017 by the Board of Supervisors of the County of Shasta by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSE:

ATTEST:
LAWRENCE G. LEES
Clerk of the Board of Supervisors

DAVID A. KEHOE, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

By: _____
Deputy

ATTACHMENT II

SCOPE OF WORK

LOCAL AGENCY AGREES:

1. To provide, under the direction of a County Employment Services Instructor, **SERVICES** to the **CALTRANS** at five (5) locations in Redding. The work shall include, but not be limited to, pick up of incoming mail, sorting mail by location, delivering of mail and the preparation of mail and packages for outgoing pick up.
2. To provide these **SERVICES** each Caltrans designated work day (except for State recognized holidays). During the eight (8)-hour work period, commencing from the time the **LOCAL AGENCY** employees arrive at the work site, two (2) 15 minute breaks and one (1) meal break of thirty (30) minutes shall be allowed per State labor laws.
3. **LOCAL AGENCY** employees shall be under the supervision of, and shall be responsible to the County Employment Services Instructor in charge who shall receive directions from **CALTRANS** designee regarding the location of work sites and the nature of work **LOCAL AGENCY** employees are to perform. The County Employment Services Instructor shall comply with such direction so long as they do not endanger the County Employment Services Instructor or the employees, do not prevent the County Employment Services Instructor from doing the job of supervising the **LOCAL AGENCY** individuals and do not violate any law or policy of the **LOCAL AGENCY**.
4. **LOCAL AGENCY** employees shall be under the direction and control of **CALTRANS** only with regard to the location of work and the manner of performing it. The County Employment Services Instructor shall supervise and control **LOCAL AGENCY** employees while performing the work **CALTRANS** has specified.
5. **LOCAL AGENCY** shall provide transportation for its employees to and from the work site.
6. Should the County Employment Services Instructor or any employees discover or suspect any asbestos, lead-based paint, or other known hazardous substances/materials to be located in the area of the work sites, the **WORK SHALL STOP IMMEDIATELY**. **LOCAL AGENCY** shall verbally notify the Caltrans Contract Manager of these findings immediately and confirm verbal notification in writing within 24 hours. Continuation of work in that area shall not commence again until authorized by the Caltrans Contract Manager. Failure to notify **CALTRANS** of the discovery of any possible hazardous substances/materials may result in the immediate cancellation of this Agreement.

7. **LOCAL AGENCY** employees shall wear proper identification and have the identification visible at all times. Identification may include, but is not limited to a badge and uniform. Uniforms shall be clean with no tears or holes.
8. **LOCAL AGENCY** to provide appropriate transportation for pickup and delivery of warrants in a secured vehicle. A secured vehicle is one that is lockable from both the inside and outside, is sturdy, reliable and protects the mail from all types of hazardous elements. The warrants shall be received, transported, handled and delivered in a manner that assures the integrity and security of the warrants and information contained therein. No package shall be left unattended or unsecured at any time. The vehicles shall be locked during all phases of transport. The windows shall be shut whenever the vehicle is standing unattended.
9. Any charges the **CALTRANS** must pay due to packages being sent through an alternative source because of **LOCAL AGENCY'S** failure to pick up or deliver in a timely manner shall be charged to the **LOCAL AGENCY**. This charge may be deducted from any funds owed by **CALTRANS** to the **LOCAL AGENCY**.
10. All financial, statistical, personal, technical, and other data and information relating to **CALTRANS** operations which are designated confidential by **CALTRANS** and made available to the **LOCAL AGENCY** in order to carry out this Agreement shall be protected by the **LOCAL AGENCY** from unauthorized use and disclosure by the observance of the same or more effective procedural requirement as are applicable to **CALTRANS**. The identification of all such confidential data and information, as well as **CALTRANS** procedural requirements for the protection of such data and information from unauthorized use and disclosure will be provided in writing to **LOCAL AGENCY** by **CALTRANS**. **LOCAL AGENCY** shall not be required to keep confidential any data or information which is or becomes publicly available, is already rightfully in the **LOCAL AGENCY'S** possession, is independently developed by the **LOCAL AGENCY** outside the scope of this Agreement or is rightfully obtained from third parties.

CALTRANS AGREES:

1. To specify the nature of the work to be done, its location and the manner of performing it. **CALTRANS** shall make periodic visits to worksites daily to assure that the work is being performed as requested. If technical direction is required, **CALTRANS** shall assign an employee to provide the required technical direction.
2. To provide training to **LOCAL AGENCY** employees in the use of all equipment (including mechanical and power tools) which the employees shall be allowed or required to use in performing work under this Agreement.
3. To provide all necessary safety instructions.
4. To provide all necessary safety equipment to enable the **LOCAL AGENCY** employees to perform the tasks they are required to perform, including but not limited to, safety equipment such as warning signs, hard hats and class II orange vests. Any other equipment deemed necessary shall be furnished as determined appropriate by **LOCAL AGENCY**.

5. The subsequent discovery of asbestos, lead-based paint, or other hazardous substances/materials, once noticed and brought to the attention of the Caltrans Contract Manager, will cause the stoppage of work.
- A. The Caltrans Contract Manager shall immediately request a site investigation and lab analysis report to determine if hazardous material is present.
 - B. The Caltrans Contract Manager will authorize **LOCAL AGENCY** once work can begin again in the suspected area.
 - C. CALTRANS will identify another site area if it is determined that a hazard exists at an active site until such time as the problem is resolved.

WORK THAT COULD BE PERFORMED BY COUNTY WORKERS UNDER THIS AGREEMENT

1. Incoming Caltrans Mail

- A. Pick-up mail from the United States Postal Service (USPS) Post Office and transport mail to the District 2 Mail Center.
- B. Sort all USPS mail by individual or department; open all mail not listed on the "Do not open" List and date stamp. Attach a route slip and date stamp for District Director's Office.
- C. Sort all incoming intradepartmental mail by Caltrans employee or department.
- D. Deliver mail and packages; pick up outgoing mail at locations below and sort.
Mail runs shall be made as follows:
Twice daily mail runs to all locations on the District 2 Office complex.
Twice daily mail delivery to outlying Caltrans facilities (Region Office, Redding maintenance, shop on George Drive, and the West Venture building on Butte Street).
- E. Place all checks, money orders or cash immediately into a locked box.
Envelopes containing any form of cash shall be placed into the box unopened.
Envelopes containing cash or checks that are opened shall be stapled or taped closed and immediately placed into the locked box.
- F. Receive deliveries from various delivery services (i.e. United Parcel Service (UPS) and current vendor) and process as appropriate.
- G. **LOCAL AGENCY** shall maintain Caltrans postage machine as appropriate as a key operator.
- H. Prepare and deliver all UPS packages to UPS pickup area daily.

- I. Deliver merchandise from warehouse to Caltrans employees or units in Redding.
(Merchandise must be a size and weight that can be easily handled by one (1) worker and/or fit inside a sedan.)
- J. LOCAL AGENCY shall read newspapers furnished by Caltrans for articles pertaining to Caltrans, clip these articles, scan them into a personal computer, then electronically send them to designated District 2 employees.
- J. Maintain the District supply closet by stocking and rearranging shelves and reordering supplies as needed.
- L. Maintains mail center mailing supplies, including ordering needed supplies.
- M. Creates and maintains mailing labels for District 2 maintenance stations and other locations.
- N. Assists individual Caltrans employees in obtaining mailing-related information.

Schedule and Cost

09/01/17	10/01/17	11/01/17	12/01/17	01/01/18	02/01/18	03/01/18	04/01/18	05/01/18	06/01/18	07/01/18	08/01/18
\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00	\$4981.00

09/01/18	10/01/18	11/01/18	12/01/18	01/01/19	02/01/19	03/01/19	04/01/19	05/01/19	06/01/19	07/01/19	08/01/19
\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00	\$5230.00

09/19/19	10/01/19	11/01/19	12/01/19	01/01/20	02/01/20	03/01/20	04/01/20	05/01/20	06/01/20	07/01/20	08/01/20
\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50	\$5491.50

09/19/2017 to 06/30/2018	FY 2018	\$49,810.00	10 months
07/01/2018 to 06/30/2019	FY 2019	\$62,262.00	12 months
07/01/2019 to 06/30/2020	FY 2020	\$65,375.00	12 months
07/01/2020 to 08/31/2020	FY 2021	\$10,983.00	2 months
3 years	total	\$188,430.00	