

**ALAMEDA COUNTY SOURCE REDUCTION & RECYCLING BOARD  
GRANT FUNDING AGREEMENT**

THIS AGREEMENT is made in Oakland, California by and between the Alameda County Source Reduction & Recycling Board (“Grantor”), and \_\_\_\_\_ (“Grantee”), who agree that:

1. **Purpose of Grant.** This is a grant for \_\_\_\_\_ as more specifically described in Exhibit A of this Agreement (“Grant Project Description”) and all work funded by this Agreement shall be completed in accordance with the Grant Project Description.
2. **Term.** The term of this Agreement commences on (check one):  the date last signed below  [insert specific start date] (“Effective Date”) and extends through [insert specific end date].
3. **Payment.** The total grant funding provided pursuant to this Agreement shall not exceed the total sum of grant maximum dollar amount in words dollars (\$grant maximum dollar amount in numerals) for work in connection with the Grant Project Description. The initial invoice may be submitted only after (1) this contract is fully executed, (2) insurance certificates and endorsements required by this Agreement have been submitted, (3) signed Federal Taxpayer ID Number Form (substitute IRS Form W-9) has been submitted, and (4) any other pre-invoice requirements specified in the Grant Project Description have been completed.
4. **Grant Administration.** The primary representatives of Grantor and Grantee for grant administration are listed below.

|                         | <b>Grantor</b>                           | <b>[Grantee]</b>         |
|-------------------------|--|--------------------------|
| Primary Representative: |  | <input type="checkbox"/> |
| Address:                | 1537 Webster Street<br>Oakland, Ca 94612 | <input type="checkbox"/> |
| Telephone:              | 510/891-6500                             | <input type="checkbox"/> |
| Fax:                    | 510/893-2308                             | <input type="checkbox"/> |
| Cell Phone:             |  | <input type="checkbox"/> |
| E-mail:                 | <input type="checkbox"/>                 | <input type="checkbox"/> |

5. **Insurance.** Grantee and all contractors providing services to Grantee in connection with the Grant Project Description shall procure and maintain insurance as required by the provisions set forth in Exhibit B.
6. **Use of Grant Funds.** In accepting grant funds, Grantee agrees that it shall use or expend grant funds, or any portion thereof, only as provided for in this Agreement and, without limiting the generality of the foregoing, agrees to purchase materials, equipment or

other property specified in Exhibit A only for use in connection with the grant project authorized by this Agreement except as may be otherwise provided herein.

7. **COVID-19 Vaccination and Testing Policy.** Contractor shall complete the attestation attached as Exhibit D, indicating that any employee, subcontractor, or other representative of Contractor that visits any Agency office or facility, conducts field work on behalf of the Agency, or meets outside of an Agency office or facility with an Agency employee, contractor, or volunteer, shall be vaccinated or tested as set forth in the attestation. Contractor shall ensure that the statements made in the attestation remain accurate for the duration of the contract and shall immediately notify the Agency of any change to the statements made in the attestation. Agency may require Contractor to file an updated attestation at any time.
8. **General Provisions.** Grantor and Grantee agree to and shall abide by the general provisions set forth in Exhibit C.
9. **Remedies.** Grantee's material breach of the terms of this Agreement, including the Exhibits, may result in withholding of grant funds pending cure of the breach (if cure is permitted by the Grantor or otherwise allowed under this Agreement), whole or partial suspension or termination of this Agreement, recovery of funds paid to Grantee under this Agreement, withholding of future grant awards, or other legal or equitable remedies provided by law.
10. **Supplemental Requirements.** This Agreement includes supplemental requirements described in connection with each box checked below:
  - If this box is checked this Agreement is funded in whole or in part by an entity other than Grantor. Grantee shall comply with all rules and regulations required by such funding entity. Applicable funding entity requirements are set forth in Exhibit D. Nothing in this paragraph or in the funding entity requirements shall be construed to relieve Grantee of its duty to ensure that it is in compliance with all applicable laws and regulations.
  - If this box is checked Exhibit E sets forth requirements regarding \_\_\_\_\_.
11. **Exhibits.** All exhibits referred to in this Agreement are attached hereto and are by this reference incorporated herein and made a part of this Agreement.
12. **Power to Execute Agreement.** Each individual executing this Agreement, on behalf of one of the parties, represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

| <b>Grantee</b>                            | <b>Grantor</b>  |
|---|---|
| _____<br>(Name, title)<br><br>Date: _____ | _____<br>Pat Cabrera, Administrative Services Director for:<br>Timothy Burroughs, Executive Director<br><br>Date: _____ |
|   | APPROVED AS TO FORM:<br><br>_____<br>Farand C. Kan, Deputy County Counsel<br><br>Date: _____                            |

**Attachments**

Exhibit A – Grant Project Description

Exhibit B – Insurance Requirements

Exhibit C – General Provisions

Exhibit D – Contractor Attestation Covid 19 Vaccination/Testing Requirements

## Exhibit A

### Grant Project Description

#### Background

Pursuant to the Alameda County Integrated Waste Management Plan (“Plan”) and conditions of approval and agreements authorizing importation of solid waste from outside Alameda County, Grantor (i) collects fees to reduce the amount of solid waste disposed in landfills by encouraging, with respect to materials with potential to become solid waste, reduced use, reuse, composting, and recycling; (ii) administers fees collected and carrying out tasks consistent with the purposes of the Plan, conditions of approval, and agreements; and (iii) disburses monies from fees collected in order to, inter alia, administer a grant program for non-profit organizations, government agencies, and private businesses engaged in maximizing recycling, composting and reducing waste in Alameda County and to support certain other related activities. Grantee has applied for grant monies for the project described below and Grantor has determined that the Grantee is qualified to receive grant funds.

#### Project Description *(Sample)*

A recent study has found that take-out food and beverage packaging is the major input of trash to San Francisco Bay and that fast food venues, take-out restaurants, cafes, grocery and convenience stores are the major sources for this single use packaging found in the bay. \$45,000 has been awarded to the ABC for the organization to provide technical assistance and outreach to food related businesses to reduce the amount of take-out packaging and single use products consumed.

Activities to be performed include:

1. Provide technical assistance to two large institutions to reduce the use of disposable food ware, develop best management practices for institutions as well as a case study for each type of institution.
2. Provide technical assistance and outreach materials to take out food service providers. Outreach plans includes development of materials such as flyers, Best Management Plans (BMP) handbooks, pop up displays and other items to promote reusable service ware verses disposables.
3. Conduct a minimum of four audits at four separate take-out restaurants that received technical assistance and implemented BMPS. Audits to include BMPS implemented and their outcomes, waste reduction achieved due to BMPs, quantity of product packaging prevented. Outcomes, lessons learned and other audit results will be distributed to business community to encourage other like minded businesses to reduce disposable products and practices.

4. Provide at least eight presentations to local regulatory, business associations and community groups to increase awareness of the importance of reducing disposal serving ware as well as share data and information on cost savings for making change from disposables to reusables.
5. Work with local regional water board to develop a credit within the municipal regional permit that would offer a credit for cities that conduct outreach to food establishments to reduce disposable service ware and/or adopt ordinances that require businesses to charge for disposables in order to reduce materials ending up in storm water drains.
6. Develop options for food establishments to refill food containers brought in by customers without fear of liability for cross contamination.
7. Social media/lunchbox event – create a social media event with at least 100 participants that will result in a significant media exposure through social media (similar to a “flash mob” event).

#### PAYMENT AND REPORTING SCHEDULE (Sample)

The \$45,000 funding request will be distributed in the following manner:

Initial payment of \$15,000 is due and payable by Grantor to \_\_\_\_\_ when all of the following have been submitted:

- 1) A fully executed Funding Agreement.
- 2) Proof of insurance as required in Exhibit B.
- 3) Completed W-9.
- 4) The identity of two institutional businesses that will participate in the audit process and receive in-depth technical assistance from the project.
- 5) A description of the outreach plan for take-out food businesses in Alameda County.
- 6) A report on progress in conducting 4-8 take-out food business audits in Alameda County.
- 7) A report on the progress in making presentations (minimum of 8) to local regulatory and business associations and community groups, including a description of participants, results of evaluations by participants, and follow up anticipated.
- 8) List of participants in the cross contamination work group and report of meetings planned and completed.
- 9) A report on the LB Project event, including businesses and individuals that participated, and copies of or links to any media that was generated, and report on overall outreach generated.
- 10) Receipt and approval by the Recycling Board Grant Manager of a signed invoice for payment

Second payment of \$15,000 is due and payable by Grantor to ABC by the when all of the following have been submitted:

- 1) A report on progress made with institutional business participants, including the recommendations provided by the project and the progress that each has made in implementing them.
- 2) A report of the results the baseline audits with 4-8 local food and beverage businesses and recommendations made to each business for reducing disposables.
- 3) Copies of the outreach materials developed for the take-out food business community in Alameda County.
- 4) Listing of business/associations and community groups who received presentations (minimum of 8), copy of presentation, post presentation survey data collected, outcomes/follow up as a result of presentations.
- 5) A progress report on the cross contamination work group.
- 6) Receipt and approval by the Recycling Board Grant Manager of a signed invoice for payment

Final payment of \$15,000 is due and payable by Grantor to ABC when all of the following have been submitted:

- 1) Final listing of all businesses that received technical assistance.
- 2) Final results of the institutional audits, including diversion data, synopsis of activities and lessons learned.
- 3) Materials developed for two institutions including BMPs and case studies.
- 4) Listing of businesses that received audits (at least four businesses), report of BMPs implemented by each one, and final results of the audits, including diversion information and lessons learned.
- 5) Synopsis of activities and materials developed to reduce/limit liability for food establishments to utilize customers' reusable containers.
- 6) Additional promotional materials not previously submitted as well as media coverage received (if any) for the project.
- 7) Final report including summary of all grant activities, outcomes and lessons learned.
- 8) Receipt and approval by the Recycling Board Grant Manager of a signed invoice for payment.

**-End of Exhibit A-**

## **Exhibit B Insurance**

1. During the life of this Agreement, Grantee and all Grantee contractors funded by the grant shall maintain the following minimum insurance:
  - A. Comprehensive general liability (CGL) insurance: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
  - B. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
  - C. Statutory workers' compensation and employer's liability insurance as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this Agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
  - If this box is checked, Professional Errors and Omissions Liability Insurance. The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this Agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

Grantee shall submit to Grantor certificates of insurance and endorsements for the policies listed above. All endorsements shall be signed by a person authorized by that insurer to bind coverage on its behalf. Grantor has the right to require Grantee's insurer to provide complete, certified copies of all required insurance policies. Grantee shall not cancel, assign, or change any policy of insurance required by this Agreement or engage in any act or omission that will cause its insurer to cancel any insurance policy required by this Agreement except after providing 30 days prior written notice to Grantor. If an insurance policy required by this Agreement is unilaterally cancelled or changed by the insurer, the Grantee shall immediately provide written notice to the Grantor and obtain substitute insurance meeting the requirements of this Agreement. Nothing in this subsection relieves Grantee of its obligation to maintain all insurance required by this Contract at all times during the term of the Agreement.

2. As to all of the policies of insurance listed above, the following shall apply:

- A. *Deductibles and Self-Insured Retentions.* Any deductibles or self-insured retentions must be declared to and approved by the Grantor. At the option of the Grantor, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Grantor, its officers, officials and employees; or (2) the Grantee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- B. *Grantor as Additional Insured.* The Grantor, its officers, officials, employees, agents and volunteers are to be covered as insureds with the same coverage and limits available to the named insured regarding: liability arising out of activities performed by or on behalf of the Grantee; any products and completed operations of the Grantee, premises owned, occupied or used by the Grantee, or automobiles owned, leased, hired or borrowed by the Grantee. The coverage shall contain no special limitations on the scope of the protection afforded to the Grantor, its officers, officials, employees, agents or volunteers. Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured; the additional insured coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater. For any claims related to this project, Grantee's insurance coverage shall be primary insurance as respects Grantor, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Grantor, its officers, officials, employees, or volunteers shall be excess of Grantee's insurance and shall not contribute with it. Coverage can be provided in the form of an endorsement to Grantor's insurance (at least as broad as ISO Form CG 20 38 04), or as a separate owner's policy, or on Grantor's own form. Additional insured coverage does not apply to errors and omissions insurance.
- C. *Other Insurance Provisions.* The policies are to contain, or be endorsed to contain, the following provisions:
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Grantor, its officers, officials, employees or volunteers.
  - The Grantee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- D. *Insurer Rating.* Insurance is to be placed with insurers with a Bests' rating of no less than A:VII.
- E. *Umbrella/Excess Insurance.* The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Grantor (if



agreed to in a written contract or Agreement) before the Grantor's own Insurance or self-insurance shall be called upon to protect it as a named insured.

F. *Subcontractors.* Grantee agrees to include in all contracts for work funded by this Agreement the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of the contractor's work. Contractors hired by Grantee shall agree to be bound to Grantee and Grantor in the same manner and to the same extent as Grantee is bound to Grantor under this Agreement and Grantee shall furnish a copy of this Agreement's insurance and indemnity provisions to all subcontractors. All contractors shall provide Grantee with valid certificates of insurance and the required endorsements included in the Agreement prior to commencement of any work and Grantee will provide proof of compliance to Grantor.

3. Grantee hereby grants to Grantor a waiver of any right to subrogation which any insurer of Grantee may acquire against Grantor by virtue of the payment of any loss under such insurance. Grantee agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether Grantor has received a waiver of subrogation endorsement from the insurer.

4. If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Grantee shall immediately notify Grantor by telephone. Grantee shall promptly submit to Grantor a written report, in such form as may be required by Grantor of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) names and address of Grantee's contractor, if any; (3) name and address of Grantee's liability insurance carrier; and (4) a detailed description of accident and whether any of Grantor's equipment, tools, materials or staff were involved. Failure to comply with this section shall constitute a material breach of this Agreement.

***All Insurance modifications must be approved by the Grantor's Contract Administrator***

*\*This Section is for use by Contract Administrative Services Only\**

***Insurance Modification Approved*** (Yes)\_\_\_ (No) \_\_\_ Date Approved \_\_\_\_\_ (CAS Initials) \_\_\_

***Type of Insurance Waived or Reduced:***

Automotive Liability (Auto) \_\_\_\_\_, Worker's Comp (W/C)\_\_\_\_\_ Professional Liability (P/L)\_\_\_\_\_

**-End of Exhibit B-**

## Exhibit C

### General Provisions

#### 1. Grantee Obligations.

- 1.1 Grantee shall carry out the Grant Project Description to the best of Grantee's ability and in accordance with the generally accepted professional and ethical standards of Grantee's profession and community and currently approved methods and practices in Grantee's field and in accordance with the standards required by the Grant Project Description.
- 1.2 Grantee shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including without limitation all provisions of the Occupational Safety and Health Act of 1979, Title VII of the Civil Rights Act of 1964, the Immigration Reform and Control Act of 1986 and all other applicable federal, state, and local laws. Grantee represents and warrants to Grantor that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Grantee to complete the Grant Project Description.
- 1.3 No relationship of employer and employee is created by this Agreement, it being understood that Grantee shall act hereunder as an independent contractor performing the work set forth in Exhibit A for its own and the general public benefit, not on behalf of Grantor and that the sole interest of Grantor is to ensure that grant funds are used in accordance with their intended purpose in accordance with the standards set forth in this Agreement.
- 1.4 Grantee shall not have any claim under this Agreement or otherwise against Grantor for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Grantee shall be solely liable for and obligated to pay directly all applicable taxes, including, but not limited to, federal and state income taxes, and in connection therewith Grantee shall indemnify and hold Grantor harmless from any and all liability that Grantor may incur because of Grantee's failure to pay such taxes.

#### 2. Grant Disbursement.

- 2.1 Grantee shall submit all invoices for grant disbursement to Grantor and Grantor shall pay such invoices in the manner specified in this paragraph. Payment shall be made payable to Grantee and delivered to the address specified in section 4 on page 1 of this Agreement. The payments specified in this paragraph shall be the only payments to be made to Grantee in connection with Grantee's

- 2.2 completion of the Grant Project Description pursuant to this Agreement. Grantee shall not be allowed or paid travel expenses except to the extent authorized in Exhibit A. The making of any payment by Grantor, or the receipt thereof by the Grantee, shall in no way lessen the liability of the Grantee to correct or revise work that is not authorized by this Agreement, even though the unsatisfactory character of such work may not have been apparent or detected at the time such payment was made. Grantor may withhold payment to Grantee in any instance in which the Grantee has failed or refused to satisfy any material obligation provided for in this Agreement.
- 2.3 Grantee shall submit invoices, not more often than once a month during the term of this Agreement for disbursements in accordance with the Grant Project Description. Invoices shall contain the following information:
- (a) Serial identifications of invoices, i.e., Invoice No. 1;
  - (b) The beginning and ending dates of the invoice period;
  - (c) A summary containing the total grant amount, the amount of prior invoices, the total invoiced this period, percentage of grant project completed, the remaining balance available for all remaining invoice periods, and a brief description of work completed during the invoice period.
- 2.4 Within 30 days of receiving an invoice Grantor shall make payment for satisfactory progress in completion of the Grant Project Description.

3. Grantor Obligations.

Grantor shall make grant disbursements as described above and shall provide, at its expense, such services of its officers and employees and such use of its premises, facilities, supplies and equipment as the Grantor in its sole discretion determines is necessary in connection with the administration or monitoring of this Agreement. Grantee shall not use any such Grantor services, premises, facilities, supplies or equipment for any purpose other than in the performance of Grantee's obligations under this Agreement.

4. Grantor Representative.

The Grantor's Primary Representative designated in section 4 on page 1 of this Agreement is authorized to transmit instructions, receive information, and interpret and define Grantor's policies consistent with this Agreement. Grantee shall be entitled to rely on representations made by Grantor's representative(s) unless otherwise directed in writing by Grantor. All correspondence and other communications shall be directed to or through the Administrator or the Administrator's designee.

- 4.1 In General. All notices or communication concerning a party's compliance with the terms of this Agreement shall be in writing and may be given either personally, by certified mail, return receipt requested, or by overnight express carrier. The notice shall be deemed to have been given and received on the date delivered in person or the date upon which the postal authority or overnight express carrier indicates that the mailing was delivered to the address of the receiving party. The parties shall make good faith efforts to provide advance courtesy notice of any notices or communications hereunder via e-mail. However, under no circumstances shall such courtesy notice satisfy the notice requirements set forth above; nor shall lack of such courtesy notice affect the validity of service pursuant to the notice requirement set forth above.
- 4.2 Addresses for Notice. Notices or communications shall be given to the parties at the addresses set forth in section 4 ("Contract Administration") unless otherwise designated in a written notice to the other party. In addition, notices to Grantor shall be copied to:

|   |
|---|
| Pat Cabrera<br>Administrative Services Director<br>1537 Webster Ave.<br>Oakland, CA 94612 |
|---|

This copy shall not constitute notice.

- 4.3 Change of Address. Any party hereto, by giving ten (10) days written notice to the other, may designate any other address as substitution of the address to which the notice or communication shall be given.
5. Grantee Not an Agent.
6. Assignment and Subcontracts.

Except as Grantor may specify in writing, Grantee shall have no authority, express or implied, to act on behalf of Grantor in any capacity whatsoever as an agent. Grantee shall have no authority, express or implied, pursuant to this Agreement to bind Grantor to any obligation whatsoever.

This grant award is personal in character and Grantee may not assign any right or obligation under this Agreement. Any attempted or purported assignment of any right or obligation under this Agreement shall be void and of no effect. However, with the consent of the Grantor given in writing, Grantee is entitled to contract portions of the Grant Project Description and all contractors of Grantee shall be subject to all the provisions of this Agreement.

7. Retention of Records.

Until the expiration of five years after the final grant disbursement pursuant to this Agreement, Grantee shall make available to the Grantor or any party designated by the Grantor, upon written request by Grantor, this Agreement, and such books, documents and records of Grantee (and any books, documents, and records of any Grantee contractor(s)) that are necessary (i) to certify that Grantee is or was qualified to receive grant funds under this Agreement for the entire time that Grantee made use of such funds or property acquired with such funds, (ii) to determine the reasonable cost of work or other activities carried out by Grantee or its contractors with grant funds under this Agreement, (iii) to evaluate whether or not Grantee is performing or has performed as required under this Agreement, and (iv) to evaluate the Grantee's business or other activities to confirm Grantee's ability to perform as required under this Agreement.

8. Conflict of Interest.

8.1 Grantee warrants that, to the best of the Grantee's knowledge and belief, there are no relevant facts or circumstances which could give rise to a conflict of interest, or that the Grantee has already disclosed all such relevant information. Grantee shall not employ or contract with a person having such an interest in the performance of this Agreement.

8.2 Grantee agrees that if an actual or potential conflict of interest is discovered after award, the Grantee will make a full disclosure in writing to the Grantor. This disclosure shall include a description of actions which the Grantee has taken or proposes to take, after consultation with the Grantor to avoid, mitigate, or neutralize the actual or potential conflict. Within 45 days, the Grantee shall have taken all necessary steps to avoid, mitigate, or neutralize the conflict of interest to the satisfaction of the Grantor.

8.3 No officer, member or employee of Grantor and no member of the Grantor governing body shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof. Neither Grantee nor any member of any Grantee's family shall serve on any Grantor board or committee or hold any such position which either by rule, practice or action nominates, recommends, or supervises Grantee's operations or authorizes funding to Grantee.

9. Rights to Material Produced.

9.1 Grantor shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, use, and to authorize others to do so, all original writings, sound recordings, pictorial reproductions, drawings, computer programs, and other works of similar nature produced in the course of or under this Agreement.

Grantee agrees to deliver a reproducible copy of such documents and materials to the Recycling Board on completion of the Grant Project Description.

9.2 Grantor may, in its sole discretion, require Grantee to identify or credit Grantor as the funding agency or source for all materials or products generated or produced by Grantee as part of this project. This identification or credit may take the form of a logo or other representative mark of Grantor or representative wording (e.g. "funded in whole or in part by the Alameda County Source Reduction and Waste Management Authority") which is printed or applied directly on or to those materials or products. Grantee shall not use Grantor materials including logos, flyers, etc without written permission from Grantor.

9.3 Except as otherwise provided in this Agreement, Grantee shall have and retain title to all real or personal property purchased or funded with grant funds; provided, however, that Grantor may require, as an additional condition of eligibility for grant funds and in advance of approval of this Agreement, that the Grantee provide security to the Recycling Board in order to ensure the performance of Grantee's obligations under this Agreement and that those obligations are performed consistent with the terms and conditions of this Agreement.

#### 10. Intellectual Property.

Grantee represents and warrants that it has the legal right to utilize all intellectual property it will utilize in carrying out the Grant Project Description. Grantee shall indemnify and hold Grantor harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by Grantor, or any of its officers or agents, of articles or work to be carried out in the performance of this Agreement.

#### 11. Indemnification.

To the fullest extent permitted by law, Grantee shall indemnify, defend, and hold harmless Grantor, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs (including, without limitation, costs and fees of litigation) of any kind whatsoever without restriction or limitation, incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part, to the performance of this Agreement. All obligations under this provision are to be paid by Grantee as they are incurred by the Grantor.

12. Drug-Free Workplace.

Grantee shall maintain a drug-free workplace. Neither Grantee nor Grantee's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any facility, premises or work-site used in any manner in connection with implementing the Grant Project Description pursuant to this Agreement. If Grantee or any employee of Grantee is convicted or pleads nolo contendere to a criminal drug statute violation occurring at such a facility, premises, or work-site, the Grantee, within five days thereafter, shall notify the Grantor.

13. Environmentally Preferable Purchasing.

Grantee shall comply with the Grantor's Environmentally Preferable Purchasing Policy of instituting practices that reduce waste and purchasing products that include recycled content, are durable and long-lasting, conserve energy and water, and otherwise minimize environmental impacts, toxics, pollution and hazards to worker and community safety to the greatest extent practicable. At a minimum, this shall include all of the following for services and products purchased and used on behalf of the Grantor:

- a. All products for which the U.S. Environmental Protection Grantor (EPA) has established minimum recycled content standard guidelines (such as paper and non-paper office products) shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- b. Paper products that are unbleached or that are processed without chlorine or chlorine derivatives, shall be purchased whenever possible. To the greatest extent practicable, recycled content shall be included in products that also meet this specification.
- c. All photocopying and printing shall be double-sided.
- d. All pre-printed recycled content materials intended for distribution that are purchased or produced shall include a statement that the material is recycled content.
- e. Elimination of packaging or use of the minimum amount necessary for product protection is requested, to the greatest extent practicable. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist. Take back and reuse of packaging materials by the Grantee is encouraged.

Upon request, Grantee shall submit to the Grantor written certification documenting that the requirements above have been satisfied. A copy of the Grantor's Environmentally Preferable Purchasing Policy may be obtained from the Grantor representative.

14. Termination.

Either party may terminate this Agreement with or without cause by providing 30 days' notice in writing to the other party. The Grantor may terminate this Agreement at any time without prior notice in the event that Grantee commits a material breach of the terms of this Agreement. Upon termination, this Agreement shall become of no further force or effect whatsoever and each of the parties hereto shall be relieved and discharged herefrom, subject to payment for acceptable grant implementation work carried out prior to the expiration of the notice of termination and delivery to Grantor of any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to Grantor. Notwithstanding the foregoing and section 2 on page 1, this section and the provisions of this Agreement concerning insurance (Exhibit B), Funding Agency Requirements (as set forth in Exhibit D if applicable), Grantee Obligations, Retention of Records, Rights to Material Produced, Intellectual Property, Confidential Information, Indemnification, Default and Remedies, and Jurisdiction and Severability shall survive termination of this Agreement.

15. Default and Remedies.

15.1 Each of the following shall constitute an event of default hereunder:

- (a) Failure to perform any obligation under this Agreement and failure to cure such breach immediately upon receiving notice of such breach, if the breach is such that the Grantor determines the health, welfare, or safety of the public is immediately endangered; or
- (b) Failure to perform any obligation under this Agreement and failure to cure such breach within fifteen (15) days of receiving notice of such breach, if the breach is such that the Grantor determines that the health, welfare, or safety of the public is not immediately endangered, provided that if the nature of the breach is such that the party claiming breach determines it will reasonably require more than fifteen (15) days to cure, breaching party shall not be in default if it promptly commences the cure and diligently proceeds to completion of the cure.

15.2 Upon any default, the non-defaulting party shall have the right to immediately suspend or terminate the Agreement, seek specific performance, and/or seek



damages including incidental, consequential and/or special damages to the full extent allowed by law.

15.3 The parties shall make a good faith effort to settle any dispute or claim arising under this Agreement. If the parties fail to resolve such disputes or claims, they shall submit them to non-binding mediation in California at shared expense of the parties for at least 8 hours of mediation. If mediation does not arrive at a satisfactory result, arbitration, if agreed to by all parties, or litigation may be pursued. In the event any of these dispute resolution processes are involved, each party shall bear its own costs and attorneys' fees.

15.4 If any litigation is commenced between parties to this Agreement concerning any alleged default or any provision hereof or the rights and duties of any person in relation thereto, each party shall bear its own attorneys' fees and costs.

16. Jurisdiction and Severability.

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that state and venue shall be in Alameda County, California. If any part of this Agreement is found to conflict with applicable laws, such part shall be inoperative, null and void insofar as it conflicts with said laws, but the remainder of this Agreement shall be in full force and effect.

17. Waiver.

Neither the acknowledgement of work or disbursement of grant funds pursuant to this Agreement shall constitute a waiver of any rights or obligations arising under this Agreement. The failure by the Grantor to enforce any of Grantee's obligations or to exercise Grantor's rights shall in no event be deemed a waiver of the right to do so thereafter.

18. Notice of Nonrenewal.

Grantee understands and agrees that there is no representation, implication, or understanding that Grantee may be entitled to grant funds in the future or that the work or other activity funded by Grantor pursuant to this Agreement will be funded by the Grantor under a new agreement following expiration or termination of this Agreement. Grantee waives all rights or claims to notice or hearing respecting any failure by Grantor to continue to fund all or any such activities by Grantee following the expiration or termination of this Agreement.

19. Parties in Interest.

This Agreement is entered only for the benefit of the parties executing this Agreement and not for the benefit of any other individual, entity or person.

20. Entire Agreement.

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the grant funding described herein and contains all of the covenants and agreements between the parties with respect to the grant project described herein in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

**-End of Exhibit C-**

**Exhibit D**  
**CONTRACTOR ATTESTATION**

**COVID-19 VACCINATION/TESTING REQUIREMENTS**

**Contractor Name:** \_\_\_\_\_

**Contract Description:** \_\_\_\_\_

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Contractor must complete the section below and return via email to StopWaste at this address: [covidResponse@stopwaste.org](mailto:covidResponse@stopwaste.org) on or before the contract start date. If you are unable to comply with the requirements of this notice, you must immediately notify StopWaste in writing at the above email address.

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By this Attestation, I, \_\_\_\_\_, the \_\_\_\_\_  
(name) (title)  
\_\_\_\_\_ the "Contractor" named above, affirm that I  
(company name)

am the authorized representative of the named contractor for the contract identified above, and acknowledge that all employees, subcontractors, and other representative of Contractor ("Contractor Personnel") that visit any StopWaste office or facility, conduct field work on behalf of StopWaste, or meet outside of a StopWaste office or facility with a StopWaste employee, contractor, or volunteer ("Covered Activities") are required to and shall be fully vaccinated against COVID-19 and provide to Contractor proof of such vaccination, including any booster shots the Contractor Personnel is eligible to receive and that are recommended by the CDC. Determinations as to exactly what constitutes "fully vaccinated" are based on CDC guidelines.<sup>1</sup> Contractor personnel who are not fully vaccinated may comply with these requirements by providing Contractor a negative COVID-19 test result from an approved testing vendor at least once weekly and wearing a respirator (N-95 mask) at all times while engaged in Covered Activities. In addition, I understand and agree:

1. Contractor assumes responsibility of verifying full COVID-19 vaccination for each of its own workers (including workers of subcontractors) by manually reviewing a paper or digital copy of the worker's COVID-19 vaccine record card. As the principal contractor, if you do not receive the requisite paper or digital proof of vaccination from a Covered Personnel, that person is considered unvaccinated.
2. Covered Personnel who are not fully vaccinated or tested as described above may not enter a StopWaste operated facility.
3. Covered Personnel who test positive for COVID-19 may not engage in Covered Activities until 14 days after symptoms have ended.
4. It is the responsibility of the Contractor to ensure there is no interruption of service to StopWaste if the Contractor, or any Covered Personnel, are precluded from engaging in a Covered Activity due to non-compliance with the requirements outlined above.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>.

5. Contractor is responsible for contacting any subcontractors and informing them of these requirements, and Contractor is responsible for either providing an attestation covering any subcontractors or for providing separate subcontractor attestations or proof of subcontractor worker vaccination consistent with these requirements.

6. Approved testing vendors are listed under Community Testing Sites on the Alameda County Public Health Department COVID-19 Testing website: <https://covid-19.acgov.org/testing.page>

Contractor may request that additional vendors be added to this list which request shall not be unreasonably denied.

7. Contractor agrees to submit additional signed attestations upon request of and by the date designated by StopWaste.

8. Contractor further agrees to cooperate with any investigation or inquiry StopWaste makes into the Contractor's compliance with the requirements set forth above. This includes providing information and records upon request, except any information or records that the contractor is prohibited by law from disclosing.

I declare under penalty of perjury under the law of the California that the foregoing is true and accurate.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, at \_\_\_\_\_  
(city/state)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name

Email address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**END of Exhibit D**